EMERGENCY SOLUTIONS GRANT FISCAL YEAR 2014/2015
APPLICATION INSTRUCTIONS

These instructions incorporate many of the HUD regulations governing the ESG grant program. Please also review the federal regulations incorporated in the Program Manual or available at www.hud.gov.

By submitting an application, the applicant accepts all terms, conditions and requirements contained in the Program Manual. The guidelines, definitions and limitations detailed in these instructions shall be considered binding on all activities once funded, although they may not be explicitly added to the resolution to grant funds.

The application consists of four major sections that need to be completed. The first section is the contact information section, the second is the questions section, the third is the budget section, and the fourth is the documents section.

Application/ Proposal Questions:

#1 DUNS NUMBER
Registering in the CCR will require a DUNS number, which refers to the Data Universal Numbering System, which is a 9-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone or Internet (currently at http://www.dunandbradstreet.com). Registration with the CCR must be maintained and kept current at all times when the agency has an active federal award – including federal funds passed through local entitlement agencies such as these Emergency Solutions Grant funds. The purpose of the CCR registration requirement is to fully implement the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282, hereafter referred to as "the Transparency Act"). That Act requires that a Web site be maintained where the public may access and search data on federal financial assistance awards. More information about this requirement is available in the June 6, 2008 Federal Register, pages 32417 – 32421 (guidance can be downloaded from http://edocket.access.gpo.gov/2008/pdf/E8-12558.pdf).

#2: ORGANIZATION MISSION AND SERVICES PROVIDED *Provide an overview of your agency which includes its mission, purpose, and the general types of services provided.*

#3 PROJECT ACTIVITY Select the activity that best fits the project for which you are requesting funds.
Eligible activities include:

- Street Outreach: funds may cover costs related to essential services for unsheltered persons including emergency health or mental health care, engagement, case management, and services for special populations.

- Emergency Shelter: funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents (including case management, child care, education, employment assistance and job training, legal, mental health, substance abuse treatment, transportation, and services for special populations).

- Homelessness Prevention: fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent and housing search and placement activities). Funds may also be used for short- or medium-term rental assistance for those who are at-risk of becoming homeless AND who are BELOW 30% of Area Median Income.

- Rapid Re-Housing: components fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent and housing search and placement activities) for people who are homeless. Funds may also be used for short- or medium-term rental assistance for those to stabilize into housing.

- HMIS: funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include (computer hardware, software, or equipment, technical support, office space, salaries of operators, staff training costs, and participation fees).

#4 PROJECT BENEFICIARY CATEGORY *Identify the eligible population expected to be served by the project for which you are requesting funds*. To be eligible for funding, a project must provide services and assistance to homeless persons or low-income households at imminent risk of homelessness. It should be noted that projects receiving these federal ESG funds will be required to report certain demographic and personal information on all persons utilizing the service and the agency must be able to report on the unduplicated number of persons assisted at year's end.

#5 PROJECT BENEFICIARY *SUB*CATEGORY *Select all sub-populations you expect to serve for the fiscal year for which you are requesting funds.* All funded agencies are required to provide data on the populations that they serve. At the end of the fiscal year subrecipients submit an annual beneficiary report.

#6 PROJECT DESCRIPTION
Provide a general overview of the project/ program for which you are applying for funds. Include population of emphasis, service activity plan, intake and referral procedures, program procedures and evaluation plan, intended accomplishments (intended accomplishments are also in #12).
You can elaborate further in question #9 on gaps in services that this project addresses and the target population. This may be used as a summary statement for applicant reviewers. The rest of your application should support claims made in this question.

#7 HUD/ CoC PRIORITY. HUD funding priorities are for Rapid Re-Housing and also Homeless Prevention but more emphasis is being put on Rapid Re-Housing. There is a funding cap on shelter and street outreach. **The local CoC has identified the following as a priority need (for ESG funding) in the community,** emergency shelters that help victims of domestic violence, shelters that keep families intact, youth, medically fragile homeless people inappropriate for mass shelter (preferably have licensed medical staff at the shelter), shelter for male household with children, intact families with 2 adults and a minor child, with connections to rapid re-housing.

#8 MATCHING PROJECT GOALS AND OBJECTIVES TO HCP CONSORTIUM HOMELESS STRATEGIC PLAN. *Please indicate which objectives and goals are being addressed by project for which you are requesting funds.* Listed are goals applicable to ESG projects that have been identified by the HCP Consortium Homeless Strategic Plan. See HUD Consolidated Plan 2010-2014 for more details.

#9 PROJECT NEED, SITUATION, CONDITIONS Briefly describe the need, local situation, or conditions that your project will address. Describe how you meet the priority needs of the local CoC. Indicate how long has your agency operated this program. This question is very important. Please take your time to address the local conditions and substantiate this question data.

#10 PROJECT ACCOMPLISHMENTS (last three years) *Provide a description of project accomplishments over the past three years.* If project is new indicate this in your answer. HUD requires information relative to the number and characteristics of participants who will benefit from this funding allocation. Data based on your estimates will be provided in the application submitted to HUD. Describe the accomplishments this project (or, if project is new, your agency) has achieved for the past three years. Include the degree to which objectives were met. Include the number of clients with "successful outcomes" served by the project in the past three years and a description of your program's definition of "successful outcome." Then, please note total number expected to be served this fiscal year and percent attributable to these funds, if distinguishable. Distinguish unduplicated count from duplicated and families from individuals served.

#11 ONE YEAR HISTORY OF SERVICES PROVIDED. *Provide more detail and quantitative information on project accomplishments for the past fiscal year. If project is new indicate this in your answer.* These questions are separated by category type (homeless prevention, case management, shelter, essential services). If possible, use HMIS data. State the sources of your information if this is the agency's tracking system and/or data pulled from HMIS. During the application process this information may be cross checked/ supplemented through the use of HMIS data.

#12 EXPECTED OUTCOMES *Provide the number of unduplicated individuals/ households expected to be assisted by your program in the next fiscal year (July 1, 2014- June 30, 2015).* This question is similar to the last question, #10, but is an estimate for the next fiscal year.

#13 HMIS DATA QUALITY AND UTILIZATION RATE
Provide an average of your HMIS data quality rate and also an average of your bed utilization rate for the program for which you are requesting funds for, over the last year (July 2011- June 30, 2012). If your agency is a domestic violence provider type in DV provider and N/A or provide a utilization rate based off of your numbers from a comparable database.

If the project is new and there is no HMIS history indicate that this is a new project and if possible give the HMIS data quality rate and utilization rate for the closest related project within your agency.

#14 CASE MANAGEMENT Describe how your agency will carry out case management. Describe the frequency of case management, if it will be provided by your agency, or if it will be provided by partnering with another agency/service provider. Case management is required for clients receiving assistance through the homeless prevention and rapid-rehousing projects

#15 DISCUSS HOW YOUR AGENCY WILL CONNECT CLIENTS TO MAINSTREAMS PROGRAMS AND SUPPORTIVE SERVICES.

Also describe the **service needs** of this population, and how these needs will be met. Describe how your project's staff systematically identifies persons eligible for mainstream programs, and **helps to enroll them in the mainstream programs for which they are eligible** (mainstream programs include, but are not limited to, Medicaid, State Children's Health Insurance Program, TANF, Food Stamps (SNAPS), SSI, Workforce Investment Act programs, Veterans Health Care, Employment Training or Rehabilitation through the Nevada Department of Employment, Training and Rehabilitation, etc.). The Interim Rule requires coordination of services to the maximum extent possible. The complete list is cited below.

576.4 Area-wide systems coordination requirements

b) Coordination with other targeted homeless services*. The recipient and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. These programs include:*

(1) Shelter Plus Care Program (24 CFR part 582);
(2) Supportive Housing Program (24 CFR part 583);
(3) Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR part 882);
(4) HUD—Veterans Affairs Supportive Housing (HUD–VASH) (division K, title II, Consolidated Appropriations Act, 2008, Pub. L. 110–161 (2007), 73 FR 25026 (May 6, 2008));
(5) Education for Homeless Children and Youth Grants for State and Local Activities (title VII–B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.));
(6) Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa–5));
(7) Healthcare for the Homeless (42 CFR part 51c);
(8) Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.));
(9) Projects for Assistance in Transition from Homelessness (part C of title V of the Public Health Service Act (42 U.S.C. 290cc–21 et seq.));
10) Services in Supportive Housing Grants (section 520A of the Public Health Service Act);
(11) Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.));
(12) Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975));
13) Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021);
(14) Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043);
(15) VA Homeless Providers Grant and Per Diem Program (38 CFR part 61);
(16) Health Care for Homeless Veterans Program (38 U.S.C. 2031);
17) Homeless Veterans Dental Program (38 U.S.C. 2062);
(18) Supportive Services for Veteran Families Program (38 CFR part 62); and
(19) Veteran Justice Outreach
Initiative (38 U.S.C. 2031).

(c) System and program coordination with mainstream resources*. The recipient and its subrecipients must coordinate and integrate, to the maximum practicable, ESG funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include:*
(1) Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (24 CFR parts 905, 968, and 990);
(2) Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act
1937 (42 U.S.C. 1437f) (respectively 24 CFR parts 982 and 983);
3) Supportive Housing for Persons with Disabilities (Section 811) (24 CFR part 891);
4) HOME Investment Partnerships Program (24 CFR part 92);
(5) Temporary Assistance for Needy Families (TANF) (45 CFR parts 260– 265);
(6) Health Center Program (42 CFR part 51c);
(7) State Children's Health Insurance Program (42 CFR part 457):
(8) Head Start (45 CFR chapter XIII, subchapter B);
(9) Mental Health and Substance Abuse Block Grants (45 CFR part 96); and
(10) Services funded under the Workforce Investment Act (29 U.S.C. 2801 et seq.).

-Source, Emergency Solutions Interim Rule, CFR 576.4, Area-wide System Coordination Requirements

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#16 CLIENT PARTICIPATION *Explain how your agency complies with the following requirement*: homeless individuals and families must be involved in the construction, renovation, maintenance or operation of facilities assisted with these federal program funds, and in providing services for occupants of these facilities. *Also explain any opportunities clients have to provide input or any planning/ evaluation of services or programs. Otherwise type N/A. Client Participation is also required per the Interim Rule.*

#17 TERMINATION OF ASSISTANCE *Explain how your agency complies with the following requirement:* Termination of assistance to any individual or family must be in accordance with a formal process established by the agency or organization, and must include a clearly-described appeals process.

#18 FEES OR PAYMENTS REQUIRED OF CLIENTS. *For all programs, please explain what kind of financial obligations participants or beneficiaries of your project have towards receipt of services. If there are no financial obligations, please explain why.* It is acceptable to charge a reasonable fee for services. Paying rent, program fees, mandatory savings plans, reimbursing the agency for expenses paid on the client's behalf, or other mechanisms of **financial obligation by participants** serves multiple functions, including providing a revenue source for the agency to become less dependent on grant funds and providing the participant with budgeting and financial management experience.

#19 SHELTER TYPE. Indicate shelter type. *To be completed by applicants PROJECTS involved in PROVIDING SHELTER (emergency and transitional), otherwise type N/A.*

#20 SHELTER INFORMATION Provide information on target population and how shelter type and environment best fits/ helps serve this population. *To be completed by applicants requesting funds for PROJECTS involved in PROVIDING SHELTER (emergency and transitional), otherwise type N/A.*

#21 INVOLUNTARY FAMILY SEPARATION. The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under age 18.

 # 22 HOMELESS PREVENTION REQUIREMENTS, ELIGIBILITY, DOCUMENTATION to be completed by *applicants requesting funds for PROJECTS PROVIDING HOMELESS PREVENTION SERVICES, otherwise type N/A.* For projects providing homeless prevention services, please also describe the client eligibility criteria and your documentation requirements, length of assistance, and method for determining whether the assistance prevented homelessness. Homeless Prevention assistance can only be provided to persons or households below 30% of Area Median Income (as determined by HUD), and the housing units the household is assisted to stay in should be at or below Fair Market Rents (as determined by HUD). Please describe your procedures for determining that assisted client's household income does not exceed the HUD standard. See The Glossary, for clarification of Prevention activities. In your description, describe how the proposed project will assess the eligibility conditions and **only if** the following conditions are met and documented:

- Annual income of the individual or family is below 30 percent of median family income

- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Also note if you are awarded ESG funds you abide by the ESG Interim Rule regulations and the Written Standards when providing homeless prevention services.

#23 RAPID RE-HOUSING CLIENT RE-EVALUATION. Explain how initial evaluation and revaluation will be conducted. Note, if you are awarded ESG funds you must at least conduct the minimum established by ESG Interim Rule regulations and the Written Standards.

#24 HOMELESS PREVENTION AND RAPID RE-HOUSING SERVICES DURATION AND FOLLOW UP *To be completed by applicants requesting funds for PROJECTS PROVIDING HOMELESS PREVENTION SERVICES* Describe the duration of homeless prevention assistance and any follow-up "after-care" after assistance has ended. Describe efforts to ensure that the client/household remains stably housed after assistance. This can include stabilization of income.

25- 29: COLLABORATION AND REGIONAL EFFORTS.

#25 ***Engagement with regional efforts on homelessness:*** *Indicate approximately how many times in the last year your agency has attended the following meetings in the last 12 months.*
If your agency has not attended any of the SNRPC Committee on Homelessness meetings that meet at the Board of County Commissioners at the Clark County Government Center or the Project Homeless Connect event, type in N/A. There are other regional/community efforts that may not have not been listed in this question. If your agency is involved in any other regional/ community efforts explain this in #26.

Note on: MAINSTREAMS BASIC TRAINING. *For agencies providing supportive services, type in how many times in the past year staff directly involved with your project has attended the listed workshops.*

Clark County Social Services coordinates free monthly workshops entitled Mainstream Programs Basic Training, designed to train front-line staff (i.e., case workers, information and referral staff, other staff who have contact with clients) on the existing system of services and programs available to help all low-income and disadvantaged Southern Nevadans. Each Mainstream Program Basic Training (MPBT) session brings together representatives from all mainstream services related to a particular topic. There are five "core" topics (Income Supports, Employment Services, Health Care, Legal Services, and Housing Resources) and five "subpopulation" topics (Addictions & Mental Health, Families with children, Chronically homeless, Youth, and Seniors). Training staff from each of the mainstream programs such as Welfare, Department of Employment, Training and Rehabilitation, Medicaid, Public Housing Authorities, and more discuss the client benefits and eligibility criteria. **Having front-line staff attend the MPBT Trainings is a requirement for programs receiving federal Continuum of Care funds, and is strongly encouraged for all programs serving the homeless and low-income**. Investing the four hours per month of free training in your front-line staff is a good way of demonstrating that your agency ensures that clients will be assisted to obtain the benefits they may be eligible for.

- The MPBT workshops are regularly scheduled for the 4th Wednesday of the month, from 1:00 – 5:00, most often in the Pueblo Room of the Clark County Government Center (500 Grand Central Pkwy, Las Vegas, NV 89106).

- Contact the Office of Regional Homeless Coordinator to obtain a copy of the schedule of workshops and their locations: 455-5832 or mhf@co.clark.nv.us.

#26 ROLE IN REGIONAL EFFORTS. *Explain your agencies role in PHC, Homeless Census (Point In Time count), Family Connect, 100 homes and any other regional collaborative efforts.* You can use this question to elaborate your response in the previous question.

#27 COLLABORATION OF SERVICES AND DUPLICATION OF SERVICES Are there other services/activities similar to your program provided in the community? If so, how is your project avoiding the duplication of services provided by other agencies?

#28 MOU's and COLLORATIVE AGREEMENTS *List agencies with whom you have Memorandums of Understanding/ written collaborative agreements/ or other service contracts, specific to this program- if applicable.* MOU's/ agreements/ letters will be required as an attachment in the documents section.

#29 PROJECT SUSTAINABILITY. Please explain how you plan to keep your project sustainable on a financial basis. How will you make efforts and ensure that you meet the match. Note that a dollar for dollar match in funds are required for each ESG award. If your project is recommended for funding a match will be required. See instructions below under match for more information on the match. Your agency should also have at least 3 months of cash reserves.

 # 30 DESCRIBE YOUR AGENCIES FISCAL PROCEDURES
This includes an overview of financial reporting, record keeping, accounting systems, payment procedures and requirements. Identify and describe any audit findings, investigations, or probation of agency within the past 5 years.

#31 CHECK LIST for APPLICANTS
Please carefully review this section and check that all required documents have been uploaded. (See required documents section of application).

List of Required Documents:

FOR ALL APPLICANTS (Submit Documents 1-11):

1. Disclosure of Ownership form (fill out downloadable attachment) and include and upload a list of the voting Board of Directors & Advisory Board (include addresses)

2. Non-Profit Determination Letter from IRS, listing Tax Identification Number.

3. Proof of current good standing with the Secretary of State's Office, this may be a receipt from the Secretary of State's Office or a print-out of the agency's standing from the Secretary of State's website.

4. Latest IRS form 990- Return of Organization Exempt from Income tax.

5. Financial Accountability documents must be submitted by agencies in accordance with federal and County policies. Submit your most recent audit. Applicants must submit one of the following with their application:
   a. The most current single audit in compliance with OMB Circular A-133 (applicable to agencies expending $500,000 or more in Federal funds for that reporting period); OR
   b. A copy of your organization's most recent audited financial statements for expenses of $100,000 up to $499,999; OR
   c. Provide a letter stating that your agency expended less than $100,000 of Federal funds during that reporting period AND a copy of your unaudited financial statements and/or Profit & Loss statement sheet.

6. Project Performance Outcomes Chart (fill out downloadable attachment)

7. Budget & Proposed Revenue and Leveraging document (fill out downloadable MSExcel attachment)

8. Program Organizational Chart. If you do not have on the program level, agency level is okay. Chose the most appropriate for your agency application.

9. Program Manager/ Staff qualifications.

10. Copy of MOUs or letters verifying collaborations. If you do not attach any it will be assumed you have no MOUs in place.

11. CERTIFICATION OF APPLICATION

For SOME applicants, IF APPLICABLE, complete and upload:

Non-Profit (Charitable) Registration Certificate for new applicants or if expired. This must be obtained through the Business License Department at Clark County contact either Allison Gigante at 455-3584 or Karyn Keehr at 455-3924.

Copy of the By-Laws ONLY if they have been amended in the past year

Copy of Fee Schedule, (include if any fees are charged to clients/beneficiaries). If you answered yes to #18.

FOR NEW APPLICANTS If your organization has not received funds from Clark County in the past two years, you MUST also submit:

A. Copy of the Articles of Incorporation

B. Copy of the organization's By-Laws

C. A spreadsheet reflecting a three-year funding history (Profit and Loss statements, Revenues table) This can be found at the end of attachment #7

Additional Instructions for required (downloadable) attachments on ZoomGrants (6 & 7)- Performance Outcomes & Budget Table:

The ZoomGrants application documents section also include instructions.

Document 6: PROJECT'S OUTCOME PERFORMANCE MEASURES CHART

The Government Performance and Results Act (GPRA) of 1993 requires that all Federal agencies establish goals and objectives and measure the achievements of the funding programs they administer. GPRA directly links Congressional decision-making on program spending to the effectiveness and efficiency of Federal programs. To meet its obligation to assess its program performance, HUD requires grantees (and their subrecipients) to provide information on their achievements and investments using a unified set of Objectives and Outcomes, as delineated in its Outcomes Performance Measurement System, as detailed in Attachment C. The County is responsible for monitoring the subrecipient's progress towards achieving these Outcomes, and therefore wants applicants to establish measurable objectives and submit monthly progress reports.

Attach to application OUTCOME PERFORMANCE MEASURES document found in documents requested section at the end of this application. Describe the specific benefits or improvements experienced by the homeless individuals participating in your program. Complete the chart to describe the most significant outcome(s) the project is expected to accomplish in Fiscal Year 2013/2014.

#Outcomes: Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? How will this client's life or situation change, as a result of this project? Why is this project being done? Examples of outcomes include children receiving quality care in a safe environment, # of households prevented from unnecessary homelessness; achieving a higher grade or reading level due to a tutorial program, etc.

Major Tasks: Outline the major tasks/activities to be conducted by this project to ensure this outcome (e.g. client outreach; needs assessments; job training; vouchers issued for licensed child care; case management; life skills classes; etc.)

Outputs: Quantifiable products of the tasks, e.g. # of clients recruited, # of clients enrolled in mainstream services in the community, # of clients trained, # of children enrolled in program, etc.

Outcome Measurement: How will you measure the outcome? Will you perform pre and post tests? Will there be some observable difference? What follow-up/tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?

Outcome Example	Describe how participants will benefit and how many are expected to realize this outcome.
Return 60 homeless families to self-sufficiency within eight months	
Major Tasks Necessary to Realize Outcomes	**Outputs Resulting from Tasks**
Place 85 homeless families in T.H. units	*Ends homelessness temporarily; stabilization*
Case Management	*Obtain employment & benefits*
Provide financial assistance w/ work cards, transportation, child care, etc.	*Remove obstacles to self-sufficiency*
Outcome Measurements: Describe evaluation tools, methods, and benchmarks to measure achievements of this outcome. *Upon exiting program, 70% of participant families will have stable income (employment,*	

benefits, child support, etc.) and move into housing that costs less than 48% of income. Client Exit Interview will reflect income amount and sources, as well as housing destination.

Outcome Example	Describe how participants will benefit and how many are expected to realize this outcome.
Provide rental assistance and other support services to prevent the unnecessary homelessness of 110 households.	
Major Tasks Necessary to Realize Outcomes	**Outputs Resulting from Tasks**
Conduct Needs Assessment and Create Plan of Action with households applying for assistance	*Households will be informed of, and signed up for, benefits they were previously unaware of.*
Provide financial assistance and other services to ensure household retains housing	*Immediate prevention/delay of homelessness*
Follow-up with household in three months to ensure continued stability and to re-examine the Family Care Plan of Action	*Ensure that homelessness has been prevented and not just postponed*
Outcome Measurements: Describe evaluation tools, methods, and benchmarks to measure achievements of this outcome. *Intake application will note other benefits the household is currently receiving before assistance, family budget worksheet will reflect minimum payments due to continue vital household functions such as housing, utilities, child care, transportation to/from work, etc. and how agency assistance will meet gap between current income, expenses and next cycle of income and expenses of the household. A Client Evaluation letter issued to the assisted household in three months will determine continued stability; if no reply, a follow-up telephone survey of landlord will determine outcome of residential stability.*	

Please note, to facilitate the proper designing and measuring of objectives and outcomes, all project-management staff of all funded programs must attend at least 6 hours of training on Project Evaluation and/or Measuring Program Outcomes each year. You may want to consider the costs of this training in your funding request.

Document 7: DETAILED BUDGET, REVENUE, AND LEVERAGED RESOURCES (all sections are in one downloadable attachment)

The budget attachment in REQUIRED DOCUMENTS is in supplement to the budget found in the ZoomGrants interface. The budget attachment should be completed first and can be used to fill in the budget in ZoomGrants which serves as a snapshot for reviewers.

BUDGET ATTACHMENT
Excel file (BudgetTablesESG2014.xls)
Each Zoomgrants proposal/ ESG application should address one of the 5 major ESG funding categories. Make sure you state agency name and project name.

The required budget attachments are all in one excel workbook, labeled **Budget and Resources** separated by tabs.

That excel file attachment includes the following:

REQUIRED sections I, II, III from excel file
I. Summary of budget (Tab 1)
II. Project Budget (Tabs 2-6).
The Project Budget tabs includes the following required sections- Project Budget, Priorities, and Budget Justification. Make sure you scroll down to include all of the required information. There are 5 tabs (worksheets) in the excel workbook beginning the label II., one worksheet/tab for each funding component- a) Street Outreach, b) Shelter, c) Homeless Prevention, d) Rapid Re-Housing, and e) HMIS. **Please fill out only ONE of these for each application**.
III. Funding Sources (Tab 7)

NEW AGENCIES:
Three Year funding history (tab 8) *New applicants*
Reference- (tab 9) Budget Justification This does not need to be filled out, but is for reference only

In summary, every applicant needs to complete
Section I. Summary of Budget,
Section II. (one of the 5 worksheets only)Project Budget, and
Section III., and Funding Sources.
New applicants must also complete IV. three year funding history.

The ZoomGrants budget section is only snap shot of this information. Details need not be provided in that section.

Details on the expenses are below, the ESG interim rule, and the webinar found on the HUD website: www.onecpd.info/resources/documents/ESG_EligibleCosts_three_12.15.11.pdf

ADDITIONAL INSTRUCTIONS FOR PROPOSED PROJECT BUDGET (Document 7):

Section I. PROJECT BUDGET SUMMARY, (Worksheet/Tab 1) fill out this table. It is a summary snapshot that should be used for the ZoomGrants budget. You should first fill out the detailed project budgets in Section II, and from there input the information this table and into ZoomGrants.

Section II. PROJECT BUDGET, **(Tab 2-6)** Fill out only one of these per application (street outreach, shelter, homeless prevention, rapid re-housing, HMIS).
Please indicate the entire cost of the project as well as those portions where these funds will be used to pay specific costs. Failure to provide both the full cost of the project and the requested funds amount may result in your application being pulled from consideration.

LINE ITEM PRIORITY (Tab 2-6, continued)- Indicate the top four line item from the project budget that you would chose to be funded first.
BUDGET JUSTIFICATION (Tab 2-6, continued) (also in Project Budget Section II, Tabs 2-6)
For each item where a portion of the cost will be paid for with these funds, indicate the method used to determine the funding request, identifying budget line item, what unit of measurement is used, cost per unit, number of units and total costs to be charged to this budget.

BUDGET LIMITATIONS: all amounts should be rounded up to the nearest dollar. Fundraising activities may not be charged against these federal funds, nor shall any member of the Board of Directors be paid as staff. Staff Salaries and Fringe can only be charged against this grant in relation to the time spent on direct program activities, such as supervision, security or maintenance for facilities used by this program, case management of covered clients, etc. Time Sheets denoting amount of time spent on a project's activities and indicating to which grant source(s) these costs are to be charged are required before reimbursement of staff salaries will be approved. Please Note: No Executive Director may charge 100% of her/his time to any Federal Funds, per HUD regulations and OMB Circulars. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, Supervision of Case Managers, etc. Program administration and fundraising activities may not be charged against Federal Grants. Per IRS rules and regulations, staff must have all proper taxes and deductions subtracted from their checks; agency staff are not to be considered as consultants or independent contractors. Office supplies may not exceed $250 per staff member. Per OMB Regulations, costs of amusement, diversion, social activities, ceremonials and costs related thereto are not allowed.

Section III. PROPOSED REVENUE SOURCES (Tab 7)

Indicate the proposed revenue sources for this project. Private contributions and in-kind services dedicated to the project should be reflected in the "Private Contributions" line. Please note, the "Total Project Revenues" should equal or exceed the "Total Project Cost."

LEVERAGED RESOURCES (Tab 7 continued):

Since government grant sources rarely fully fund any project, leveraging is very important in the application process. Leveraged Resources consist of firm commitments of funds from another source that will be expended ***if*** the project takes place because it receives gap funding from this local government process. Leveraged Resources also include other resources – financial and in-kind – that will be available to support the project's goals once implemented. This may include client fees, donations of goods and services for clients that your agency or the client would otherwise have to pay, or volunteer hours dedicated.

ADDITIONAL INFORMATION ON ELIGIBLE ACTIVITIES AND LINE ITEMS

Under the new Emergency Solutions Grant, there are five general eligible components. There are additional details in the webinar Emergency Solutions Grant Program Components and Activities, that can be found on the following website-
https://www.onecpd.info/resources/documents/ESG_EligibleCosts_three_12.15.11.pdf

Street Outreach- essential services related to reaching out to *unsheltered homeless* individuals and families, connecting them with emergency shelter, housing, or critical services,

and providing them with urgent, non-facility-based care. These services are to be provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other settings where unsheltered homeless are staying.
Eligible costs include:

- Engagement- with the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstreams social services and housing programs.
- Case Management - to asses housing and service needs, arranging and monitoring the delivery of individualized services
- Emergency health Services- outpatient treatment of urgent medical conditions by licensed medical professionals in community based settings to those unwilling or unable to accept access to emergency shelter/ an appropriate healthcare facility
- Emergency mental health services- treatment of urgent mental health conditions by licensed professionals in community based settings to those unwilling or unable to accept access to emergency shelter/ an appropriate healthcare facility
- Transportation- travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.

Emergency Shelter- including shelter operations and supportive services.
Transitional Housing projects funded Fiscal Year 2010 may be grandfathered in and eligible under this component. Otherwise no new Transitional Housing projects are eligible.

- Essential Services are eligible for individuals and families who are in an emergency shelter-case management, child care (licensed for children under 13 or disabled children under 18 years old), education services, employment assistance and job training, outpatient health services (provided by licensed medical professional), legal services (necessary for matters interfering with the program participants ability to obtain/retain housing) life skills, mental health (by licensed professional) & substance abuse treatment (by licensed/ certified professional) services, transportation (to and from medical care, employment, child care, or other facilities that provide essential services to client or staff travel to provide those essential services,and services for special populations (tailored needs for people living in emergency shelters who are youth, victims of domestic violence, or people living with HIV/AIDS)
- Shelter Operations- costs necessary to operate/ maintain emergency shelters and also provide emergency lodging when appropriate. Eligible costs include: maintenance (salaries, and minor/ routine repair), rent, security, fuel, insurance, utilities, food, furnishing, equipment, supplies necessary for the operation of a shelter, hotel/motel voucher for individual/ family –(only when no appropriate emergency shelter is available).

Homeless Prevention:
This includes assistance as necessary to prevent the individual or family from becoming homeless and from living in a shelter or unsheltered situation, if:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

(Refer to program manual attachment Homeless Definition Eligibility and Recordkeeping Requirements for more details on client eligibility).

Eligible expenses include:

- Housing relocation and stabilization services- financial assistance (rent application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs)
- Housing relocation and stabilization services-services (housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair

- Short and medium-term rental assistance (monthly rent and must comply with local FMR, rent reasonableness, and include a written lease)

Refer to program manual attachment Homeless Definition Eligibility and Recordkeeping Requirements for more details on client eligibility.

Rapid Re-housing:

Similar categories as Homeless Prevention but client eligibility differs in that assistance must be necessary to help individuals or families *living in shelters or in places not meant for human habitation* move as quickly as possible into permanent housing and achieve stability in that housing.

- Housing relocation and stabilization services- financial assistance (rent application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs)
- Housing relocation and stabilization services-services (housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair
- Short and medium-term rental assistance (monthly rent)

Refer to program manual attachment Homeless Definition Eligibility and Recordkeeping Requirements for more details on client eligibility.

Rapid Re-Housing and Homeless Prevention- Due to conflicts of interest prohibitions, most if not all agencies will need to resort to tenant- based rental assistance. It is likely that any project based rental assistance will not be eligible until a centralized intake process is in effect for Southern Nevada.

Tenant based rental assistance is when the program participant selects their own place to live. Project based rental assistance is when the ESG subrecipient (agency receiving ESG funds) identifies a permanent housing unit where the program participant will live.

In the case of project based assistance, conflicts of interest must be avoided. Interim Rule 576.404 (a) *Organizational conflicts of interest. "*The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient. No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent or subsidiary of the subrecipient, carry out the initial evaluation required under § 576.401 or administer homelessness prevention assistance under § 576.103."

Homeless Management Information System expenses are eligible only if it has been designated by the Continuum of Care.

***Staff and Overhead Costs** directly related to carrying out one of the aforementioned categories are eligible as part of those activities.

Additional Notes on Overhead Costs, per Interim Rule.

§ 576.100

(d) Subject to the cost principles in OMB Circulars A–87 (2 CFR 225) and A–122 (2 CFR 230) and other requirements in this part, employee compensation and other overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS are eligible costs of those program components.

Notes on the Matching Requirement

The ESG Interim Rule states the following:

§ 576.201 Matching requirement.

(a) Required amount of matching contributions.

(1) Except as provided under paragraphs (a)(2) and (a)(3) of this section, the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. (2) If the recipient is a State, the first $100,000 of the fiscal year grant is not required to be matched. However, the recipient must transfer the benefit of this exception to its subrecipients that are least capable of providing the recipient with matching contributions. (3) This matching requirement does not apply if the recipient is a territory.

(b) Eligible sources of matching contributions.

(1) Subject to the requirement for States under paragraph (a)(2) of this section, the recipient may require its subrecipients to make matching contributions consistent with this section to help meet the recipient's matching requirement.

(2) Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

(i) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.

(ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this

section.

(c) Recognition of matching contributions.

(1) In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in § 576.100.

(2) The matching contributions must be provided after the date that HUD signs the grant agreement.

(3) To count toward the required match for the recipient's fiscal year grant, **cash contributions must be expended within the expenditure deadline in § 576.203, and noncash contributions must be made within the expenditure deadline in § 576.203.**

(4) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.

(5) Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

(d) Eligible types of matching contributions.

The matching requirement may be met by one or both of the following:

(1) Cash contributions. Cash expended for allowable costs, as defined in OMB Circulars A–87 (2 CFR part 225) and A–122 (2 CFR part 230), of the recipient or subrecipient.

(2) Noncash contributions. The **value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program**, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) Calculating the amount of noncash contributions.

(1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) **Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.**

(f) Costs paid by program income.

Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

APPLICATION COMPLETION

Please have the authorized representative of your Board of Directors review the application.

By submitting the application, you are certifying that the governing body of your organization has duly authorized the application for these federal funds. In addition, you are certifying that your organization:

a) Has the institutional, managerial, and financial capacity (including cash reserves to cover up to three (3) months of program operations) to plan, manage and complete the program as described in this application, and
b) Will administer the grant in compliance with ESG Regulations, 2 CFR 215 – Uniform Administrative Requirements for Grants …with Nonprofit Organizations (formerly OMB Circular A-110), and 2 CFR 230 – Cost Principles for Nonprofit Organizations (formerly OMB Circular A-122).

Once all proposal/application questions have been answered and all required and applicable documents have also been uploaded, your application should be ready for on-line submittal.

A technical assistance workshop is scheduled for November 12, 2013 starting at 1:30pm. Please R.S.V.P. to attend.
If you have any questions regarding the application or if you would like to R.S.V.P. for the technical assistance workshop please contact Sandra Villatoro at 455-5025 or sandrav@clarkcountynv.gov

APPLICATION DEADLINE: Wednesday November 27th 2013 due by 4 PM