



# EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM APPLICATION FOR THE 2016 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

*Promoting the Wise Use of Land • Helping to Build Great Communities*

The County of San Luis Obispo is pleased to announce the availability of funds for the ESG program. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless. Please review the ESG regulations, 24 CFR Part 576 at [www.sloplanning.org](http://www.sloplanning.org) under "Federal HUD Grants.", before completing this proposal. **The anticipated maximum funding amount under the 2016 ESG program is \$145,000.**

To be considered for ESG assistance, a completed application with any necessary exhibits, budgets or beneficiary data is required. Applications must be received by the County of San Luis Obispo. Please email grant applications to [ActionPlan@co.slo.ca.us](mailto:ActionPlan@co.slo.ca.us) by the application deadline of 5:00 P.M., Friday, October 23, 2015. Please label your email subject by adding the grant program name and the agency name (Example: ESG – CAPSLO).

## CONTACT INFORMATION

### 1. Qualifying Information

Organization Name: \_\_\_\_\_ DUNS number: \_\_\_\_\_

Contact person/title/ \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address (mailing and physical address requested if different): \_\_\_\_\_

## PROJECT DESCRIPTION

### 2. Type of organization - public agency or nonprofit:

### 3. Title/name/address of proposed project:

**4. Location of proposed project or activity (Check one or more the following areas)**

- |                          |                                     |                          |                     |
|--------------------------|-------------------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | City of Arroyo Grande               | <input type="checkbox"/> | City of Atascadero  |
| <input type="checkbox"/> | City of Pismo Beach                 | <input type="checkbox"/> | City of Paso Robles |
| <input type="checkbox"/> | City of Morro Bay                   | <input type="checkbox"/> | County-wide         |
| <input type="checkbox"/> | City of San Luis Obispo             |                          |                     |
| <input type="checkbox"/> | Unincorporated communities of _____ |                          |                     |

**FINANCIAL INFORMATION**

Review ESG regulations, then list major categories of proposed expenditures by eligible cost category.

**5. What is the total amount of ESG funds requested? \$ \_\_\_\_\_**

Activity	Amount Requested
a. Emergency Shelter*	
b. Street Outreach*	
c. Rapid Re-Housing – Rental Assistance	
d. Rapid Re-Housing – Housing Relocation and Stabilization Services	
e. Homelessness Prevention – Rental Assistance	
f. Homelessness Prevention – Housing Relocation and Stabilization Services	
g. HMIS	
<i>Subtotal (lines a through g)</i>	
h. Administration <i>(Not to exceed 3.75% of the requested ESG funds, )</i>	
<b>TOTAL</b>	

\*A maximum of 60% of the program year grant may be allocated to Emergency Shelter and Street Outreach activities.

**6. Identify the source (both cash and non-cash match) and amount of any non-ESG funding committed to the project which may qualify as local match under the ESG regulations: *(There is a local funding match requirement of 100 percent for the amount of ESG funds requested.)***

MATCHING FUNDS	
SOURCE OF FUNDING	AMOUNT OF MATCH
<b>Cash Match*</b>	
Local Match Funding (i.e. General Fund):	
State Government Match Funding	
Federal Government Match Funding	
Private source:	
Private source:	
Private source:	
<b>Non-Cash Match</b>	

Donated Material or Building:	
Equipment:	
Services**:	
Services**:	
<b>TOTAL MATCH FUNDING</b>	

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

\*\*Services must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization.

7. Please provide a brief description of each project for which you are requesting funds, and mark "N/A" for components that are not a part of this application. Please also include a schedule of milestones and a description of how the project will benefit the target population. Additionally, please describe the eligible types of services proposed under each component listed in question #5.):

a. Emergency Shelter (for homeless in emergency shelters only):  N/A (mark if not applying)

Number of Persons/Households to be served under Emergency Shelter	
Number of <b>persons</b>	
Number of <b>households</b>	

Service	Mark with an "X" if requesting funds for this activity	Amount of Request for this Activity
Essential Services ( <i>i.e. case management, child care, education services, employment assistance and job training, transportation, etc</i> ).		
Shelter Operations ( <i>i.e. maintenance, rent, security, insurance, food, etc</i> )		
Renovation ( <i>i.e. labor, materials, tools</i> )		

- Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population:

- Schedule of milestones: Use attached **Timeline Form A**

b. Street Outreach (for unsheltered homeless only):  N/A (mark if not applying)

Number of Persons/Households to be served under Street Outreach	
Number of <b>persons</b>	
Number of <b>households</b>	

Service	Mark with an "X" if requesting funds for this activity	Amount of Request for this Activity
Engagement		
Case Management		
Emergency Health Services		
Emergency Mental Health Services		
Transportation		
Services for Special Populations		

- Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population:

- Schedule of milestones: Use attached **Timeline Form A**
- c. Rapid Re-Housing:  N/A (mark if not applying)

Number of Persons/Households to be served under Rapid Re-Housing	
Number of <b>persons</b>	
Number of <b>households</b>	

Service	Mark with an "X" if requesting funds for this activity	Amount of Request for this Activity
Housing Relocation and Stabilization Services		
Application fees, deposits, utility payments, last month's rent		
Moving costs		
Housing search and placement		
Housing stability case management		
Mediation		
Legal services		
Credit repair		
Short-Term and Medium Term Rental Assistance		
Short and long-term rental assistance		

- Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population:

- Schedule of milestones: Use attached **Timeline Form A**

d. Homelessness Prevention:  N/A (mark if not applying)

<b>Number of Persons/Households to be served under Homelessness Prevention</b>	
Number of <b>persons</b>	
Number of <b>households</b>	

<b>Service</b>	<b>Mark with an "X" if requesting funds for this activity</b>	<b>Amount of Request for this Activity</b>
Housing Relocation and Stabilization Services		
Application fees, deposits, utility payments, last month's rent		
Moving costs		
Housing search and placement		
Housing stability case management		
Mediation		
Legal services		
Credit repair		
Short-Term and Medium Term Rental Assistance		
Short and long-term rental assistance		

- Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population:

- Schedule of milestones: Use attached **Timeline Form A**
- e. **HMIS:**  N/A (mark if not applying)

Activity	Mark with an "X" if requesting funds for this activity	Amount of Request for this Activity
Purchasing software/licenses		
Purchasing/leasing hardware or equipment		
Technical support		
Leasing office space		
Utility services necessary to operate HMIS		
Salaries for operating HMIS		
Travel to attend approved HMIS training		
Travel costs to conduct HMIS intake		

Brief narrative description of the project:

8. Total number of homeless persons the proposed activity is targeted to serve:
- a. Total number of persons to benefit: \_\_\_\_\_  
 Total number of households to benefit: \_\_\_\_\_
- b. Of the total households listed above:
- \*How many are households with children (include all adults and children): \_\_\_\_\_
  - \*How many are households without children (singles/couples without children): \_\_\_\_\_
  - \*How many are households with only children (persons under 18 years of age): \_\_\_\_\_
9. Please provide quantified, projected accomplishments for the 12-month contract period for the persons and households described in question #9 above:

*Emergency Shelter:*

- Projected persons to be served: \_\_\_\_\_
- Projected % of participants exiting the program that will move into permanent housing: \_\_\_\_\_
- Projected % of adult participants exiting the program that have more income at exit: \_\_\_\_\_
- Projected % of adult participants exiting the program that have employment income at exit: \_\_\_\_\_

*Street Outreach:*

- Projected persons to be served: \_\_\_\_\_
- Other (please describe): \_\_\_\_\_

*Rapid Re-Housing:*

- Projected persons to be served: \_\_\_\_\_
- Projected % of participants exiting the program that will remain in permanent housing: \_\_\_\_\_
- Projected % of adult participants exiting the program that have more income at exit: \_\_\_\_\_
- Projected % of adult participants exiting the program that have employment income at exit: \_\_\_\_\_

*Homelessness Prevention:*

- Projected persons to be served: \_\_\_\_\_
- Projected % of participants exiting the program that will remain in permanent housing: \_\_\_\_\_

- Projected % of adult participants exiting the program that have more income at exit: \_\_\_\_\_
- Projected % of adult participants exiting the program that have employment income at exit: \_\_\_\_\_

10. Is your agency currently participating in HMIS (or a fully compliant comparable database for Victim Service Providers):  yes  no

11. Please note that participation in HMIS is a requirement for receiving ESG funds. Please describe your agency's capacity to participate in HMIS, or a fully compliant database for Victim Service Providers.

12. Please describe your agency's experience with the activities proposed in this application:

13. Please describe how our program will support one or more national priorities established in "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness" as described below:

- A. Finish the job of ending chronic homelessness in 5 years
- B. Prevent and end homelessness among Veterans in 5 years
- C. Prevent and end homelessness for families, youth, and children in 10 years
- D. Set a path to ending all types of homelessness

14. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

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Contact person/Title

Phone number/ E-mail address

I certify that the information in this application is true and accurate to the best of my ability and knowledge. I also certify that I have read the most recently approved Policies and Procedures for the ESG program located at: <https://www.hudexchange.info/esg/esg-law-regulations-and-notice>.

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Signature

Date

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Printed or typed name

Title

**Notes to applicant:**

1. Reporting of beneficiary data on a quarterly and year-end basis is required for HUD purposes. Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.
2. Centralized or coordinated assessment - Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system, each ESG-funded program or project must use the assessment system per 24 CFR 576.400.
3. HUD has not notified the Urban County of San Luis Obispo of the final funding levels for the 2016 Program Year that will begin in July 1, 2016. The estimated funding level for the 2016 Program Year for the ESG program is \$145,000.
4. HMIS Reporting Requirement for 2015. All homeless service providers applying for ESG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>. **It is a requirement for organizations receiving ESG funds to participate in the HMIS program.**
5. **Emergency Shelter** means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which do not require occupants to sign leases or occupancy agreements.

