



JEFFERSON COUNTY, ALABAMA

2013

EMERGENCY SOLUTIONS GRANT APPLICATION

APPLICANT: _____

Notes: Please submit the completed application in this format with responses to sections labeled to match. Provide a response to all sections. If a section does not apply please do not leave it blank, but list as N/A.

Submittal of an application does not automatically guarantee funds, nor are applications guaranteed of funding in the applied amount. Applications received after the deadline will not be considered for funding.

APPLICATION DEADLINE: All applications must be received before 4:00 PM January 31, 2013 at the following:

**Jefferson County 2013 ESG Application
716 Richard Arrington Jr Blvd N, Ste. A-430
Birmingham, AL 35203
Attn: Yolanda B. Caver**

If you would like to receive an email notification of your application receipt please provide your email address here:

Application Inquiries Contact: Felicia Smith, 205-325-5761

**APPLICATION
ALABAMA/JEFFERSON COUNTY EMERGENCY SOLUTIONS
GRANTS PROGRAM
PROGRAM YEARS 2013**

A.1. Applicant: _____
Non-Profit Agency

Executive Director: _____

Applicant's Address: _____

Telephone: _____

Fax: _____

E-mail: _____

A.2. Declaration of Debt:

Does the applicant owe money to the county, state or federal government?

Yes No

If the answer is "yes", please attach an explanation.

**A.3. 2012 Number of and Population Characteristics of Clients Served
(10/1/2011-9/30/12):**

A.4. Check all Proposed Area(s) to be Addressed:

- _____ Street Outreach
- _____ Emergency Shelter
- _____ Homelessness Prevention
- _____ Rapid Re-housing
- _____ HMIS

A.6. Total ESG Funds Requested: \$ _____

ESG funds requested per category:

- _____ Street Outreach
- _____ Emergency Shelter
- _____ Homelessness Prevention
- _____ Rapid Re-housing
- _____ HMIS

The ESG components serving those who are homeless are 1) street outreach, 2) emergency shelter and 3) rapid re-housing with data collected in the Homeless Management Information System (HMIS).

a. **Street Outreach** – \$ _____ - Serves unsheltered homeless persons
Essential Services include street outreach services for (Check all that will apply):

- _____ Engagement;
- _____ Case Management;
- _____ Emergency Health and Mental Health Services;
- _____ Transportation
- _____ Services for Special Populations: Homeless Youth, Homeless Persons with HIV/AIDS, and Homeless Victims of Domestic Violence, Sexual Violence, and Stalking

b. **Emergency Shelter** – \$ _____ Serves people staying in emergency shelters
Essential Services include (Check all that will apply):

- _____ Case Management;
- _____ Child Care, Education, Employment, and Life Skills Services;
- _____ Legal Services;
- _____ Health, Mental Health, and Substance Abuse Services;
- _____ Transportation; and
- _____ Services for Special Populations

Shelter Activities include (Check all that will apply):

- _____ Renovation (including major rehab or conversion) \$ _____
- _____ Operations (e.g., maintenance, utilities, furniture, food) \$ _____

c. **Rapid Re-Housing** – \$ _____ Serves people who are literally homeless and can be used to help a homeless individual or family move into permanent housing and achieve housing stability.

Eligible Activities (Check all that will apply):

- _____ Housing Relocation and Stabilization Services \$ _____
- _____ Tenant-Based Rental Assistance – \$ _____

*Up to 24 months of rental assistance during any 3-year period, including one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent.

Short/Medium-Term Rental Assistance Standards:

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease
- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

HOMELESS PREVENTION - \$

The ESG component serving those who are at risk of homelessness is homeless prevention activities with data collected in the Homeless Management Information System (HMIS). Homeless Prevention activities are limited to Individuals and families with annual incomes below 30% AMI and are at risk of becoming homeless.

Eligible Activities:

Housing Relocation and Stabilization Services: \$ _____

Homeless Prevention Tenant-Based Rental Assistance: \$ _____

Short/Medium-Term Rental Assistance Standards:

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease
- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

HOMELESS PREVENTION & RAPID RE-HOUSING: HOUSING RELOCATION & STABILIZATION SERVICES

The following are allowable activities for both Homelessness Prevention and Rapid Re-Housing: Financial Assistance & Housing Relocation & Stabilization Services.

Financial Assistance: _____

Moving Costs
Rent Application Fees
Security Deposit
Last month's rent
Utility deposit
Utility payments

Services: _____

Housing search/placement
Housing stability case management
Mediation and legal services
Credit repair/budgeting/money management

*No financial assistance to a household for a purpose and time period supported by another public source.

A.7. Brief description of the project: If partnering with other agencies for services, list each agency, the amount requested for each agency, and the problem area(s) addressed. (for each agency: provide the location and type of project, the estimated number of beneficiaries, the number of beneficiaries served during the last calendar year, amount and source of other funds, etc.).

A.8. Verification of Tax-Exempt Status:

Attach behind this page a copy of the IRS Determination Letter(s) for each nonprofit applicant as well as their tax-exempt number(s) **and** DUNS number(s).

A.9. Attach behind this page the following: Articles of Incorporation, current list of Board members with identification of and contact information (mailing address) for member(s) who meet the requirement of current or former homeless person, and list of staff with titles and job descriptions who will be assigned to this grant.

B.1 Identification of Homeless Assistance Needs

15 Points

Applicants will identify the homeless assistance needs they propose to address for their service area including the needs of other eligible clientele such as victims of domestic violence. They should use quantifiable data, specific to their service area, to the maximum extent possible. Data should include the number of individuals and families actually served during the last calendar year as well as those proposed under this application.

Maximum of 7 text pages.

B.2 Applicant's Strategy to Address Homeless Problems

15 Points

Applicants will describe their strategy for addressing homeless problems. They will provide specific data quantifying the types of assistance or services provided to homeless individuals and families or those persons at risk of homelessness during the last calendar year. **Applicants will estimate the number of participants they propose to assist in relation to the types of assistance to be provided.** They should explain their strategy for targeting funds to the neediest persons, or to the geographic or functional areas where funds may have the greatest impact.

Maximum of 7 text pages.

B.3. Capacity and Coordination

20 Points

Applicants will describe their management capacity. Provide specific details relating to direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness. Applicants will provide their plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons and with mainstream resources for which program participants may be eligible.

Maximum of 7 text pages.

B.4. Participation in a Continuum of Care

10 Points

The applicant will demonstrate a thorough understanding of the “continuum of care” concept and explain how the services provided by it or its subrecipients are in line with this concept. This will include information concerning membership in an existing Continuum of Care Homeless Coalition. The applicant will explain the levels of participation of the applicant and the partnering nonprofits in the continuum and detail their role in the strategies of their particular continuum for serving the homeless.

Maximum of 8 text pages (charts not included in page limit).

B.5. HMIS

15 Points

List your plan to meet the HMIS requirements in accordance with the Emergency Solutions Grant regulations. Include the staff members who will be assigned to the Jefferson County ESG program and their duties in relation to HMIS.

B.6. Match

15 Points

Points will be given based on the clarity of proposed match. Match (in-kind or cash) must be explained as to how it qualifies under current ESG regulations and how its use relates to the activities allowed under the McKinney Homeless Assistance Act, as amended. Match must be verified to include resolutions and letters detailing sources of funds. If match comes from the city or the county, then the source of funds (general fund) must be identified. Letters from banks, organizations, or donors specifying donated items must be attached behind this page.

Maximum of 5 text pages (graphs/charts not included in page limit).

B.7. Budget

10 Points

The budget narrative must consist of a thorough explanation of activities involved with the request. Each budget category (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and HMIS) must give a detailed description of costs. The applicant's budget must be the aggregate of the partnering non-profit(s) budget(s) for example, if you plan to provide Homeless Prevention Tenant-Based Rental Assistance, but will outsource the Housing Relocation and Stabilization Services such as Credit Counseling, include the budget for Credit Counseling Services in this section and identify those services in other related sections of this application. In addition to the budget forms, each agency for which funds are requested should submit its annual budget that shows the source and amount of other funds received.

Budget narrative is limited to 10 text pages (graphs/charts not included in page limit).