

Application Guidelines

2010 Emergency Shelter Grants Program (ESGP)

**This program is funded by the
United States Department of Housing and Urban Development (HUD)**

**Application Due Date
May 15, 2009
5:00 P.M.**



Burrell Ellis, CEO

**BOARD OF COMMISSIONERS: Elaine Boyer, District 1; Jeff Rader, District 2;
Larry Johnson, District 3; Sharon Barnes Sutton, District 4; Lee May, District 5;
Kathie Gannon, District 6; Connie Stokes, District 7**

www.co.dekalb.ga.us

**Administered By: DeKalb County Community Development Department
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A. General Information

1. The application is available and may be picked up at the DeKalb County Community Development Department, 1807 Candler Road, Decatur, Georgia 30032, Monday – Friday, from 8:30 a.m. – 5:00 p.m., beginning April 16, 2009. The application is also available online in electronic format on the County website, www.co.dekalb.ga.us.
2. The deadline for submission of the Application is May 15, 2009.
3. Quantities Required: **one (1)** original application with all attachments and **four (4)** copies of the application only, without attachments

PLEASE DO NOT STAPLE, BIND OR INSERT DIVIDER PAGES IN THE APPLICATION.

4. For ESGP technical assistance, please contact Lorie Burnett at (404) 286-3350 or send questions via email to loburnett@co.dekalb.ga.us.
5. **All application documents must be typed. Incomplete applications will not be considered for funding.**

Note: Anticipated Funding Available for 2010

DeKalb County receives annual grant funds from HUD under its Consolidated Plan programs. As required by HUD, applicants must submit a complete application for funding to apply for grant funds under ESGP.

FUNDING MAY BE REDUCED. The availability of HUD funds is contingent upon final federal action on the FY 2010 budget. Final Congressional action will determine the level of funding available in 2010 for the Consolidated Plan programs.

Application for ESGP funds must be for one of the eligible activities: Essential Services, Operational Costs, Homeless Prevention or Administration (HMIS providers only). See Regulations (24 CFR part 576 ESG) and descriptions in this document.

<http://www.hud.gov/offices/cpd/homeless/programs/esg/index.cfm>

Pages 8 and 9 of this packet provide more information.

B.

Key Dates

Application Review Schedule and Process

April 16 – May 15, 2009: Application packages are available April 16, 2009 in the DeKalb County Community Development Department, 1807 Candler Road, Decatur, Georgia 30032 and online at www.co.dekalb.ga.us. Completed applications requesting FY 2010 funds must be received by the DeKalb County Community Development Department by **May 15 2009, 5:00 P.M.**

April 16, 2009: Technical Assistance Workshop, 10:30 a.m. – 12 noon at the Wesley Chapel Library, 2861 Wesley Chapel Road, Decatur, Georgia, 30034. Applications will be available.

April 23, 2009: Public Hearing, Maloof Auditorium, 1300 Commerce Drive, Decatur, Georgia, 6:30 p.m. The purpose of this hearing is to solicit input from the public regarding community needs and priorities. We will discuss general information concerning the 2010 Annual Action Plan submission process as well as HUD updates and changes.

August 13, 2009: Public Hearing, Maloof Auditorium, 1300 Commerce Drive, Decatur, Georgia, 6:30 p.m. The purpose of this hearing is to present a copy of the 2010 draft of the Annual Action Plan, the proposed budget, and solicit public comments and/or questions.

November 13, 2009: Deadline to submit the Annual Action Plan to HUD.

December 2009: Grantees receive tentative notification of their award.

February 2010: The contract preparation process begins for 2010 grant awardees.

July 1, 2010: 2010 Funds become available to sub-grantees.

C. Minimum Threshold Requirements

Your agency must meet the minimum threshold criteria below. If your agency cannot provide documentation to demonstrate that it meets all of the criteria below, your application will not be considered for funding. Please note the following minimum submission requirements:

THRESHOLD REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
1. Agency must have had non-profit status for at least two full years or be a governmental entity proposing to serve DeKalb County residents outside of the City of Atlanta.	Copy of Non-profit designation from the IRS. Not Applicable for Government Agencies.
2. Agency must be registered and licensed to do business in the State of Georgia at the time of application.	Certificate of Incorporation from the Secretary of State.
3. The Agency must have an annual independent audit every other year if: <ol style="list-style-type: none"> It receives \$20,000 or more in ESGP Essential Services funds. It receives \$20,000 or more in ESGP Operational funds. It receives \$20,000 or more in ESGP Administrative funds (HMIS only). No audit is required for recipients of ESGP Homeless Prevention funds. 	One Copy of your most recent annual independent audit, including management letter, if applicable.
4. Agency must provide two most recent years of financial statements (income & expense statement, balance sheet and fiscal statement).	Two most recent years of financial statements (income & expense statement, balance sheet and fiscal statement).
Agency must submit a copy of your most recent IRS Form 990.	Most recent IRS Form 990.
5. Agency must demonstrate that the Agency has an active, Independent Board of Directors that meets at least 4 times per year.	Provide dated copies of the 4 most recent Board of Director's Meeting Minutes.

Note: *Any exceptions to Minimum Threshold Requirements must be approved by the Community Development Director.

D. Application Review Criteria for New Agencies

Applications will be evaluated by the Community Development Department staff on the following six (6) categories:

A. Project Description

- Design of Program
- Uniqueness
- Track Record for achieving goals and objectives of existing programs

B. Performance Measurements

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

C. Collaboration

- Collaboration efforts with other stakeholders
- Strategic partners

D. Organizational Management/Administrative Capacity

- Demonstrate how successful you are at obtaining other funds for the proposed project/activity
- Must demonstrate agency's sustainability efforts
- Experienced staff with other grant funds
- Personnel Policy, job descriptions

E. Consistency with the Consolidated Plan and/or Continuum of Care

Which HUD **Objective** best describes the activity:

- Suitable Living Environment
- Decent Housing

Which HUD **Outcome** does the activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

F. Fiscal Management / Feasibility

- Financial Statements (income & expense statement, balance sheet and cash flow statement)
- Audits and Management Letter (if applicable)
- Procurement Policy

E. Application Review Criteria for Currently Funded Agencies

Applications will be evaluated by the Community Development Department staff on the following seven (7) categories:

A. Project Description

- Design of Program
- Uniqueness
- Track Record for achieving goals and objectives of existing programs

B. Performance Measurements

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

C. Collaboration

- Collaboration efforts with other stakeholders
- Strategic partners

D. Organizational Management/Administrative Capacity

- Demonstrate how successful you are at obtaining other funds for the proposed project/activity
- Must demonstrate agency's sustainability efforts
- Experienced staff with other grant funds
- Personnel Policy, job descriptions

E. Consistency with the Consolidated Plan and/or Continuum of Care

Which HUD **Objective** best describes the activity:

- Suitable Living Environment
- Decent Housing

Which HUD **Outcome** does the activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

F. Fiscal Management / Feasibility

- Financial Statements (income & expense statement, balance sheet and cash flow statement)
- Audits and Management Letter
- Procurement Policy

G. Prior Agency Performance

- Service Delivery
- Agency Capacity
 - i. Financial
 - ii. Board of Directors Involvement
- Contract Compliance(monitoring, audits etc)
- HUD Regulation Compliance

F. Emergency Shelter Grants Program: Eligible Activities

Applicants must apply for funding in one of these categories: essential services, operational costs, or homeless prevention. Only HMIS providers may apply for administrative costs.

All persons assisted with ESGP funds must meet HUD's definition of homelessness, and agencies must maintain documentation of this for every person served.

1. ESSENTIAL SERVICES

Eligible Activities 42 USC 11374

(a) In General. Assistance provided under this subtitle may be used for the following activities relating to emergency shelter for homeless individuals:

(2) the provision of essential services, including services concerned with employment, health, drug abuse, or education.

Essential Services 24 CFR 576.3	Ineligible Activities
<p><i>Essential services</i> include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):</p> <p>(1) Assistance in obtaining permanent housing;</p> <p>(2) Medical and psychological counseling and supervision;</p> <p>(3) Employment counseling;</p> <p>(4) Nutritional counseling;</p> <p>(5) Substance abuse treatment and counseling;</p> <p>(6) Assistance in obtaining other Federal, State and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;</p> <p>(7) Other services such as child care, transportation, job placement and job training; and</p> <p>(8) Staff salaries necessary to provide the above services.</p>	<ul style="list-style-type: none"> ➤ Existing services and staff (services must be new or provided to more persons) ➤ Salary of case management supervisor when not working directly on participant issues ➤ Advocacy, planning, and organizational capacity building ➤ Staff recruitment/training ➤ Transportation costs not directly associated with service delivery

2. OPERATIONAL COSTS

Definitions 42 USC 11371

(4) The term "operating costs" means expenses incurred by a recipient operating a facility assisted under this subtitle with respect to-

(A) the administration, maintenance, repair, and security of such housing; and

(B) utilities, fuels, furnishings, and equipment for such housing.

Eligible Activities 24 CFR 576.21(a)(3)	Ineligible activities
<p>(3) Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings. Not more than 10 percent of the grant amount may be</p>	<ul style="list-style-type: none"> ➤ Recruitment or on-going training of staff ➤ Depreciation ➤ Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.) ➤ Staff training, entertainment, conferences, or retreats

used for costs of staff. (Note: maintenance and security salary costs are not subject to the 10 percent standard.)	<ul style="list-style-type: none"> ➤ Public relations or fund raising ➤ Bad debts/late fees ➤ Mortgage payments
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3. HOMELESS PREVENTION ACTIVITIES

Eligible Activities 42 USC 11374(a)	
<p>(4) Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if--</p> <p>(A) the inability of the family to make the required payments is due to a sudden reduction in income;</p> <p>(B) the assistance is necessary to avoid the eviction or termination of services;</p> <p>(C) there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and</p> <p>(D) the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.</p>	
Definitions 24 CFR 576.3	Ineligible activities
<p><i>Homeless prevention</i> means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):</p> <ul style="list-style-type: none"> (1) Short-term subsidies to defray rent arrearages for families that have received eviction 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 services 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. 	<ul style="list-style-type: none"> ➤ Housing/services to homeless persons ➤ Direct payments to individuals ➤ Long-term assistance beyond several months ➤ Application for Federal Funds or Unprogrammed Funds

ESG homeless prevention funds can be used for financial assistance **only** under the following circumstances:

- The assistance is necessary to prevent eviction or termination of utility services
- The inability of the household to pay the rent, mortgage, or utility payment is due to a sudden loss of income
- There is a reasonable prospect that the household will be able to resume payments within a reasonable period of time; and
- The assistance will not supplant funding for preexisting homeless prevention activities from other sources.

Any agency providing financial assistance with ESG homeless prevention funds must obtain *documentation* of:

- Formal eviction, foreclosure, or utility termination proceedings
- The inability to pay due to a sudden loss of income
- The payment being necessary to prevent homelessness; and
- The resumption of payment being reasonably expected in the near future.

G. LONG TERM GOALS AND OBJECTIVES
2008 – 2012 CONSOLIDATED PLAN

GOAL I: To provide decent affordable housing for low- to moderate-income persons residing in DeKalb County.

DECENT HOUSING OBJECTIVES:

1. Increase the availability of affordable permanent rental housing units for low- to moderate-income families, elderly households, and special needs populations through the rehab of a minimum of 500 units using a mix of public and private financial assistance.
2. Increase the availability of affordable permanent rental housing units for elderly households and special needs populations through the new construction of a minimum of 200 units using a mix of public and private financial assistance in projects that conform to the County's Criteria for Affordable Multi-family Housing Initiatives.
3. Develop and support affordable housing stock preservation and accessibility programs to enable homeowners to remain in their homes.
4. Support the efforts of nonprofit organizations seeking to undertake housing-related projects in DeKalb County.
5. Develop and support activities and initiatives designed to keep homeowners from losing their homes and work to revitalize deteriorating neighborhoods affected by high foreclosure and vacancy rates.
6. Increase the number of first-time homebuyers by 200 over 5 years with the provision of down payment and closing cost assistance and support efforts to create additional quality affordable homeownership units in the County.
7. Continuously assess the status of affordable housing issues and related services for low- to moderate-income senior citizens to identify gaps and unmet needs and seek to develop initiatives to address those needs.
8. Serve the at-risk and homeless populations by collaborating with the Regional Commission on Homelessness, Tri-J, and other appropriate entities to identify and implement the housing and supportive services required to mitigate homelessness.
9. Expand the supply of transitional housing and supportive services available to homeless individuals and families.
10. Expand the supply of permanent supportive housing that is family oriented.

GOAL II: To provide a suitable living environment, public facilities, infrastructure, and expanded community services, principally benefiting low- to moderate-income persons.

SUITABLE LIVING ENVIRONMENT OBJECTIVES:

1. Collaborate with other County departments and non-profit agencies to renovate, or build facilities for children and families that use an intergenerational service delivery model for expanded services that principally benefit low- to moderate-income persons.
2. Collaborate with other County departments and non-profit agencies to assist with the development and/or redevelopment of facilities for seniors. These facilities may include senior centers, adult day care facilities and other facilities that primarily serve low to moderate income senior citizens.
3. Collaborate with the Public Works Department to facilitate infrastructure improvements in low- to moderate-income neighborhoods on a case by case basis.
4. Collaborate with the Parks and Recreation Department to facilitate the renovation or development of recreation centers and parks that primarily serve low- to moderate- income areas; including the Tobie Grant Community Center, N.H. Scott Recreation Center, Lucious Sanders Recreation Center, and Shoal Creek Park.
5. Collaborate with the Public Works Department to encourage the development of sidewalks that are user friendly for the elderly and physically challenged, and to provide safety improvement efforts in areas with a high concentration of low- to moderate-income citizens. The areas with a high concentration of low- to moderate- income citizens are: Buford Highway in Chamblee /Doraville; Clarkston; Stone Mountain; Lithonia; Candler Road from Memorial Drive to I-285; Columbia Drive between Memorial Drive and I-20; Covington Highway between Wesley Chapel and Panola Road and the Bouldercrest Road area.
6. Continue to work with Cities within DeKalb County to provide assistance in the implementation of community development initiatives that benefit low- to moderate- income neighborhoods.
7. Provide supportive services to income eligible senior citizens and immigrant populations in the areas of housing, transportation and literacy by participation with non-profit agencies and by collaborating with the Human Development Department as requested.
8. Assist in the efforts to provide training, consumer education and awareness, pre and post purchase homeowner counseling.
9. Primarily through summer programs, provide opportunities for approximately 500 youth annually to participate in healthy educational activities that are recreationally-based, build self-esteem, teach personal financial literacy, enable academic success, and enhance decision-making skills.
10. Encourage and assist in the development of quality affordable childcare facilities and/or programs throughout DeKalb County.
11. Continue to provide opportunities for capacity training for non-profit and faith-based organizations in DeKalb County, with the goal of exposing them to other funding resources in order to diversify their revenue stream and to ultimately obtain self-sufficiency and to increase their capacity.
12. Assist in the demolition of dilapidated structures beyond rehabilitation to arrest the spread of blighting conditions in low- to moderate-income areas as needed.