



**2010 EMERGENCY SHELTER
GRANT PROGRAM**



Applications Due:
January 15, 2010
4:30 p.m. Central Time



P.O. Box 447 ~ 405 6th Street ~ Sioux City, IA 51102-0447
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www.sioux-city.org

I. PROPOSED TIMETABLE

The City of Sioux City Emergency Shelter Grant Program has been designed to help improve the quality of existing emergency shelters and transitional housing for the homeless, to help make available additional emergency shelters and transitional housing facilities, to help meet the cost of operating emergency shelters and transitional housing facilities, and providing certain essential social services to homeless individuals, so that they will have access not only to safe and sanitary shelter, but also to the supportive services and other assistance they need to improve their situations. The program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

The City of Sioux City anticipates having approximately \$83,000 available under the ESGP for FY 2010. The final amount will be determined by subtracting the 5 percent available for administration from the amount allocated by the Department of Housing and Urban Development.

The City of Sioux City will advertise and make available ESGP applications to nonprofit organizations.

November 18, 2009	ESGP Application Mini Workshop Immediately following Siouxland Coalition to End Homelessness meeting, Midtown Family Community Center, (approximately 1:00 p.m.)
January 15, 2010	ESGP Application Due
January 29, 2010	Approximate date for Grant Review Committee review of applications
February 15, 2010	E-mail notification of preliminary grant awards
March 15, 2010	Approximate date for official grant award letter to be sent
July 1, 2010	ESGP Contract Start Date
June 30, 2011	All funds must be expended by this date

Complete applications from nonprofit organizations are due to the City of Sioux City Neighborhood Services Division by 4:30 p.m. Central Time, on or before January 15, 2010, with project selection made on or before February 15, 2010 The application deadline is firm as to the *date* and *hour*. The City of Sioux City will not consider any incomplete applications or applications received after the deadline. Applicants should take this into account and submit applications as early as possible to avoid risk brought about by unanticipated delays or delivery-related problems. In particular, applicants intending to mail applications must provide sufficient time to permit delivery on or before the deadline date and hour. Acceptance by the Post Office or private mailer does not constitute delivery. Facsimile (FAX), COD, and postage due applications will not be accepted. A copy of the application form is attached as Exhibit A.

II. DEFINITIONS

HUD defines homelessness using the following definition:

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings or on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

III. HOMELESSNESS DOCUMENTATION

HUD requires ESGP sub-recipients to maintain adequate documentation to determine the eligibility of persons served by HUD's homeless assistance programs. The following guide provides recommendations on documentation of homelessness.

The degree of documentation of homelessness depends on the type of short-or long-term shelter provided. Projects providing short-term emergency shelter or support services only need a lower standard of proof of the person's prior living situation. This documentation will be reviewed during the on-site audits conducted by City of Sioux City, Iowa.

Short-Term Emergency Shelter/Services

Situation	Documentation
Persons living on the street	Projects may provide short-term shelter and/or services - such as outreach, food, health care, and clothing - to persons who reside on the streets or who are otherwise homeless. In these cases, it is not feasible to require documentation for each person obtaining such services offered by the project. It is sufficient for the grantee/recipient staff to confirm that the persons served, indeed, reside on the street or are otherwise homeless.

Long-Term Emergency Shelter/Transitional Housing

Situation	Documentation
Persons living on the street or in short-term emergency shelter	Information should be obtained to indicate that the participant is living on the street or in short-term emergency shelter. This may include names of organizations or outreach workers who have assisted them in the past, whether the client receives any general assistance checks and where the checks are delivered, or any other information regarding the participant's activities in the recent past that might provide documentation. If unable to verify that the person is living on the street or in short-term emergency shelter, the participant or a staff person may prepare a short written statement about the participant's previous living place. The participant should sign the statement and date it.
Persons coming from transitional housing for homeless persons	Obtain written verification from the transitional housing staff that the participant has been residing at the transitional housing facility. The verification should be signed and dated by the referring agency personnel. Also obtain written verification that the participant was living on the streets or in an emergency shelter prior to living in the transitional housing facility (see above for required documentation for emergency shelter), or was discharged from an institution or evicted from a private dwelling prior to living in the transitional housing and would have been homeless if not for the transitional housing (see below for required documentation for eviction from a private dwelling).
Persons being evicted from a private dwelling	Obtain evidence of formal eviction notice indicating that the participant was being evicted within a week before receiving homeless assistance. Also obtain information on the participant's income and efforts made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. If the participant's family is evicting, a statement describing the reason for eviction must be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, obtain a signed and dated statement from the participant describing the situation. The grantee/recipient must make efforts to confirm that these circumstances are true and have written verification describing the efforts and attesting to their validity. The verification should be signed and dated.
Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Obtain written verification from the institution's staff that the participant has been residing in the institution for less than 31 days and information on the previous living situation. See above for guidance.
Persons being discharged from a longer stay in an institution	Obtain evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance. Obtain information on the income of the participant, what efforts were made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.
Persons fleeing domestic violence	Obtain written verification from the participant that he/she is fleeing a domestic violence situation. If a participant is unable to prepare verification, the grantee/recipient may prepare a written statement about the participant's previous living situation for the participant to sign and date.

IV. ELIGIBLE APPLICANTS

To be eligible to receive a grant from the City of Sioux City under the ESGP, an applicant must be a nonprofit organization that:

1. Is incorporated as a private, nonprofit organization under the laws of the State of Iowa; and
2. Has a tax-exempt ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986.

Note: A primary religious organization is eligible for ESGP if they agree to provide all eligible activities under this program in a manner that is free from religious influences and in accordance with the principles, as outlined in 24CFR Part 576.22.

V. ELIGIBLE PROGRAM ACTIVITIES

Only those applications certifying that Emergency Shelter Grant amounts will be used for the following *eligible activities* will be considered.

- A. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters or transitional housing facilities for the homeless.
 1. Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Includes labor, materials, tools and other costs of improving buildings, including repair due to deferred maintenance, replacement of principal fixtures/components, security devices, alterations, incidental additions, enhancements, energy efficiency improvements and structural accessibility. It must be maintained as a shelter for the homeless for not less than a three-year period.
 2. Major Rehabilitation means rehabilitation costs in excess of 75 percent of the value of the building before rehabilitation. It must be maintained as a shelter for not less than a ten-year period.
 3. Conversion means a change in the use of a building to an emergency shelter for the homeless where the cost of conversion exceeds 75 percent of the value of the building before conversion. It must be maintained as a shelter for not less than a ten-year period.

The three and ten-year period will start as follows:

- In the case of a building that was not operated as an emergency shelter / transitional housing facility for the homeless before receipt of grant amounts under this application, on the date of initial occupancy as an emergency shelter for the homeless; or
- In the case of a building that was operated as an emergency shelter / transitional housing facility before receipt of grant amounts under this application, on the date that grant amounts are first obligated to the shelter.

Any building for which ESGP amounts are used for renovation, conversion, or major rehabilitation must meet local government safety and sanitation standards.

- B. Providing new or quantifiable increase in essential services, including, but not limited to:
1. Assistance in obtaining permanent housing
 2. Medical and psychological counseling and supervision
 3. Employment counseling
 4. Nutritional counseling
 5. Substance abuse treatment and counseling
 6. Assistance in obtaining other Federal, State and local assistance
 7. Other services such as child care, transportation, job placement and job training
 8. Staff salaries necessary to provide the above services
- C. Payment of shelter operating expenses such as maintenance/repair, insurance (for the building and its contents only), utilities, furnishings/appliances, food, rent, security, fuels and other operation expenses (excluding staff salaries and administrative costs). The assisted activities must be carried out during the period which the assistance is provided. A substitute site or shelter may be used during this period, so long as the same general population is served.
- D. Developing and implementing homeless prevention activities. Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):
1. Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
 2. Security deposits or first month's rent to permit a homeless family to move into its own apartment;
 3. Mediation programs for landlord-tenant disputes;
 4. Legal service programs for the representation of indigent tenants in eviction proceedings;
 5. Payments to prevent foreclosure on a home; and
 6. Other innovative programs and activities designed to prevent the incidence of homelessness.

If grant funds under this section are to be used to assist families that have received eviction notices or termination of utility services, the following conditions must be met:

- A. The inability of the family to make the required payments must be due to sudden reduction in income;
- B. The assistance must be necessary to avoid eviction of the family or termination of services to the family;
- C. It must be reasonable to suspect that the family will be able to resume payments within a reasonable period of time; and
- D. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.

Homeless prevention activities are capped at 30 percent of City of Sioux City's total allocation.

For homeless prevention activities, the recipient organization MUST evidence the use of funds were necessary to prevent homelessness. Documentation must include evidence of an eviction, foreclosure, or utility termination notice(s) and evidence that the inability to pay was unforeseen. Evidence would include, for example, notice of termination from the utility provider, court documents indicating that eviction was imminent or foreclosure documents indicating that foreclosure proceedings were pending. Unforeseen loss of income can be documented by the loss of a job, the inability to work due to illness or another similar event. Homeless prevention funds cannot be reimbursed to the recipient organization without these documents, or a waiver from the City of Sioux City.

VI. MATCHING FUNDS

Each sub-recipient must match its Emergency Shelter Grant amounts with an equal amount of funds received from sources other than this program and other federal programs. Matching funds must be provided after the date of the grant award to the sub-recipient. Funds used to match a previous ESGP Grant may not be used to match a grant under this allocation.

A sub-recipient may comply with this requirement by providing documented supplemental funds of their own, or supplemental funds or voluntary efforts provided. Matching funds may include the following:

- A. The value of any donated material or building, the value of which will be determined by City of Sioux City using any method reasonably calculated to establish a fair market value;
- B. The value of any lease on a building, the value of which will be determined by City of Sioux City using any method reasonably calculated to establish a fair market value;
- C. The time and services contributed by volunteers to carry out the Emergency Shelter Grant Program determined at the rate of \$5 per hour.

VII. OTHER FEDERAL REQUIREMENTS

All sub-recipients will be required to certify compliance with requirements of Section 576.79 concerning:

- A. Nondiscrimination and Equal Opportunity;
- B. Applicability of OMB Circulars;
- C. Lead-based Paint;
- D. Conflicts of Interest;
- E. Use of Debarred, Suspended, or Ineligible Contractors;
- F. Flood Insurance;
- G. Coastal Barriers;
- H. Drug Free Workplace Act of 1988;
- I. Audit; and
- J. Intergovernmental Review.

All sub-recipients will be required under Section 832 (e)(2) of the Cranston-Gonzales National Affordable Housing Act to provide confidentiality of victims of family violence and the location of shelters for such persons. To assist in this requirement, City of Sioux City requests the applicants to remove from all requisition forms and documentation attached thereto, the names of any clients assisted.

All sub-recipients will be required to certify that they will involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESGP, and in providing services for occupants of these facilities.

In addition, all sub-recipients will be required to certify that they will administer, in good faith, a policy designed to ensure that the homeless facility is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

Consistent with the other goals and objectives of the ESGP, sub-recipients must assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted under the ESGP. Organizations considering acquiring or moving to a facility that is not vacant must contact City of Sioux City staff early in the decision making process to obtain technical assistance regarding the federal relocation requirements.

Sub-recipients will terminate assistance to any individual or family violating the ESGP requirements in accordance with a formal process established by the sub-recipient. The process will recognize the rights of the individuals and may include a hearing.

VIII. CONSOLIDATED PLAN

City of Sioux City has certified that the ESGP Application is consistent with the Siouxland Consortium's Consolidated Plan

IX. SELECTION CRITERIA

Priority will be given to those applicants requesting funding for creation of additional emergency shelter / transitional housing units or for the ongoing viability of the facility.

Also taken into consideration will be:

- A. Number of clients to be served in the emergency shelter / transitional housing facility
- B. Number of clients to be served with nonresidential services.
- C. Ability of families to stay together in the emergency shelter / transitional housing facility
- D. Past performance of the sub-recipient
- E. Use of ServicePoint, a Homeless Management Information System

A review committee consisting of City of Sioux City employees and representatives from non-profit organizations who work with or have some knowledge of homeless programs will

review the applications. Grant requests must be for a minimum of \$5,000 and maximum of \$30,000.

When making final selections, the review committee may make a grant award for less than the amount applied for or for fewer than all of the activities identified in the application, based on the demand for grant amounts, the extent to which the respective activities address the needs of the homeless, and the reasonableness of the costs proposed.

The review committee reserves the right to AWARD ESGP funds to any applicant or DENY ESGP funds for any applicant if it determines, in its sole discretion, the project is unacceptable based on, but not limited to the following:

- A. Comments of officials of local governmental jurisdictions,
- B. Information regarding the fact that a particular market is saturated with emergency units and/or services,
- C. The likelihood that the applicant may not comply with ESGP requirements in a timely manner,
- D. The applicant's (including any related party's) lack of or unacceptable prior experience and performance related to awards, project management, and compliance with emergency shelters or other related services, or
- E. Desirability of site based on site inspection.

X. GRANT ADMINISTRATION

Sub-recipients will be responsible for ensuring that all grant amounts are administered in accordance with the requirements of 24 CFR Part 576 and other applicable laws.

Grant funds will be considered obligated once the award letter has been sent to the sub-recipient. A grant agreement will be sent under separate cover detailing the sub-recipient's requirements and responsibilities, including those required for the environmental review. The sub-recipient will be required to sign and return the grant agreement to City of Sioux City.

The grant agreement will indicate the activities and the corresponding approved funding amounts by category. Line items in the cost summary report may be adjusted from the proposed amount to reflect actual expenses within each of the three categories, without prior approval. However, prior written approval is needed from City of Sioux City to vary from the totals in each of the four categories or to expend funds for activities other than as specified in the approved grant agreement.

The City of Sioux City will have an estimated \$83,000 less 5 percent for administration, available under the ESGP. The 5 percent is available for ESGP general administration for City of Sioux City.

XI. METHOD OF PAYMENT

Requests for payment must be received by the City of Sioux City on or before the tenth of each month. Requests must be submitted in a format approved by City of Sioux City, and

must include a breakdown of expenses, a breakdown of matching expenses, and a breakdown of matching sources. Copies of all expenses and sources must be submitted for verification purposes. Lack of documentation or explanation may result in a delay in payment.

XII. RECORDKEEPING

The sub-recipient will be required to keep records necessary to document compliance with the provisions of the grant agreement and all applicable laws and regulations governing the Emergency Shelter Grant Program. Such records shall be made available to City of Sioux City staff monitoring and providing technical assistance to the sub-recipient.

XIII. SANCTIONS

If City of Sioux City determines that a sub-recipient is not complying with the requirements of the ESGP or other applicable federal laws, City of Sioux City will take appropriate action, which may include the following:

- A. Issue a warning letter;
- B. Condition a future grant;
- C. Direct the sub-recipient to stop incurring costs with grant amounts;
- D. Require the return of some or all of the grant amounts;
- E. Reduce (de-obligate) the level of funds the sub-recipient would otherwise be entitled to receive; or
- F. Elect to make the sub-recipient ineligible for future grants.

Any grant amounts that become available to City of Sioux City as a result of a sanction under this Section of the ESGP Administrative Plan will be made available (as soon as practicable) to other sub-recipients for use within the same time periods prescribed for its original use.

XIV. EXPENDITURE OF GRANT FUNDS

Each sub-recipient must spend all of its grant amounts including Homeless Prevention funds within **12 months** from the date of the beginning of the Fiscal Year (July 1, 2010).

If sub-recipients have grant funds remaining from prior ESGP allocation year; the sub-recipient must expend the prior funds before utilizing the new allocation.

REHABILITATION, CONVERSION AND RENOVATION ACTIVITIES

(Complete this section if your ESGP funding request includes emergency shelter or transitional housing facility renovation, rehabilitation, or conversion activities.)

A. I am aware that the following are eligible rehabilitation, conversion and renovation activities:

- Conversion. A change in the use of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation exceeds 75% of the value of the building after conversion. The building must be used as a shelter for homeless individuals and families for at least ten (10) years.
- Major rehabilitation. Rehabilitation that involves costs in excess of 75% of the value of the building before rehabilitation. The building must be used as a shelter for homeless individuals and families for at least ten (10) years.
- Renovation. Rehabilitation that involves costs of 75% or less of the value of the building before rehabilitation. The building must be used as a shelter for homeless individuals and families for at least three (3) years.

YES

NO

B. I am aware that ESGP funds cannot be used for acquisition of real property, new construction, property clearance or demolition, rehabilitation administration, staff training or fund raising activities associated with rehabilitation, building maintenance and repairs.

YES

NO

ESSENTIAL SERVICES

(Complete this section if your ESGP funding request is for reimbursement of essential services provided to address the needs of homeless persons living on the street, in emergency shelter, or in transitional housing.)

A. I am aware that the following are eligible essential services:

- Assistance in obtaining permanent housing
- Medical and psychological counseling and supervision
- Employment counseling
- Nutritional counseling
- Substance abuse treatment and counseling
- Assistance in obtaining other Federal, State and local assistance including mental health benefits, employment counseling, medical assistance, Veterans benefits, and income support assistance such as supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps.
- Other services such as child care, transportation, job placement and job training
- Staff salaries necessary to provide the above services

YES

NO

B. I am aware that ESGP essential services funds cannot be used to pay for:

- existing services and staff
- salary of case management supervisor when not working directly on participant issues
- advocacy, planning and organization capacity building
- staff recruitment/training
- transportation costs not directly associated with service delivery

YES

NO

C. I am aware that only 30% of the City of Sioux City's total allocation of ESGP funds may be spent on essential services and the essential services must be a new service or quantifiable increase in service above the level previously funded.

YES

NO

OPERATIONAL COSTS

(Complete this section if your ESGP funding request is for reimbursement of operational costs for an emergency shelter or transitional housing facility.)

A. I am aware that the following are eligible operational costs:

- Maintenance / maintenance salary
- Operation
- Rent
- Repairs
- Security / security salary
- Fuel
- Equipment
- Insurance
- Utilities
- Food
- Furnishings
- Operational staff costs (not more than 10% may be used for the cost of staff)

YES

NO

B. I am aware that ESGP operational costs funds cannot be used to pay for:

- recruitment or on-going training of staff
- depreciation
- costs associated with the organization rather than supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- staff training, entertainment, conferences, or retreats
- public relations or fund raising
- bad debts/late fees
- mortgage payments

YES

NO

HOMELESS PREVENTION ACTIVITIES

(Complete this section if your ESGP funding request is for homeless prevention activities.)

A. I am aware that the following are eligible homeless prevention activities:

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices
- Security deposits or first month's rent to permit a homeless family to move into its own apartment
- Mediation programs for landlord-tenant disputes
- Legal services programs for the representation of indigent tenants in eviction proceedings
- Payments to prevent foreclosure on a home
- Other innovative programs and activities designed to prevent the incidence of homelessness

YES

NO

B. I am aware that ESGP homeless prevention funds cannot be used to pay for:

- housing/services to homeless persons
- direct payments to individuals
- long-term assistance beyond several months
- application for federal funds or unprogrammed funds

YES

NO

C. I am aware that only 30% of the City of Sioux City's total allocation of ESGP funds may be spent on homeless prevention activities.

YES

NO

ASSESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

(Complete this section if you are a new applicant or a new shelter site)

Federal regulations require that all facilities and/or services assisted with ESGP funds be accessible to persons with disabilities, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats between 17-19 inches from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

1. Will completed renovation project meet ADA standards for accessibility by disabled?

YES (attach documentation) NO N/A

2. Is your facility in compliance with ADA accessibility standards?

YES (attach documentation) NO N/A

If you responded ~~No~~ in 1 or 2 above, please describe accessibility problems and methods to address the problems, including funding and timetable.

PERFORMANCE OUTCOME MEASUREMENTS

Complete the information on this page for the period 7/1/08 . 6/30/09. The information can be obtained by running the following ServicePoint Report, called %Template Revised 8_29_2009 Sioux City ESG.+

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Log into ServicePoint 2. Choose ART Reporting Tool 3. Choose Public Folders . click + to expand 4. Choose Des Moines Live . click + to expand 5. Choose Agency Specific Reports . click + to expand 6. Choose Sioux City . click on the words %Sioux City+to open; do not click on the + - this will not open the report or expand the folder 7. Choose %Template Revised 8_25_2009 Sioux City ESG+. this should be the report at the top of the list. | <p>After the report is pulled up:</p> <ol style="list-style-type: none"> 1. Enter a start date of 07/01/2008 2. Enter an end date of 06/30/2009 3. Enter an effective date of 07/01/2009 4. Click on %Run Query+ |
|---|--|

For agencies that were not using ServicePoint during 7/1/08 . 6/30/09, utilize the database(s) available to you to complete the following information. Please be advised that if you are awarded a grant, you will be required to use ServicePoint throughout the life of the grant (unless you are a domestic violence service agency).

Number of adults served: _____
 Number of children served: _____
 Number of adults and children served: _____

	Total Clients	Hispanic
White:	_____	_____
Black/African American:	_____	_____
Asian:	_____	_____
American Indian/Alaskan Native:	_____	_____
Native Hawaiian/Other Pacific Islander:	_____	_____
American Indian/Alaskan Native and White	_____	_____
Asian & White:	_____	_____
Black/African American & White:	_____	_____
Am. Indian/Alaskan Native & Black African Am.	_____	_____
Other Multi-Racial:	_____	_____
Missing Race	_____	_____
Total:	_____	_____

	Male	Female	Missing	Gender Total
Number of Individual Households (singles)				
Unaccompanied 18 and over	_____	_____	_____	_____
Unaccompanied under 18	_____	_____	_____	_____

	Male	Female	Missing	Gender Total
Number of family households with children headed by:				
Single 18 and over	_____	_____	_____	_____
Single under 18	_____	_____	_____	_____
Two parents 18 and over	_____	_____	_____	_____
Two parents under 18	_____	_____	_____	_____

Number of family households with no children _____

Client subpopulations

Chronically Homeless* (Emergency Shelter only)	_____
Severe Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
Veterans	_____
Persons with HIV/AIDS	_____
Victims of Domestic Violence	_____
Elderly	_____

**The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.*

*NOTE: The following section is not available on the ServicePoint Report.

List the number of persons served in Emergency or Transitional Shelters.

Shelter Type	Number of Persons Housed
Barracks	_____
Group/Large House	_____
Scattered Site Apartments	_____
Single Family Detached House	_____
Single Room Occupancy	_____
Mobile Home/Trailer	_____
Hotel/Motel	_____
Other	_____
Total	_____

During the past year what percent of your clients reached successful outcomes? (i.e. permanent housing, mainstream resources) What percentage had you anticipated? How do you explain any substantial differences? What do you anticipate for the coming year? _____

How many homeless persons have made the transition to permanent housing between 07/01/08 to 06/30/09? _____ (Provide a narrative as to how you came to this number and attached any supportive documentation)_____

HOMELESS NEEDS

(Answer all items - use separate sheet if necessary)

- A. **Service Area** - Identify the organization's proposed service area(s) by name, location, city or town, or county. Indicate the approximate population of your service area.

- B. How many homeless persons are there in your service area? (explain data source information)

- C. Indicate the number of bedrooms and beds available at your facility (if applicable).

- D. List examples of your agency's partnership/collaborations with other agencies that enhance your programs effectiveness.

- E. What are the benefits of these partnerships/collaborations to your agency and to your clients?

ELIGIBILITY

A. Have you received funding through the Emergency Shelter Grant Program (ESGP) during the current calendar year?

YES

NO

If yes, please give us your current year grant amount: \$ _____

B. Has your organization administered other federal or state government grants?

YES

NO

C. Will you be providing emergency shelter / transitional housing to homeless persons?

YES

NO

D. If you are providing emergency shelter / transitional housing, does your facility allow families to stay together?

YES

NO

NA

E. If you are providing emergency shelter / transitional housing, what percentage of clients were able to obtain permanent housing?

_____ %

F. If you are providing emergency shelter / transitional housing, what percentage of clients were employed upon exit?

_____ %

G. Do you plan on using ServicePoint to track outcome information? (ServicePoint is Homeless Management Information System software)

YES

NO

H. Do you have a policy designed to ensure that the homeless facility is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries and employees?

YES (attach documentation)

NO

I. Can you ensure that activities conducted under this program conform to the nondiscrimination and equal opportunity requirements contained in CFR Part 576.79?

YES

NO

J. Do you have a policy to ensure the confidentiality of victims of family violence and the location of shelters for such persons?

YES (attach documentation) NO N/A

K. If your organization is a primarily religious organization, do you agree to provide all eligible activities under this program in a manner that is free from religious influences in accordance with part 576.22?

YES NO N/A

L. Do you participate in the local Continuum of Care?

YES NO

If yes, please identify the nature and level of your participation in this group.

If No, describe what actions your agency will take to get involved in or help develop this group in the coming year.

M. Describe how the project in this application addresses an identified community housing/homeless need in the locally approved Continuum of Care Narrative or other planning document that addresses homelessness and describe what community needs are currently unmet?

N. If you have received an ESGP grant in the past, were invoices submitted in a timely fashion (monthly)?

YES NO NA

O. If you have received an ESGP grant in the past, do you have any outstanding monitoring concerns or findings?

YES NO NA

P. What is the projected number of clients you intend to serve from 07/01/08 . 06/30/09?

RESIDENTIAL (EMERGENCY OR TRANSITIONAL SHELTERS):

Annual Number Adults Served: _____
Annual Number of Children Served: _____
TOTAL: _____

NON-RESIDENTIAL SERVICES:

Annual Number Adults Served: _____
Annual Number of Children Served: _____
TOTAL: _____

SUMMARY OF FUNDS REQUESTED

Instructions for completing the Summary of Funds Requested

Please complete as accurately and completely as possible. Failure to do so may result in a reduction or denial of funding. Request only those funds expected to be expended over a 12-month period. **Round to the nearest \$1.00.**

I. A. Renovation-rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Includes labor, materials, tools and other costs of improving buildings, including repair due to deferred maintenance, replacement of principal fixtures/components, security devices, alterations, incidental additions, enhancements, energy efficiency improvements and structural accessibility.

B. Major Rehabilitation-rehabilitation costs in excess of 75 percent of the value of the building before rehabilitation.

C. Conversion-a change in the use of a building to an emergency shelter for the homeless where the cost of conversion exceeds 75 percent of the value of the building before conversion.

II. Essential Services-assistance in obtaining permanent housing, medical and psychological counseling and supervision, employment counseling, nutritional counseling, substance abuse treatment and counseling, assistance in obtaining federal, state and local assistance, child care, transportation, job training, staff salaries, etc.

III. Operating Expenses-payment of maintenance, operation (including administration but excluding staffing costs) rent, repair, security, fuels, equipment, insurance, utilities and furnishings.

IV. Homeless Prevention-activities or programs to prevent homelessness, including (but not limited to):

- a) Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices
- b) Security deposits or first month's rent to permit a homeless family to move into its own apartment
- c) Mediation programs for landlord-tenant disputes
- d) Legal services programs for the representation of indigent tenants in eviction proceedings
- e) Payments to prevent foreclosure on a home
- f) Other innovative programs and activities designed to prevent the incidence of homelessness

SUMMARY OF FUNDS REQUESTED

See page 13 for instructions to complete this form.

Name of Agency: _____

	Requested	Approved
I. REHABILITATION, CONVERSION, AND RENOVATION A. Renovation B. Major Rehabilitation C. Conversion TOTAL REHABILITATION	Complete this column	City will complete this column
II. ESSENTIAL SERVICES A. Assistance in obtaining permanent housing B. Medical and psychological counseling and supervision C. Employment counseling D. Nutritional Counseling E. Substance abuse treatment and counseling F. Assistance in obtaining federal, state and local assistance G. Other services (child care, transportation, job training, etc) H. Staff salaries necessary to provide above services I. Other Operations (Specify) TOTAL ESSENTIAL SERVICES	Complete this column	City will complete this column
III. OPERATIONAL COSTS A. Maintenance/maintenance salary B. Rent C. Repairs D. Security/security salary E. Fuel F. Equipment G. Insurance H. Utilities I. Food J. Furnishings K. Operational staff costs (no more than 10%) L. Other Operations (Specify) TOTAL OPERATIONS	Complete this column	City will complete this column
IV. HOMELESS PREVENTION ACTIVITIES A. Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices B. Security deposits of first month's rent to permit a homeless family to move into its own apartment C. Mediation programs for landlord-tenant disputes D. Legal services programs for the representation of indigent tenants in eviction proceedings E. Payments to prevent foreclosure on a home F. Other innovative programs and activities designed to prevent the incidence of homelessness TOTAL HOMELESS PREVENTION ACTIVITIES	Complete this column	City will complete this column
V. TOTAL ALL ACTIVITIES (\$5,000 minimum, \$30,000 maximum)	Complete this column	City will complete this column

MATCHING FUNDS

SOURCE OF MATCH*	AMOUNT
CASH	\$
PROPERTY VALUE	\$
STAFF SALARIES	\$
DONATIONS	\$
GRANTS <i>(Federal, State, Local or Private Foundation)</i>	\$
VOLUNTEER HOURS (valued at \$5 @ hr)	\$
OTHER (specify):	\$
	\$
	\$
	\$
TOTAL	\$

Total on this page should equal total of %Summary of Funds Requested+on previous page

ATTACHMENTS

Please attach the following items.

1. Documentation of 501(c)(3) status from the U.S. Internal Revenue Service Attached
 Submitted last year; no change since then
2. Bids - at least 2 competitive bids for renovation/rehabilitation activities Attached
 No renovation/rehab. funds requested
3. Provide evidence of financial accountability such as a recent audit or annual accounting with balance sheets. Attached

CERTIFICATION

As a potential recipient of Emergency Shelter Grant Program funds, and as a duly authorized representative of this organization, I certify that this organization:

- Will use funds to supplement and extend existing resources and not to reimburse ongoing programs and services.
- Is a 501(c)(3) not-for-profit organization, or a public body/unit of government.
- Conducts an annual audit or can provide certification on financial sources of income and the receipt/disbursement of federal and state funds.
- Practices non-discrimination in accordance with all applicable federal and state regulations.
- Will not engage in religious proselytizing or counseling utilizing these grant funds; and will not require attendance at religious services as a requirement or condition to receive services.
- If a private organization, has a voluntary board.
- Will provide all reports to the City of Sioux City as required.
- Will expend monies only on eligible costs and keep documentation (copies of cancelled checks, invoices, receipts, etc.) of all expenditures.
- Will provide the required minimum client data set in compliance HUD's Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice published on July 30, 2004, through I-COUNT, Iowa's Homeless Management Information Network. Domestic Violence Shelters who choose not to enter data directly into I-COUNT will collect the data and make it available for program monitoring visits.
- All information in this application is given for the purpose of obtaining funds under the Emergency Shelter Grant Program and is true and complete to the best of the organization's knowledge and belief. The organization shall not, in the provisions of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap. Verification of any of the information contained in this application may be obtained from any source named herein.

BOARD CHAIRPERSON / HIGHEST ELECTED OFFICIAL SIGNATURE

Signature

Date

(Print/Type Name)