SALT LAKE CITY CORPORATION

COMMUNITY *and* ECONOMIC DEVELOPMENT DEPARTMENT

HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

FY 2015-2016 APPLICATION HANDBOOK

Completed applications must be received by 4:00 pm on October 3, 2014

Mailed, faxed or late applications will not be accepted by Salt Lake City

This handbook is designed to guide interested parties through Salt Lake City's Emergency Solutions Grant (ESG) application process. Full disclosure of applicable federal and local policies, procedures, regulations, and reporting standards is not contained within this handbook.

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PROGRAM OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act established the Emergency Solutions Grant (ESG) program. The program's purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis. Salt Lake City's ESG program contains five components, as follows:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing
5. *Homeless Management Information* System (*HMIS*) Data Collection

The current ESG program is a combination of the Emergency Shelter Grant and Homeless Prevention and Rapid Re-housing Program (HPRP). With the introduction of the Emergency Solutions Grant program, HUD placed emphasis on policies that promote homelessness prevention and permanent housing, rather than emergency shelter and street outreach efforts. The ESG program is formula-funded and utilizes the Community Development Block Grant (CDBG) formula to determine allocations to eligible jurisdictions.

Salt Lake City's ESG funds are administered and monitored through the City's Housing and Neighborhood Development Division. The ESG program advances through an annual process that begins in September with solicitation of applications. The process includes application review by City Staff, the Community Development and Capital Improvement Program (CDCIP) Advisory Board, and the Mayor. The CDCIP advisory board and Mayor make funding recommendations to the City Council. The City Council has the final funding approval authority. Successful applicants receive their funding in July of the year following application submission. Final funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

For more information on Salt Lake City's ESG program, contact:

Elizabeth Buehler
Homeless Services Coordinator
HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION
COMMUNITY *and* ECONOMIC DEVELOPMENT
SALT LAKE CITY CORPORATION

TEL   801-535-7122
FAX   801-535-6131

elizabeth.buehler@slcgov.com
WWW.SLCGOV.COM/HAND

SCHEDULE OF EVENTS

DATE	TIME	EVENT	LOCATION
September 2, 2014	N/A	Applications Available	www.slcgov.com/hand
September 5, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
September 15, 2014	5:00 pm	Application Workshop	City & County Building 451 South State Street Room 126
September 29, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
October 3, 2014	**Due by 4:00 pm**	**Applications Due**	**Salt Lake City Corporation Housing & Neighborhood Development Division** **City & County Building 451 South State Street Room 445 Salt Lake City, UT 84114**
October 2014 (date and time will be announced two weeks prior to hearing date)	TBA	General Needs Hearing	Salt Lake City Corporation City & County Building 451 South State Street Salt Lake City, UT 84114
January 2015 (date and time will be announced two weeks prior to open house)	TBA	Open House	Sorenson Unity Center 1383 South 900 West Salt Lake City, UT 84104
March 2015 (date and time will be announced two weeks prior to hearing date)	TBA	Public Hearing Requests for funding proposed to City Council	Salt Lake City Corporation City & County Building 451 South State Street Salt Lake City, UT 84114

2015-2016 REQUIREMENTS

For Funding Year 2015-2016, Salt Lake City Corporation is accepting applications for programs in the following categories:

1. Street Outreach*
2. Emergency Shelter*
3. Homelessness Prevention
4. Rapid Re-housing
5. *Homeless Management Information* System (*HMIS*) Data Collection

*Note: HUD has placed a $165,115 maximum funding restriction on Salt Lake City's Street Outreach and Emergency Shelter efforts.

Project Eligibility

Applications are deemed eligible when they have been completed and turned in on time. In addition, each proposed program/project must meet the following ESG program requirements:

1. Align with at least one *Local Goal and Priority* as outlined in Salt Lake City's Consolidated Plan.
2. Be consistent with *Eligible Activity* provisions as outlined in **Title 24 CFR Part 576**.

Funding Minimum

Due to increased competition for funding, a minimum funding request threshold has been set at $10,000.

Application Workshops

HOME applicants are required to attend **one mandatory** application training workshop. Applicants are required to sign in at a workshop in order for applications to be considered. Three workshop sessions have been scheduled as follows:

> **Date:** **Friday, September 5th at 9:00 am,**
> **Monday, September 15th at 5:00 pm, OR**
> **Monday, September 29th at 9:00 am**
>
> **Location:** **City & County Building**
> **451 South State Street, Room 126**

Additional application workshops will be scheduled as needed. Contact Tammy Hunsaker at 801-535-6168 or tammy.hunsaker@slcgov.com for more information.

2015-2016 APPLICATION PROCESS

Each application submitted should be for a **single program or project**. Different functions and tasks of the same program or project may be bundled together to form one application. For example, tenant-based rental assistance activities may comprise one application. If you have more than one program for which you request grant funds, then submit more than one application. A construction project should be submitted on a separate application from a request for operating funds.

Hand delivered Submittal

Completed applications are due Monday, October 3, 2014 by 4:00 p.m. Mailed, faxed, or late applications will not be accepted.

Two applications must be submitted, as follows:

1. **Hand-delivered Submittal**

    Please hand-deliver one (1) copies to:

    > Housing & Neighborhood Development Division
    > City & County Building
    > 451 South State Street, Room 445
    > Salt Lake City, Utah 84114

    This is your official application with original signature. Applications must be received by October 3, 2014 at 4:00 pm to be eligible.

2. **Electronic Submittal**

    Please submit an electronic PDF to the following email address:
    > SLCFederalGrants@slcgov.com

    The PDF submittal does not need a signature.

Important:
The printed application is the official copy and must be delivered to the Housing and Neighborhood Development office by 4:00 PM on Friday, October 3, 2014 to be eligible.

Printed applications must be hand-delivered. Mailed, faxed, or late applications will not be accepted by Salt Lake City.

Printed applications should be paper clipped together – *not stapled*. Place applications in a 9"x12" envelope with your organization's name on the front. Please do not bind in a comb or spiral binding or put into a three-ring binder. Make sure your application is printed double-sided. It is not necessary to provide supplemental material on video tapes or CD's. If necessary, the City will request additional information from you and/or take photographs of the proposed project or program site.

APPLICATION COMPLETION GUIDELINES

Read the application all the way through so you know what information is requested and may organize your responses accordingly. The following instructions are organized by section of the application:

APPLICATION SECTION	NOTES & GUIDELINES

Part I
 	
General Information
	Provide the requested information. Please note the following:
	
	• **_Agency_:**
	  o Agency information should be for the organization applying for ESG funds. This is the organization that will be signing the contract and held responsible for the compliance and reporting requirements. If a parent organization will be signing the contract, list the parent organization's info here.
	
	• **_DUNS Number:_**
	  o DUNS is a unique nine-digit numbering system that is used to identify a business or nonprofit organization. To register for or search for a copy of a DUNS number, go to http://www.grants.gov/applicants/org_step1.jsp.

Part II
 	
Eligibility
	New for the 2015-16 Application is an additional focus on local goals and priorities.
	
	  o A primary focus of the City's 2015-2020 Consolidated Plan is to build _Neighborhoods of Opportunity_ to provide low and moderate income residents access to the following community assets:
	
	    ▪ Economic Development
	    ▪ Housing
	    ▪ Education
	    ▪ Health
	    ▪ Transportation
	
	  o Projects funded through Salt Lake City's ESG program must align with the goals and priorities outlined in the 2015-2020 Consolidated Plan.
	  o Please select the goal which is most appropriate for your program.
	  o Expand on the applicable community needs, how the activity addresses those needs and the anticipated outputs of the activity.

Part III: A
 	
Program/Project Information
	Provide the requested information. Please note the following:
	
	• **_Provide a concise description of the proposed project/program:_**
	  o Describe the functions and purpose of the specific program/project applying for the ESG grant. This should be for the entire program, not just for the activities the funding request would support.
	
	• **_Describe how you would use the ESG funds from Salt Lake City, if awarded:_**
	  o Describe how the proposed funds from Salt Lake City will be used – be

APPLICATION SECTION	NOTES & GUIDELINES

	specific. For example:
	- Salaries (including benefits and taxes) for a specific position
	- Utilities for a facility that provides services to qualified persons
	- Supplies (describe as either office supplies or other type of supplies such as medical or dental)
	
	- **List an address for each project location:**
	  o List all addresses, including zip codes, where the program or project will be offered. For example, if program activities will be carried out in several residential facilities, list an address for each facility.
	
	- **Describe your agency's experience in providing rapid re-housing or homeless prevention:**
	  o HUD is shifting priority away from emergency shelter and street outreach efforts towards homeless prevention and rapid re-housing efforts. Describe your agency's experience with homeless prevention and rapid re-housing.
	
	- **How do the goals of your program address the priorities of the Salt Lake/Tooele County Continuum of Care?**
	  o The CoC has noted the following priorities:
	    - Increased placement in permanent supportive housing for adults and families.
	    - Use of a centralized or coordinated assessment system.
	    - Reduction in length of homelessness.
	    - Reduction in the rate of return to homelessness.
	    - Increase in the employment rate of persons exiting HUD homeless assistance projects.
	
	- **Does your program address chronic homelessness (as defined by HUD?):**
	  o HUD's definition of chronic homelessness:
	    - An individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and(iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility.

APPLICATION SECTION	NOTES & GUIDELINES

Part III: B
 	
Performance Measurements
	The U.S. Department of Housing and Urban Development (HUD) requires applicants awarded ESG funding from Salt Lake City to describe the proposed *Objectives* and *Outcomes* anticipated by the program.
	
	• ***OBJECTIVES:***
	Objectives help define the grantee's intended purpose for the activity being funded. Determine which of the two predetermined Objectives best fit the purpose of the activity. Objective choices are as follows:
	
	  o **Creating Suitable Living Environments**: Homeless support activities, essential services, or shelter rehabilitation and operations.
	  o **Providing Decent Housing**: Homeless prevention and rapid re-housing efforts.
	
	• ***OUTCOMES:***
	Outcomes are benefits to an individual or community that result from the program's Activities. Outcome choices are as follows:
	
	  o **Availability/Accessibility**: Activities that make provide street outreach or shelter services available to eligible persons.
	  o **Affordability**: Activities that provide affordability through homelessness prevention and rapid re-housing activities.

Part III: C Target Population	Identify historical and estimated populations served by the project/program. Total population served as well as population served by funding received from Salt Lake City will need to be documented. Newly established projects/programs do not need to document historical populations served.
Part III: D Proposed Budget	Provide budget information in the section corresponding to your program type - Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-housing, or HMIS. Note the following: • Enter a line item for each program/project cost to be funded by Salt Lake City ESG funds. Include an itemized cost breakdown for services, operational costs and other eligible expenses. The total cost as well as the portion funded with Salt Lake City ESG funds will need to be documented. • The agency's entire budget does not need to be documented; only costs that are fully or partially funded with Salt Lake City ESG funds.
Part III: E Leveraging	Provide the requested information. Note the following: • ***Matching Funds:*** Identify sources and amounts of funds to be used as the required 100% match for requested ESG funds.

| APPLICATION SECTION	NOTES & GUIDELINES
	• ***Total Program Funds:*** o For the proposed program/project, document your Salt Lake City ESG funding request along with all other funding sources. Include Salt Lake City ESG, other ESG programs, other federal programs, private funds, foundation funds, and your own agency funds. • ***Describe your contingency plan in the event your ESG request is not fully funded, or funded at all, by Salt Lake City?:*** o Discuss your agency's plans for carrying out the project/program if awarded partial funding from Salt Lake City. Include a discussion on your agency's capacity to carry out the project/program if your funding request is not awarded. • ***Does the program/project collaborate with other service providers in the community?:*** o Discuss efforts to coordinate and leverage your project/program with existing community resources. • ***If funded, how would you continue to implement the project/program if ESG funds are not available in future years?:*** o If funding is awarded for the 2015-16 program year, there is no guarantee that projects/programs will receive funding in subsequent program years. Discuss your agency's plans for continuing programs/projects in consideration of the uncertain nature of future ESG funding.
Part IV Agency Capacity	Provide the requested information. Projects/programs awarded funding will require a significant amount of accountability and reporting. Note the following: • ***Describe the processes your agency will use to track and monitor project progress:*** o Discuss the process used to analyze performance, work performed, and results achieved. • ***Describe your agency's record keeping procedures, with regards to homeless persons:*** o HUD and Salt Lake City require ESG recipients to use HMIS (Homeless Management Information System) for reporting services provided to the homeless. Discuss your experience with HMIS, as well as other agency policies and procedures for tracking data on services provided. • ***Describe the procedures your agency will use to segregate and track ESG funds from other agency funds:*** o Salt Lake City ESG funds must be tracked separately from other funds. Elaborate on your agency's process for tracking and reporting Salt Lake City ESG funds. For each expense, your agency needs to be capable of reporting Salt Lake City ESG funds, as well as total funds expended.

APPLICATION SECTION	NOTES & GUIDELINES

	• *Describe your agency internal controls for waste and fraud prevention:*
	   ○ Discuss your agency's policies for preventing the waste of funds and resources.
	
	• *Does your agency have a Language Access Plan (LAP) to provide services to limited English proficiency persons?:*
	   ○ Discuss your agency's LAP policies. HUD has issued a minimum *Language Access Plan* (LAP) requirement for all agencies that receive federal funding. This requirement states that agencies must take "reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to their respective programs and services."

Part V
 	
Application Submittal
	Printed Submission:
	
	Please hand-deliver one (1) printed copy to:
	
	    Housing & Neighborhood Development Division
	    City & County Building
	    451 South State Street, Room 445
	    Salt Lake City, Utah 84114
	
	Applications should be paper clipped together – *not stapled*. Please print double-sided. Place applications in a 9"x12" envelope with your organization's name on the front.
	
	Applications are due by 4 pm on Friday, October 3, 2014
	
	Electronic Submission:
	
	Please email a pdf of the application to the following email:
	
	SLCFederalGrants@slcgov.com
	
	For larger submissions Dropbox is available, please contact Tammy Hunsaker @ tammy.hunsaker@slcgov.com

Applicant Certification	Signee must be duly authorized to sign contracts on behalf of the organization applying for funds.

EVALUATION PROCESS

All applications are reviewed by City Staff to ensure that funding requests meet the required criteria. Adequate information needs to be provided on the following:

- Neighborhoods of Opportunity: Local Goals and Priorities
- Eligible Activity Requirements
- Background/Mission of Applicant Organization
- Organization's Ability to Carry out Proposed Project/Program
- Adequate Program/Project Description
- Project/Program Location
- Accurate Contact Information Provided
- Clearly Defined Scope of Services
- Proposed Schedule of Work
- Amount Requested and a Clearly Defined Budget
- List of Funding Partnerships Demonstrating Leveraging Capability
- Population to be Served
- Number of People Intended to be Served

Figure 1: Funding Award Process
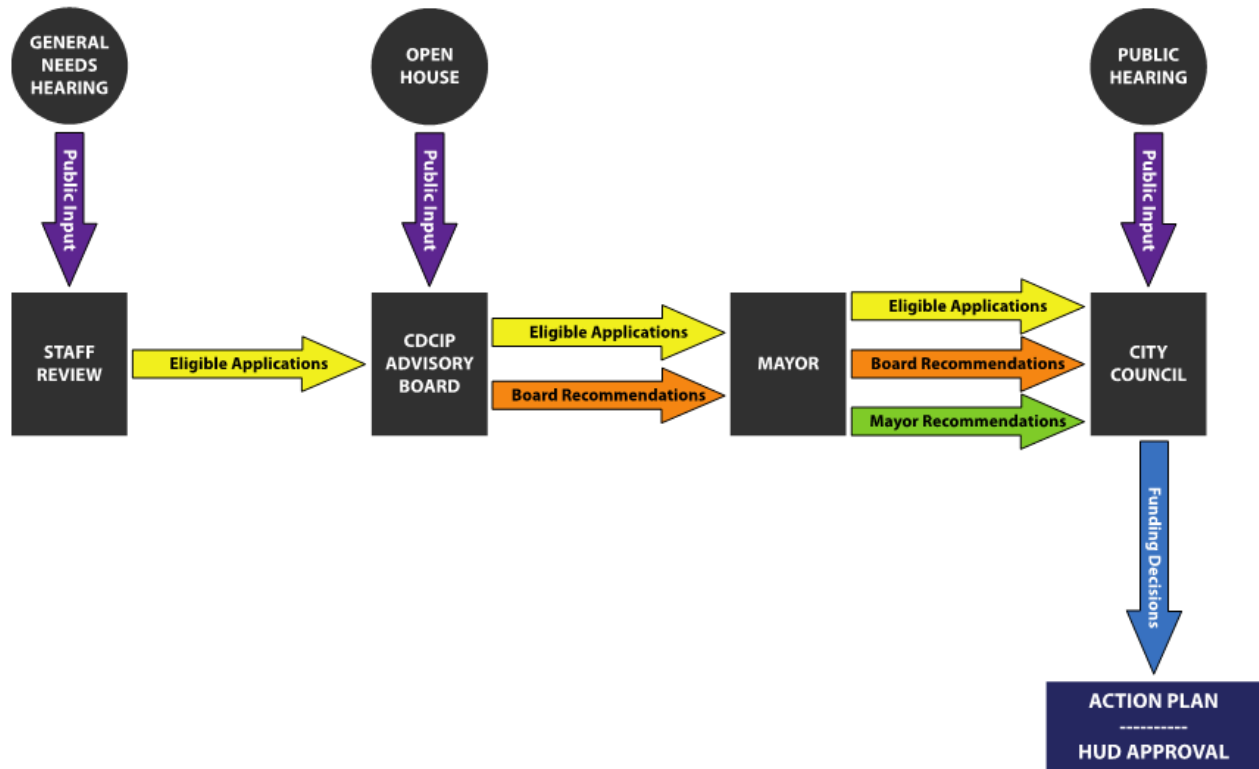
Funding Recommendations

As **Figure 1** demonstrates, the funding award process will begin in October with staff review of applications. After applications are approved by City Staff for eligibility, they are reviewed by members of the Community Development and Capital Improvement Program (CDCIP) Advisory Board, a citizen volunteer board comprised of local residents representing each of the City Council districts. The CDCIP advisory board makes funding recommendations to the Mayor and City Council.

Applications and CDCIP advisory board recommendations are provided to the Mayor for review. After careful evaluation, the Mayor makes funding recommendations that are provided, along with the CDCIP Board recommendations, to the City Council for their consideration.

Funding Decisions

The City Council holds a public hearing in order to provide an additional opportunity for public input on the projects proposed for funding. Applications recommended for funding by the CDCIP Board and Mayor will not necessarily receive an award, as the availability of funding is limited.

Following the public hearing and several briefings on the applications, the City Council adopts their funding recommendations and formally approves the projects/programs that will receive funding. Funds awarded can be for the full or partial amount requested. Funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

Grant Agreements
Applicants selected for funding will be invited to enter into a contract with the City. Contract negotiations might require additional requirements, such as the refinement of the final scope of services and updated budgets. Salt Lake City's Housing and Neighborhood Development Division will contract with the selected applicants once negotiations are complete.

Application Checklist	
1. Completed and signed ESG application (one copy, max.)	☐
2. If non-profit, IRS 501 (c) (3) status letter (1 copy with the original application)	☐
3. List of board members (1 copy with the original application)	☐
4. PDF Electronic application submitted to SLCFederalGrants@slcgov.com	☐

RESOURCES

ESG program applicants are encouraged to obtain additional information on program requirement through the following sources:

ESG Program Information:

> http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/programs/esg

ESG Regulations:

> http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=dc4c2f93cdadf08974315fa2bfdf4cec;rgn=div5;view=text;node=24%3A3.1.1.3.8;idno=24;cc=ecfr