

**2018-2019-2020 Emergency Solution Grant Program
Application for Grant - In - Aid**

Activity Name: _____

If the organization is submitting more than one application, rank them in order of importance, with one (1) being the most important. This application is ranked # _____ of _____.

Amount of CDBG funding requested: \$ _____ 2018

\$ _____ 2019

\$ _____ 2020

TOTAL REQUEST \$ _____

Organization Name: _____ DUNS# _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Contact Person and Title: _____

Please check the appropriate line: Non-Profit Entity (501(c)(3) Y N)
 For-Profit Entity (Tax Identification Number: _____)

Activity Location & Brief Description:

Census Tract(s) and Block Group(s) where service is located *(available from CD staff)* _____

Please check all of the following that apply to this activity:

- | | |
|---------------------------------------|--|
| Emergency Shelter Operations | More than dollar-for-dollar match with non-ESG funds are included in the budget for the activity |
| Rapid Rehousing/Homeless Prevention | |
| Meets HUD ESG Program Requirements | Incorporates supportive services |
| Meets 10 Year Plan Guiding Principles | Helps people to obtain and maintain stable permanent housing |
| Meets Written Standards | |
| Applicant capacity | Includes assessment and plan to serve people with disabilities |

Signature of Authorized Official/Officer Title Date

Date of Board Motion or Resolution approving submission of application(s).
Attach a copy of the resolution to the application.

Activity Eligibility for ESG

Please check the box in front the following ESG program components that comprise the proposed activity:

Homeless shelter operations (payment for maintenance, operation, rent, repairs, security, fuel, equipment, insurance utilities, food, and furnishings)

Homelessness prevention (delivery and short term rental assistance to renters at risk of becoming homeless)

Rapid Re-housing (rental assistance, financial assistance and or services to move families from homelessness to permanent housing)

Please describe how activity will comply with the following HUD ESG program requirements:

Required Match (24 CFR 576.201) - Describe agency's ability to obtain and track matching funds for each activity for each year of funding and complete Sources of Matching funds table on page 4 of this application.

Commitment to Maintain Shelter (24 CFR 576.102) - Describe agency's commitment and ability to maintain shelter for the duration of the funding term, if awarded.

Commitment to data entry into County HMIS System (24 CFR 576.400) - Describe agency's commitment and ability to provide data for County HMIS system.

NOTE: this section does not apply to victims services providers due to confidentiality requirements.

Activity Consistency with Five Guiding Principles of "York County 10 Year Plan to End Homelessness"

Please describe how the activity will be consistent with the following:

1. Every homeless person who needs housing and services can easily access them.
2. The system identifies and addresses the full range of housing and service needs of each homeless family and individual.
3. The time a person is homeless is minimized.
4. Every homeless person is treated with dignity and respect.
5. All County agencies maximize efforts to prevent homelessness

Activity Narrative and Consistency with York County “Written Standards for Providing ESG Assistance”

Prepare and attach a narrative addressing the following Written Standards. The narrative should describe the ESG program applicant’s procedures for operating the activity in accordance with program requirements including: procedures for delivery of services, facility description, staffing, fiscal procedures, internal auditing procedures, coordination with supportive services, and the anticipated demographic characteristics and projected number of activity beneficiaries.

This application for County ESG funds is limited to the following activity:

- A) “Emergency Shelter” Payment for shelter operations: maintenance (including minor or routine repairs), minor improvements for ADA compliance, rent, security, fuel for heating and cooking, equipment, insurance, utilities (does not include cable TV), food, furnishings, and supplies limited to those necessary for the operation of the emergency shelter.
- B) Policies and Procedures for Admission, Diversion, Referral, and Discharge by Emergency Shelters Assisted Under ESG, Including Standards Regarding Length of Stay, if any, and Safeguards to Meet the Safety and Shelter Needs of Special Populations, e.g., Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking; and Individuals and Families who Have the Highest Barriers to Housing and Are Likely to be Homeless the Longest
- Policies and procedures for the admission, diversion, referral, and discharge of individuals in emergency shelters assisted under ESG shall be in accordance with established standards in place in subrecipient emergency shelters for all shelter residents.
- Safety and shelter needs of special populations shall be in accordance with established standards in place in subrecipient emergency shelters for these populations.
- However, in no case shall a child under the age of 18 be used as a basis for denying any family's admission into an emergency shelter that uses ESG funding.
- C) Policies and Procedures for Coordination among Emergency Shelter Providers, Essential Service Providers, Homelessness Prevention and Rapid Re-Housing Service Providers, Other Homelessness Assistance Providers, and Mainstream Service and Housing Providers The County requires ESG Program subrecipient agencies to participate in the CoC Committee in order to facilitate collaboration.
- D) Standards for All Other ESG and CoC Program Policies and Procedures All program standards, policies, and procedures not specifically discussed in Sections A through I above will be conducted in accordance with requirements as put forth in 24 CFR Part 576 Emergency Solutions Grant Program and HUD guidance.

Activity Estimated Cost

Provide the financial data described below. When preparing this data:

1. Provide annual budget information for the *activity*, not for the entire agency, unless it runs only one program.
2. For multi-year activities, please prepare a table for each funding year, as well as, the summary table.
3. Use the best information currently available. More detailed and exact figures will be requested if the activity is approved for funding.

Year 1 or Single Year Activity Estimated Budget

Operating	\$
Client Services / Intake / Supportive Services	\$
Rental Assistance	\$
Other:	\$
Year 1/Single Year Activity Total	\$

Year 2 Activity Estimated Budget

Operating	\$
Client Services / Intake / Supportive Services	\$
Rental Assistance	\$
Other:	\$
Year 2 Total	\$

Year 3 Activity Estimated Budget

Operating	\$
Client Services / Intake / Supportive Services	\$
Rental Assistance	\$
Other:	\$
Year 3 Total	\$

Summary of Years Estimated Budget

Total Operating	\$
Total Client Services / Intake / Supportive Services	\$
Total Rental Assistance	\$
Total Other	\$
SUMMARY of Years TOTAL Budget	\$

Sources of Non-ESG Funds

List all sources of other funding obtained/committed/sought for this activity in the following tables. Include: name of program or fund, name of source, year of anticipated receipt, and whether federal, state, or non-governmental entity.

Year 1 or Single Year Activity Source	Amount	Funds Used For	Status (Check)
1.	\$		Secured Pending
2.	\$		Secured Pending
3.	\$		Secured Pending
4.	\$		Secured Pending
TOTAL Year 1 Match		\$	

Year 2 Source	Amount	Funds Used For	Status (Check)
1.	\$		Secured Pending
2.	\$		Secured Pending
3.	\$		Secured Pending
4.	\$		Secured Pending
TOTAL Year 2 Match		\$	

Year 3 Source	Amount	Funds Used For	Status (Check)
1.	\$		Secured Pending
2.	\$		Secured Pending
3.	\$		Secured Pending
4.	\$		Secured Pending
TOTAL Year 3 Match		\$	

Required Funding Match

List all sources of match. ESG requires a dollar for dollar match. Match funds must be used for an ESG program eligible activity. Match funds can only be counted once and be allowed by funding source.

Year 1 ESG Match	List Each Source of Match Separately	Amount Pledged
Other Non-ESG HUD Funds		
Other Federal Funds		
State Government		
Local Government		
Private Funds		
Other (attach if need)		
Total Match for Year 1		\$

Year 2 ESG Match	List Each Source of Match Separately	Amount Pledged
Other Non-ESG HUD Funds		
Other Federal Funds		
State Government		
Local Government		
Private Funds		
Other (attach if need)		
Total Match for Year 2		\$

Year 3 ESG Match	List Each Source of Match Separately	Amount Pledged
Other Non-ESG HUD Funds		
Other Federal Funds		
State Government		
Local Government		
Private Funds		
Other (attach if need)		
Total Match for Year 3		\$

Summary of Activity Funding Request

Total funding sources (including ESG request):

	<u>Year 1/Single Year</u>	<u>Year 2</u>	<u>Year 3</u>
Total Non-ESG HUD Funds <i>(from page 5)</i>	\$ _____	\$ _____	\$ _____
ESG Funds Requested <i>(from page 1)</i>	\$ _____	\$ _____	\$ _____
TOTAL All Sources <i>(must match totals on page 4)</i>	\$ _____	\$ _____	\$ _____

SUMMARY OF ALL SOURCES FOR ALL YEARS \$ _____
(Summary must match the "Summary of Years Total Budget" line from Activity Estimated Cost on page 4.)

Applicant Description

Please prepare and attach a narrative describing the ESG program applicant who will be operating the proposed activity/program:

- A) Provide copies of the following
 1. the mission statement of agency
 2. organizational structure of applicant and parent organization, if any
 3. list of organizational officers and board members for applicant, and parent organization, if any
 4. most recently accepted audit or financial statements
 5. current strategic plan and reports on program outcomes
 6. formal process used to terminate homeless assistance

- B) Provide the complete address and description of the agency and the facility to be used for the activity/program. If no site has been located, the applicant should indicate this fact and supply information on the type of facility being considered.

- C) Describe the applicant's prior experience in the administration and provision of this activity or program, or similar activities.

- D) Describe how and to what extent homeless individuals and families are involved in constructing, renovating, maintaining, and operating shelter facilities and/or providing services.