



Emergency Shelter Grant

2010
Program Solicitation

Idaho Housing and Finance Association
P.O. Box 7899
Boise, ID 83707-1899

1-877-4GRANTS

www.ihfa.org

Table of Contents

	Page Number
Notice of Program Solicitation	1
Introduction	2
<u>Program Description</u>	
Definitions	3
Program Goals and Objectives	6
Application Policies	7
ESG Model Program	8
Spending Categories	9
Client Eligibility Guidelines	10
Eligible Activities	12
Ineligible Activities	14
Program Implementation	15
Reporting Requirements	16
Liability Insurance	17
Bonding Requirements	17
Workers Compensation Requirements	17
Financial Standards	18
Match Requirements	19
Donated Items Guide	19
Allowable Expenses	20
ESG Regulations	21
Application Process	22
Application Materials	23 - 28

NOTICE OF PROGRAM SOLICITATION (NOPS)

Stewart B. McKinney Homeless Assistance Act Title IV Emergency Shelter Grant Program 2010 Funding Cycle

Idaho Housing and Finance Association (IHFA) is accepting applications for Emergency Shelter Grant Program Funds (ESG) as authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act. The funds are distributed on a competitive basis to eligible applicants.

The State of Idaho is scheduled to receive approximately \$ 540,000 in Emergency Shelter Grant funds for the 2010 fiscal year.

Eligible applicants are units of general local government or private non-profit organizations.

Eligible activities under the ESG program regulations are:

- Rehabilitation/renovation/conversion of emergency shelters
- Essential services provided in conjunction with emergency shelters
- Operations and/or maintenance of emergency shelters
- Homeless prevention

Operations and Maintenance of Emergency Shelters will be the first priority. IHFA will set aside 10-15% of the available ESG funds for homeless prevention activities and will limit Essential Services to 30% of the statewide allocation. Homeless prevention funds will be accessible to all qualified service providers, but will be distributed statewide by awards to qualified applicants that have demonstrated the capacity to serve their region of the state with these funds.

Application materials are included on pages 23-29 of this 2010 Program Solicitation or may be downloaded from our website at www.ihfa.org/grants_esg.asp. For information or technical assistance, please contact Sheri Cook at 331-4754.

Applications must be received no later than 5:00 PM (MST), Monday, February 1, 2010 at:

IDAHO HOUSING AND FINANCE ASSOCIATION

Attn: Sheri Cook

565 West Myrtle Street

PO Box 7899

Boise, Idaho 83707-1899

For those with scanning capabilities, applications may be e-mailed to sheric@ihfa.org, but still must be received before 5 PM, February 1, 2010.

STEWART B. MCKINNEY HOMELESS ASSISTANCE ACT TITLE IV EMERGENCY SHELTER GRANT PROGRAM

INTRODUCTION:

This Program Solicitation contains the information and materials needed to prepare an application for funding under the U.S. Department of Housing and Urban Development (HUD) Emergency Shelter Grant Program (ESG). Funding for the program is limited, and proposals will be reviewed on a competitive basis.

This booklet explains how proposals will be evaluated during the review and selection process. The application section describes the essential criteria for the design of your ESG project and application narrative. Be sure to study this section carefully. For guidance on what types of activities may be funded, please refer to the section that describes eligible activities.

Careful attention should be paid to the State and Federal requirements referred to throughout this booklet that apply to ESG. **PROJECTS MUST MEET THESE REQUIREMENTS AND MUST DEMONSTRATE THE MEANS TO ASSURE COMPLIANCE IF THE PROPOSAL IS SELECTED FOR FUNDING.**

Applicants bear the cost of preparing and submitting an application. Preparation of an application does not guarantee funding. The Emergency Shelter Grant requires matching funds dollar-for-dollar with funds from other sources or in-kind donations whose value equals the amount of match required. All matching funds must be provided **AFTER** the date of the grant award to the Service Provider.

Applicants must also ensure that any building for which ESG funds are to be used for rehabilitation meets the environmental review requirements. Buildings rehabilitated with ESG funds must continue to be used as a shelter for the homeless for no less than a three-year period, and for no less than a ten-year period if the grant is used for major rehabilitation or conversion of the building. Review ESG Definitions in this document for more information.

EMERGENCY SHELTER GRANT DEFINITIONS

Applicant - any unit of general local government or public or private non-profit organization submitting the necessary paperwork to be considered for funding as an ESG service provider

Annual Performance Report (APR) – a yearly progress and outcomes report required by IHFA for every project during each year that a grant agreement is active.

Audit Trail - a complete record of expenditures including request for purchase and by whom, how approved, source of funds used for expense, date of acquisition, and cost.

Authorized Signature - the signature of an executive officer, agency director, or other responsible employee designated by a recipient agency as an "Authorized Person" on the Request for Funds Authorization form in the Technical Submission for the grant.

Childcare - is the care and supervision of children during part of a 24-hour period while parents work, seek employment, attend life skills classes or other training programs. Child Care programs receiving funds from ESG must have a valid Basic Day Care License issued by the Idaho Department of Health and Welfare or other appropriate jurisdiction.

Conversion - a change in the use of a building, to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs *exceed 75% of the value* of the building *after* conversion. Any building converted to an emergency shelter that is assisted with ESG funds must meet local government safety and sanitation standards, and must be maintained as a shelter for the homeless for not less than a 10-year period.

Emergency Shelter - any facility the **primary purpose** of which is to provide temporary shelter or **short-term** transitional shelter for the homeless in general or for specific populations of homeless persons

ESG - Emergency Shelter Grant. The Emergency Shelter Grant is defined and governed by the Code of Federal Regulations Title 24, Part 576.

Essential Services - the supportive service aspect of ESG. Meant to address the immediate needs of the homeless through day shelters or soup kitchens, or to provide assistance from the shelter setting which enables homeless persons to become more independent and to secure permanent housing. These services should focus on bringing clients to the next step of the continuum. After meeting immediate personal needs, shelter services should provide assistance that will strengthen a client's ability to move into transitional, supportive or permanent housing.

Families - one or more adults with dependent children under the age of 18, or with dependent adults

Grantee – the direct recipient of grant funds. In the ESG Program, IHFA is the grantee responsible to HUD for proper execution of the grant program through sub-contracted providers of homeless services statewide. (see definitions for Service Provider and Project Sponsor)

Homeless - means as the term is defined in 42 U.S.C. 11302, hereby included by reference. The definition, in summary, includes families and individuals living in places not meant for human habitation or in an emergency shelter (or who would be in these living conditions without HUD's

homelessness assistance), and who do not have the resources or support needed to obtain housing. Other criteria are described under **Client Eligibility**.

Homeless Management Information System (HMIS): IHFA has instituted the use of HMIS in response to the requirements of the United State Congress under the HUD Appropriations Act HR_2620. The United States Department of Housing and Urban Development (HUD) has required the implementation and operation of management information systems for purposes of collecting unduplicated counts of homeless people and analyzing patterns of use of assistance funded by the federal government. The IHFA Homeless Management Information System software of choice is called **ServicePoint**, and is a contractual requirement for grant funded projects.

Homeless Prevention - activities designed to prevent the incidence of homelessness. Primarily, rental assistance when eviction is imminent, utility assistance when services are being terminated, first month's rent, security or utility deposits for obtaining permanent housing, and some hotel/motel vouchers in the event that shelters are full. Other activities are listed on the **Allowable Expenses by Eligible Cost Categories** chart.

HUD - the U.S. Department of Housing and Urban Development

IHFA - Idaho Housing and Finance Association, administrator of federal funds to the State of Idaho for the Department of Housing and Urban Development

In-Kind - donated volunteer services or goods including staff time, shelter rent, shelter facilities, or supplies of the same kind eligible under program guidelines

Internal Controls - the combination of policies, procedures, personnel, defined responsibilities, and records that allow an organization to maintain adequate oversight and control of its finances.

Major Rehabilitation - rehabilitation that involves costs *in excess of 75% of the value* of the building *before* rehabilitation. Buildings assisted at this level must be maintained as a shelter for the homeless for not less than a 10-year period.

Management by Expenditure - a term used by IHFA to ensure that cash management regulations regarding timely disbursement of funds are followed. In addition to HUD's 'payment by reimbursement' rules for ESG, IHFA promotes financial accountability by asking for consistent draw requests from Service Providers within 60 days of program expenses. The 60-day guideline is part of the contractual agreement (See Grant Terms) between IHFA and the Service Provider, and is an important element of the Annual Risk Assessment desk audit for compliance determination.

Obligated - that the contracting organization has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant

Private Non-profit Organization - A secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1954 which is: (a) exempt from taxation under Subtitle A of the Code, (b) has an accounting system and a voluntary board, and (c) practices nondiscrimination in the provision of assistance

Project Sponsor - any agency sponsoring an ESG-funded project and holding a formal grant agreement with IHFA for a designated contract period. (see Service Provider)

Rehabilitation - labor, materials, tools and other costs of improving buildings, other than minor or routine repairs. Buildings assisted at this level (other than 'major' rehabilitation) must be maintained as a shelter for the homeless for not less than a 3-year period.

Renovation - rehabilitation that involves costs of *75% or less of the value* of the building *before* rehabilitation. Buildings assisted at this level must be maintained as a shelter for the homeless for not less than a 3-year period.

ServicePoint - The HMIS software of choice by Idaho Housing and Finance Association. ServicePoint (trademarked and copyrighted by Bowman Internet Systems, Inc.) is a client information system that provides a standardized assessment of a client's needs, creates individualized service plans and documents housing and supportive service assistance provided by participating agencies. Communities can use the system to determine the utilization of homeless services by participating Service Providers, identify gaps in the local service continuum and develop outcome measurements.

Service Provider (or Project Sponsor) - any entity that has successfully applied for grant funds and has been awarded a portion of the statewide Emergency Shelter Grant with which to support planned services to Idaho's homeless. Services are approved for ESG funding by Idaho Housing and Finance Association to be provided through emergency shelters, transitional housing projects, day-shelters, soup kitchens or community action agencies.

SHP - Supportive Housing Program, a HUD grant for transitional housing projects with supportive services

State - the State of Idaho

Transitional Housing - for the purposes of ESG assistance, housing that extends past the "3 days to 3 months" reasonable period for temporary housing (emergency shelter). HUD defines transitional housing as having the 'purpose' of moving homeless individuals and families to permanent housing within 24 months. 42 U.S.C. 11384(b)

Unit of General Local Government – a general-purpose political subdivision of the State of Idaho as determined under Idaho Code.

Value of the Building - the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by IHFA

PROGRAM GOALS AND OBJECTIVES

The purpose of the ESG program is to accommodate the first step in Idaho's Continuum of Care process by preventing homelessness and enabling participants to move toward independent living. ESG goals include the following:

- 1) to help improve the quality of existing emergency shelters for the homeless,
- 2) to help make available additional emergency shelters,
- 3) to help meet the costs of operating emergency shelters
- 4) to provide certain essential social services to homeless individuals
- 5) to prevent homelessness for people who are at risk of becoming homeless

ESG should provide homeless persons with access to safe and sanitary shelter as well as to supportive services and mainstream assistance needed to move them toward transitional or permanent housing options.

The following objectives were established to guide distribution and use of ESG funds in Idaho.

- * To encourage and support projects which fulfill a need identified in the Five Year Strategic Plan for Idaho's Housing & Community Development, and the Continuum of Care Homeless Assistance Plan.
- * To help coordinate efforts by different organizations within geographic areas in order to fill gaps in facilities and services identified in each Regional Continuum of Care Plan.
- * To support projects that use program funds to complement the use of other available public and private funds and other resources to improve services to the homeless
- * To fund projects which address severe shortages in services to the homeless with clearly defined methods to measure the outcomes of these services.
- * To support projects which use funds to expand or make improvements to existing facilities for the homeless
- * To support projects that best assist persons in moving through the Continuum of Care toward independent living
- * To support projects which will carry out Homeless Prevention activities
- * To support projects in jurisdictions where comprehensive support and ancillary services are available and accessible to homeless individuals
- * To support projects that can be completed in a timely manner, with measurable outcomes, within budget, and in conformance with all applicable federal and state requirements

APPLICATION POLICIES

The Emergency Shelter Grant Program is the only source of HUD funding devoted to the maintenance and operation of emergency shelters. An emergency shelter is defined as "any facility, whose primary purpose is to provide temporary or short-term transitional shelter for the homeless in general or for specific populations of the homeless." Day Centers and drop-in centers that do not provide overnight accommodations may also apply for funding, but IHFA's priority will be programs involving shelters that meet Continuum of Care guidelines for moving the homeless toward transitional or permanent housing options.

Projects must have site control at the time of application to apply as a shelter project. Applicants working to acquire a building at the time of application may only apply as a Supportive Service project.

Federal regulations governing the Emergency Shelter Grant Program (ESG) are found at 24 CFR, Part 576. A listing of the regulations accompanies this solicitation.

APPLICANTS MAY REQUEST FUNDING FOR ANY OF THE FOLLOWING PROJECTS:

- An organization may receive up to \$ 39,000.00 (\$ 29,000.00 potential base allocation plus a potential \$10,000.00 for Exhibits) if the Emergency Shelter facility is independent and separate from other housing facilities, and the award will not be used to support costs related to other programs, such as SHP or other transitional housing.
- An organization may receive up to \$32,000.00, (\$ 22,000.00 potential base allocation plus a potential \$10,000.00 for Exhibits) if the Emergency Shelter is part of another facility that provides homeless services but the ESG program is separate and the funds will not be used to support costs related to other programs, such as SHP or other transitional housing, even though they share the same facility.
- An organization may receive up to \$ 16,000.00 for an application including Exhibits if the Emergency Shelter Grant will be used to support transitional housing programs or to offer Supportive Services only. Applications for projects of this type must include all Exhibits in order to qualify for funding.
- An organization may apply for funds to provide **Homeless Prevention Assistance** only. Homeless Prevention applications should be completed by the same due date but will be considered separately after other funding has been determined. Homeless Prevention Only applicants should submit for review **Narrative sections 1, 4, 5, and 6 and all Exhibit Sections**, answering from a Homeless Prevention standpoint rather than a shelter perspective. Homeless Prevention funds are distributed by Region according to population statistics. Any amount awarded to a Homeless Prevention Only project will be deducted from the Total HP allocation for their Region. For this reason, it is important that HP applicants discuss these funds with other ESG providers from their local coalition to determine whether they may request the entire allocation for the region. If so, "Amount of Award Requested" on Page 23, Cover Page, may be listed as "Regional Allocation" instead of a specific amount.
- IHFA will fund no more than 20 projects and no fewer than nine projects statewide.

Funds will be awarded to qualified applicants. Because of the limited funds available, grant requests will be dispersed according to the IHFA funding priorities above. There is no guarantee that any amount will be awarded to an applicant. The maximum grant amounts listed for the various shelter projects above are provided only to facilitate the applicant's planning process. IHFA reserves the right to offer budget add-ons to applicants in accordance with demonstrated need and capacity, or the right to award less than the amount requested by any applicant.

ESG MODEL PROGRAM

A favorable ESG Program should have the following components and policies for residents:

- 1 A maximum number of days a person is eligible to stay at the shelter. (A stay that exceeds 100 days is considered transitional housing and is subject to lead-based paint restrictions).
- 2 A policy requiring persons entering the shelter to have employment or to actively seek employment within a reasonable amount of time (to be determined by the agency). *NOTE: This policy may exclude juveniles or adults with reduced capacity to find gainful employment.*
- 3 Participation in resident income protection for clients remaining in a shelter program that will move them into Transitional or Permanent Housing (see #7).
- 4 Involvement in substance abuse treatment (if necessary).
- 5 A policy that all residents must abide by any standing Court Orders, such as child support, visitation rights, etc.
- 6 A policy to enforce abstinence from alcohol, drugs, and violent behavior.
- 7 An agreement to work with a program that helps the participant gain transitional or permanent housing.
- 8 A provision for Housing Counseling for persons ready to leave the Emergency Shelter and enter Transitional or Permanent Housing.
- 9 A communication mechanism to track program successes and failures.
- 10 Current capacity for implementation of the HMIS (Homeless Management Information System), including an internet-accessible computer and high-speed internet access, or funds designated to assist in the process. For organizations whose primary mission is service to victims/survivors of domestic violence, data will be required to be collected and reported in accordance with the data and technical standards as published by HUD for emergency shelters.

SPENDING CATEGORIES

The ESG program offers assistance within four spending categories. The table below explains mandatory spending caps and other regulations that apply to these eligible categories.

REHABILITATION	
MANDATORY CAPS	No Limit
FEDERAL REGULATIONS	Exempt from the Davis Bacon Act See definitions for <i>continuance as a shelter</i> under 'Conversion', 'Major Rehabilitation', 'Rehabilitation', and 'Renovation', on pages 3-5.
IHFA REQUIREMENTS	Contractors must provide proof of Worker's Compensation coverage
ESSENTIAL CLIENT SERVICES	
MANDATORY CAPS	No more than 30% of the statewide allocation
FEDERAL REGULATIONS	May pay minimal salaries of staff providing Essential Services
IHFA REQUIREMENTS	Salary funding will be limited to 50% of the total annual salary for any one person or any one position. At IHFA's discretion, percentages may be set according to job duties of service positions. <u>Administrative and/or management positions will not be funded. Grant-supported staff must work directly with clients.</u>
SHELTER OPERATIONS AND MAINTENANCE	
MANDATORY CAPS	No Limit
FEDERAL REGULATIONS	No limit on salaries paid to provide shelter security and/or building maintenance. Only 10% of the total grant award may be used for the costs of other shelter staff. Operations staff must be directly responsible for the day-to day operation of the shelter. NO ADMINISTRATIVE ACTIVITIES MAY BE BILLED TO OPERATIONS.
IHFA REQUIREMENTS	Salary funding will be limited to 50% of the total for any one person or position
HOMELESS PREVENTION	
MANDATORY CAPS	No more than 30% of the statewide allocation
FEDERAL REGULATIONS	Documentation must prove the assistance prevents homelessness
IHFA REQUIREMENTS	10-15% will be designated for Homeless Prevention activities in Idaho

CLIENT ELIGIBILITY GUIDELINES

Persons who are homeless

Families and individuals who are homeless, or in danger of becoming homeless, are eligible to receive benefits from the ESG funds if they meet the definitions of “homeless” from the Stewart B. McKinney Homeless Assistance Act, referencing USC 11302 (a).

- (1) an individual who lacks a fixed, regular, and adequate nighttime residence
- (2) an individual who has a primary nighttime residence that is:
 - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations
 - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

An individual would also qualify to receive ESG benefits if that person:

- a. is being evicted within a week from private dwelling units and no subsequent residence has been identified and the person lacks the resources and support networks to obtain housing; or
- b. is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.
- c. is fleeing domestic violence

Persons who are at risk of becoming homeless

Persons or families at risk of homelessness may qualify for assistance with Homeless Prevention funds. There is a list of eligible activities for this category on the Allowable Expenses chart (see Table of Contents).

Clients who are at risk of homelessness must **also** meet the following criteria:

- a) The inability of the family to make the required payments must be the result of a sudden reduction in income.
- b) The assistance must be necessary to avoid eviction of the family or termination of utility services to the family.
- c) There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- d) The assistance must not supplant funding for pre-existing homeless prevention activities from any other sources.

Households receiving Homeless Prevention Funds for short-term assistance to pay rental arrearages or utility arrearages **must have an eviction notice or a notice of utility termination**. This documentation is required for reimbursement.

Homeless Children and Youth

- a. In general, children and youth in foster care are not considered homeless. Many foster children are in the custody of a public agency, which is responsible for providing housing for foster children. The foster home or care facility, although temporary, serves as a fixed, regular, and adequate nighttime residence.
- b. Throwaway youth (i.e. those whose parents or guardians will not permit them to live at home) are considered homeless if they live on the streets, in shelters, or in other transitional or inadequate accommodations.
- c. Youth who have run away from home and live in run away shelters, abandoned buildings, the streets, or other inadequate accommodations are considered homeless, even if their parents have provided and are willing to provide a home for them.

ELIGIBLE ACTIVITIES

ESG funds may be used for one or more of the following activities relating to emergency shelter for the homeless. The Allowable Expenses chart (see Table of Contents) will be helpful also.

1. Costs associated with renovation, rehabilitation, or conversion of buildings to be used as emergency shelters to house homeless individuals and families. Any building for which ESG amounts are used for conversion, major rehabilitation, rehabilitation or renovation must meet local government safety and sanitation standards.
2. Rental or lease of facilities used to house homeless individuals
3. Purchase, lease, or rental of supplies, equipment, and furnishings directly related to provision of shelter services
4. Purchase of insurance directly related to provision of shelter services
5. Utility costs associated with operating an emergency shelter
6. Costs for the operation and maintenance of a shelter such as: food, equipment, furnishings, repairs, and security or maintenance staff salaries up to 50% of any individual staff person. Shelter staff positions other than security or maintenance are limited to only 10% of the total grant award. The staff time billed to operations must be directly related to the day-to-day operation of the shelter. The specific activities must be reflected in the job description of the person(s) for which the salary reimbursement is requested. The time billed to ESG must also be documented on the individual's time sheet with a designation that clearly shows it was for shelter operations (ESG).
7. Mileage expense related to direct provision of shelter services or direct client services
8. Costs directly associated with providing essential services to the homeless in areas of assistance such as employment, qualification for mainstream services, application for housing, food or personal supplies, substance abuse treatment, child care, health issues, education, or transportation.
Staff salary necessary to provide such services directly to the client is an eligible activity if appropriately documented, but limited to 50% of the total annual salary paid for any one position.

Grant amounts may be used to provide essential services only if:

- Such services have not been provided by the local government any time within the previous year, or if the use of this assistance would complement available services
- These services are demonstrated (by Exhibit 3 in the application narrative) to be necessary for moving clients toward independent housing options.

9. Homeless prevention activities: short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices; security deposits or first month's rent to permit a family to move into their own apartment; mediation programs for landlord-tenant disputes; programs to provide legal representation to indigent tenants in eviction proceedings; or any other innovative program or activity designed to prevent the incidence of homelessness.

Homeless prevention programs should include case management services to assess the probability of the individual or family at risk to resume payments within a reasonable time period.

10. Religious or faith-based organizations are eligible, on the same basis as any other organization, to participate in the Emergency Shelter Grant program. The organization must provide all eligible activities in compliance with the following:
 - The service provider will not fund inherently religious activities such as religious instruction, worship, or proselytizing with grant funds and will offer these activities separately, in time OR location, from HUD-funded activities. Participation in religious activities must be voluntary for grant beneficiaries.
 - The service provider will not discriminate against any program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

11. Grant funds may be used to rehabilitate buildings owned by religious organizations or entities if the following conditions are met:
 - The structure (or portion thereof) that is to be improved with ESG funds will be used for conducting eligible Emergency Shelter Grant activities.
 - Where a structure is used for both eligible and inherently religious activities, grant funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible grant activities.

*Information on use of grant funds by faith-based organizations is taken from the Office of the Secretary, HUD: **Final Rule** dated September 30, 2003. This rule is part of HUD's efforts to fulfill its responsibilities under Executive Order 13198 by President George W. Bush, dated January 29, 2001 and published in the Federal Register on January 31, 2001*

INELIGIBLE ACTIVITIES

1. ***Emergency Shelter Grant funds may not supplant other existing funding sources.***

2. Acquisition or construction of an emergency shelter for the homeless

3. Rehabilitation services performed by a project sponsor's staff such as preparation of work specifications, loan processing, or inspections

4. Administrative Costs:
 - (a) According to the Stewart B. McKinney Act (42 U.S.C. 11378) administrative costs are limited to 5 percent of any annual grant received by IHFA. Since IHFA retains these funds in whole to cover a small portion of our costs associated with the administration of the Emergency Shelter Grant program, there are no administrative funds available to any applicant receiving ESG funds.

 - (b) Administrative costs for grantees include the cost of accounting for the use of grant funds, preparing reports for submission to HUD or IHFA, obtaining program audits, staff training, other similar costs related to administering the grant after the award has been made, and staff salaries associated with these administrative costs. None of these expenses may be paid by ESG. Hours spent on administrative activities by shelter staff cannot be paid by ESG. The 10% of staff salary allowed is for day-to-day shelter operations only.

 - (c) Office space, office utilities and other office costs and supplies are normally considered Administrative expense. A percentage of these costs may be allowable if directly associated with shelter operations only. Project sponsors requesting a percentage of office costs to be paid by the grant will be considered and approved on a case-by-case basis by IHFA.

5. Activities not related to providing emergency shelter or assistance to the homeless.

PROGRAM IMPLEMENTATION

NON-DISCRIMINATION POLICY

Units of general local government and non-profit organizations shall make it known that facilities and services supported by this grant are available to any person (who otherwise meets the eligibility criteria for the program) without discrimination on the basis of race, color, religion, sex, age, national origin or citizenship, familial status, or disability.

ENVIRONMENTAL REVIEW (IF APPLYING FOR REHABILITATION FUNDS)

The Stewart B. McKinney Act revised the environmental review procedures for the ESG Program by making applicable the provisions of the regulations and procedures under section 104(g) of the Housing and Community Development Act of 1974. An environmental review must be completed before ESG program funds are released to project sponsors for rehabilitation activities. In cases where ESG funds are distributed to non-profit organizations, IHFA will assume the environmental review duties, but will request assistance of local units of government to comply with environmental responsibilities. If funds are distributed to units of general local government, the unit of government will assume the environmental responsibilities. The environmental review focuses on new site selection and physical development activities such as rehabilitation, renovation, and conversion.

HOMELESS REPRESENTATION AND PARTICIPATION ON THE BOARD

According to Title 42 of the US Code Section 11375 (d) each recipient is required to provide for the participation of not less than one (1) homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy making entity. Staff members may not be substituted for board members to meet this requirement.

According to Title 42, Section 11375 (c) (7), grantees must also involve homeless or formerly homeless individuals and families in providing work or services pertaining to facilities or activities funded with ESG funds, to the maximum extent practicable.

TERMINATION OF ASSISTANCE TO PARTICIPANTS

The agency may terminate assistance to a participant who violates program requirements or conditions of occupancy (the policy must be in writing and presented to the participants of the program). The agency must exercise judgement that examines all extenuating circumstances in determining when violations are serious enough to warrant termination so that the participant's assistance is only terminated in the most severe cases. The agency is not prohibited from resuming assistance to a participant whose assistance has been terminated. In terminating assistance, the agency must recognize the participant's right to due process of law.

PROGRAM REGULATIONS

IHFA provides procedures and guidelines necessary to operate the ESG program. Please go to our website at www.ihfa.org/grants_esg.asp. Click on current *Policies and Procedures*.

CONTRACTUAL ARRANGEMENTS

1. *Grant Agreements:*

IHFA will award funding through binding, written grant agreements. Once a grant agreement is in place, the program elements of the applicant's original proposal will become obligations of the agreement.

2. *Subcontracts:*

Project sponsors shall not subcontract work or services contemplated under this contract without prior written authorization from IHFA, which retains the right to review all subcontracts. Project sponsors are responsible for the satisfactory accomplishment of the services or activities included in such subcontract. It is the responsibility of the funded agency to ensure that all subcontractors meet the requirements and assurances set forth in the program description.

The intent to subcontract shall be included in the original application to IHFA. Approval of the application, including the intent to subcontract, shall constitute authorization by IHFA.

CERTIFICATIONS AND ASSURANCES

The Executive Director of the agency receiving ESG funds must ensure that all elements of the project and all project staff shall comply with the certifications and assurances of the Technical Submission.

The federal and state regulations to be followed by jurisdictions receiving ESG funds cover a wide range of activities, such as labor practices, environmental impacts, and civil rights. Agencies selected for ESG funding will receive a list of Certifications and Assurances that refer to these laws. This is only a summary and is not meant to be a comprehensive description of each law. Please contact IHFA if you need more detailed information.

REPORTING REQUIREMENTS

Project sponsors will be required to report fiscal, program, and client data to IHFA within specific time frames. At a minimum, applicants are required to ensure that:

1. Accounting systems shall meet and comply with generally accepted accounting principles. Expenditures shall be supported by source documentation i.e., time sheets which indicate specific ESG time spent, itemized store receipts, copies of checks, etc. which identify the source and use of ESG contract funds. *General monthly statements that do not itemize purchases are not acceptable documentation of expenditures.*
2. Project sponsors shall comply with IHFA requirements to collect demographic information of all homeless and at risk persons who seek assistance.
3. Project sponsors shall complete an Annual Performance Report (APR) for each program year during which ESG funds are expended. This report documents the services provided, persons served, persons turned away, and other demographic information needed for HUD reporting purposes.

LIABILITY INSURANCE

IHFA assumes no liability with respect to bodily injury, illness, accident, theft, or any other damages or losses concerning persons or property, or involving the project sponsor's equipment or vehicles. Project sponsors will be responsible for providing the following insurance coverage to protect against legal liability arising out of activities under this program.

1. A minimum public liability insurance coverage of \$100,000 per person, \$300,000 per accident for bodily injury, and \$25,000 per accident for property damage.
2. Theft coverage of no less than the acquisition value of equipment and materials inventory. If the grantee uses motor vehicles (including those personally owned) in conducting activities of this program, minimum liability insurance coverage of \$100,000 per person, \$300,000 per accident for bodily injury, and \$25,000 per accident for property damage shall be provided. In addition, collision and comprehensive insurance against physical damage including theft shall be provided with a maximum deductible of \$500 for collision and \$50 for comprehensive coverage except when the cost of the coverage would exceed the value of the vehicle during the contract period.

Additionally, the project sponsor is responsible for ensuring that liability related to subcontractor activity is appropriately covered by insurance provided either by the subcontractor or the funded agency; and that the subcontract includes a comprehensive indemnification clause holding harmless the project sponsor, IHFA and the State of Idaho.

BONDING

Every officer, director, or employee which is authorized to act on behalf of the applicant or any subcontractor for the purpose of receiving or depositing funds in program accounts or issuing financial documents, checks, or other instruments of payment for program costs, must be bonded to provide protection against loss.

Fidelity bonding secured must name the beneficiary and the amount of coverage must be \$10,000 or the amount of the contract, whichever is higher.

Subcontractor fidelity bonds shall name the project sponsor as beneficiary and provide coverage as noted above.

WORKER'S COMPENSATION

Applicants are also required to obtain and maintain Worker's Compensation coverage. See the "Project Sponsor Insurance Verification" form in the Technical Submission packet.

A 1997 decision by the Idaho Supreme Court has changed the way the insurance requirements of the Workers Compensation Law are applied to non-profit or tax-exempt organizations. The court stated that if an employer provides a service and receives remuneration for that service, then the employer must carry workers' compensation insurance for its employees, even if the employer is designated as a non-profit or tax-exempt organization. Remuneration has been defined by the Industrial Commission to include payment for services, donations, grant monies, proceeds from sales, etc.

FINANCIAL STANDARDS

1. *Audit Information:*

a) According to OMB Circular A-133, effective after December 31, 2003, any applicant who expended more than \$500,000 annually in federal funds must submit one copy of its most recent audit. This audit must be performed by a Certified Public Accountant.

If the audit report contains questioned costs, management findings, or recommendation(s) for improvement of internal controls, this documentation shall be submitted to IHFA showing that audit problems were resolved. The audit must have been completed within the previous twelve months of the date of this application submission.

b) Project Sponsors expending less than \$500,000 in federal funds are exempt from OMB Circular A-133 audit requirements, but must submit an audited financial statement. The A-133 Audit or Audited Financial Statements should be submitted to IHFA no later than 180 days after the expiration of a project sponsor's Fiscal Year.

The Service Provider shall be expected to maintain complete and accurate records justifying all actual and accrued expenditure of funds. A clear audit trail to points of origin must be available at all times.

2. *Budget Information:*

The applicant must explain planned expenditures in the "Proposed Program" section of the application. Final Project Budgets will be determined after funds are awarded. All project budgets are subject to IHFA approval.

3. Financial systems must allow for effective control and accountability for all program funds, property, and other assets. ESG funds must be used for authorized purposes only.
4. The Service Provider's record management system shall provide systematic accumulation, filing and retention for ESG monitoring and audits.
5. Service Providers shall retain all financial, statistical, property, materials, supplies, participant records, and support documentation for a period of four years from the termination of the ESG contract.

After a signed contract is on file with IHFA, Service Providers may submit requests for reimbursement of actual costs. An IHFA Request for Funds form detailing actual expenditures along with appropriate source documentation (i.e., copies of itemized store receipts, canceled checks, etc.) will be required.

IHFA has adopted HUD's Management by Expenditure Policy. This policy includes the expectation that providers will submit a request for reimbursement (Request For Funds) at regular intervals--pre-determined at the time of the contract--to demonstrate that the program is being carried out by ongoing expenditures throughout the period of the grant.

No reimbursement will be made until IHFA has verified that the expenditures are allowable and within budgetary limits, at which time an IHFA signature of approval will initiate the reimbursement procedure.

MATCHING REQUIREMENTS

The ESG program requires each grantee to match the funding provided by HUD dollar-for-dollar with other sources. These sources MAY NOT come from another Federal award unless that award is designated by Federal statute as one that may be used for matching (OMB A-110.23 (a)(5)). Your agency must have access to the matching resources before using ESG funding, however, the matching funds must be provided after the date of the grant award to the grantee. Funds used to match a previous ESG grant may not be used to match a subsequent award. The grantee may comply with the matching requirement by:

- 1) Supplemental funds
- 2) Documented time and services of volunteers calculated at \$5 per hour (24 CFR 576.51(b))
- 3) Donated materials received may be valued at the fair market price (chart below)
- 4) Value of lease on shelter facility not paid with ESG funds
- 5) Any non-ESG salary including administrative salaries paid to carry out the emergency shelter program

NOTE: Your application may receive a higher score or may receive additional levels of funding if you are able to obtain matching funds from community and/or local government resources. See the Exhibit explanations in the application instructions.

DONATED ITEMS-A GUIDE TO FAIR MARKET VALUE

LADIES CLOTHING		FURNITURE	
Dresses	\$3.50-25.00	Studio Couch	50.00-200.00
Suits	10.00-85.00	Kitchen Set	65.00-120.00
Shoes	2.00-12.00	End Table	16.00-65.00
Coats	10.00-80.00	Coffee Table	25.00-90.00
Skirts	3.00-15.00	Washing Machine	15.00-60.00
Handbags	1.00-4.00	Dryer	15.00-60.00
Sweaters	3.00-8.00	Vacuum Cleaner	20.00-60.00
Slacks	4.00-20.00	Refrigerator	60.00-150.00
Blouses	1.50-6.00	Radio	10.00-35.00
Bathrobes	4.00-12.00	Gas Stove	60.00-150.00
MEN'S CLOTHING		Black and White TV	50.00-70.00
Suits	20.00-85.00	Color TV	150.00-200.00
Jackets	10.00-45.00	Dresser	45.00-150.00
Shoes	2.00-12.00	Chest	35.00-100.00
Slacks	4.00-20.00	Wardrobe	30.00-80.00
Shirts	1.50-5.00	Complete Double Bed	50.00-120.00
Overcoats	20.00-60.00	Complete Single Bed	35.00-80.00
Sweaters	4.00-8.00	Double Mattress	5.00-50.00
Belts	1.00-3.00	Single Mattress	5.00-15.00
CHILDREN'S CLOTHING		Folding Bed	20.00-60.00
Coats	5.00-15.00	Sofa	50.00-350.00
Snowsuits	5.00-10.00	China Cabinet	60.00-200.00
Shoes	1.00-6.00	Wooden Trunk	15.00-30.00
Dresses	3.00-6.00	Floor Lamp	12.00-30.00
Pants	2.00-4.00	Table Lamp	8.00-20.00
Shirts	1.00-2.00	Upholstered Chair	25.00-80.00
Boots	2.00-4.00	Hide-A-Bed	90.00-300.00
Sweaters	2.50-5.00	Desk	45.00-150.00
CHILDREN'S FURNITURE		DRY GOODS	
Crib and Mattress	25.00-85.00	Double Blanket	5.00-20.00
Playpen	10.00-30.00	Double Bedspread	5.00-20.00
SPORTING GOODS		Pillows	1.00-4.00
Fishing Rod	3.00-5.00	Sheets	2.00-5.00
Downhill Skis	10.00-150.00	Curtains	2.00-6.00
Tennis Racket	3.00-15.00	Drapes	2.50-5.00
		Throw Rugs	3.00-15.00

ALLOWABLE EXPENSES BY ELIGIBLE COST CATEGORIES

**NOTE: After Rehabilitation, an assisted facility must be used as a homeless shelter for 3 years
After Major Rehab or Conversion, a facility must be used as a homeless shelter for 10 years.**

REHABILITATION [see note above]	OPERATIONS & MAINTENANCE	ESSENTIAL SERVICES	HOMELESS PREVENTION
Complete renovation	Rent, or building repairs & maintenance on a building used to provide shelter	TRANSPORTATION: Gasoline vouchers, Auto repairs, Bus tickets, etc.	Rental assistance:
Architect's fees Contractor's fees	Food for on-site consumption	Emergency food boxes	**Clients must have eviction notice
Set up of pre-fabricated structures	Personal supplies for client (in a shelter)	Personal supplies (not for use in a shelter)	
Security systems	Insurance	Case management:	Utility assistance:
Electrical/wiring systems	Shelter utilities	Must include assistance for obtaining permanent housing, and guidance in obtaining assistance from other programs supporting client self-sufficiency	**Clients must have a shut-off notice
Plumbing systems	Office utilities and supplies ONLY when costs are directly related to the shelter project. Office space, equipment and supplies related to more than one grant must be pro-rated accordingly.		
Insulation or other energy conservation measures			
Building code and/or Health code work			
Fire escapes Smoke alarms	Telephone expense (Cell phones must be identified for shelter use only or costs must be pro-rated.)	**Counseling services	Security and/or Utility deposits
Storm windows/doors	Janitorial supplies	**Substance Abuse, Medical /Psychological treatment/counseling	Legal representation for clients being evicted
Ramps for handicap accessibility	Furniture for shelter <i>*inventory required</i>	Shelter vehicle purchase or repairs; Auto mileage for shelter services or client transportation	Mediation for landlord/tenant disputes
Improvements for child safety	Postage, Printing and Copying { NOT for fund-raising }	**Life skills training: --Nutrition --Money Management	Hotel/Motel vouchers
Fencing Roofing	Office equipment <i>*inventory required</i>	**Literacy services **Job training services	{area shelters must be FULL; see "Certifications and Assurances", item#3 in Technical Submission documents for details}
Siding Interior/Exterior painting Interior remodeling	Shelter equipment repair and maintenance	**Self-sufficiency services Self-help audio/video	Foreclosure prevention
Sprinkler systems Landscaping and/or Improvements (reasonable/customary for area)		Salaries for Security or Maintenance staff	
	Shelter Staff salaries (up to 10% of total award)	Materials for development or update of resource manuals	
		Child care and Child care vouchers	
		Staff salaries (50%)for <i>direct</i> client services	
Any staff time spent on Administrative activities MAY NOT be paid by ESG. Salaries must be directly connected to shelter clients and shelter operations.		Legal rep. for clients (housing-related; NOT advocacy)	

** Client tuition, materials, transportation, etc. to PARTICIPATE in these community services off-site

**Staff salaries (up to 50%) necessary to PROVIDE the services or training

CODE OF FEDERAL REGULATIONS

TITLE 24 Part 576
Emergency Shelter Grant Program
Stewart B. McKinney Homeless Assistance Act

http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr576_03.html

- 576.1 Applicability and Purpose
- 576.3 Definitions
- 576.5 Allocation of grant amounts
- 576.21 Eligible Activities
- 576.25 Who may carry out eligible activities
- 576.31 Application requirements
- 576.33 Review and approval of applications
- 576.35 Deadlines for using grant amounts
- 576.41 Reallocation; lack of approved consolidated plan—formula cities and counties
- 576.43 Reallocation of grant amounts; lack of approved consolidated plan—States, territories, and Indian tribes.
- 576.45 Reallocation of grant amounts; returned or unused amounts
- 576.51 Matching funds
- 576.53 Use as an emergency shelter
- 576.55 Building standards
- 576.56 Homeless assistance and participation
- 576.57 Other Federal requirements
- 576.59 Relocation and acquisition
- 576.61 Responsibility for grant administration
- 576.63 Method of payment
- 576.65 Record keeping
- 576.66 Sanctions

APPLICATION PROCESS

1. ESG applicants must submit an application narrative prepared according to the Application Policies on page 7 and the attached guidelines on pages 23-29. The application cover page included here must accompany the narrative. Completed applications must be submitted to IHFA for review by the posted deadline.
2. Projects will be evaluated by a point system scoring each category of the narrative. An Independent Review Panel (IRP) comprised of professionals and community members with knowledge and experience in issues related to homelessness will score the applications. After members score each proposal, the combined scores are averaged. The averaged score reflects the Panel's determination of the merit of the project. Applications must meet or exceed the threshold score to be considered for funding. IHFA, under advisement from the IRP, will set the threshold score.
3. Applicants receiving qualifying scores from the IRP will be provided with guidelines for preparing their Technical Submission.
4. IHFA will review each Technical Submission to ensure that all required documents are included and that proposed budget activities are within ESG regulations (24 CFR, Section 576). Funding will be allocated accordingly. IHFA reserves the right to award funds to no less than nine projects and to no more than 20 projects statewide.

THE APPLICATION COVER PAGE AND NARRATIVE GUIDELINES FOLLOW, AND MAY BE USED FOR SUBMISSION BY THE APPLICANT.

PLEASE COMPLETE ALL INFORMATION REQUESTED AND RETURN BY FEBRUARY 1, 2010 TO:

IDAHO HOUSING AND FINANCE ASSOCIATION
Department of Grant Programs
Attn: Sheri Cook
565 West Myrtle
P.O. Box 7899
Boise, ID 83707-1899

For those with scanning capabilities, applications may be e-mailed to sheric@ihfa.org, but still must be received before 5 PM, February 1, 2010.

APPLICATION NARRATIVE
ELEMENTS OF THRESHOLD SCORE

1. PROVIDER BACKGROUND (9 points possible)

Write a brief summary including your agency name, type(s) of services(s) provided, and location(s) where these services will be performed. What is your targeted population? Provide a brief history of the experience your organization has in providing these services. **ONE PAGE MAXIMUM**

2. EMERGENCY SHELTER NEEDS (24 points possible)

What service needs will your project fulfill and what client population is affected when these needs are not met? What is the impact of this deficiency on your community as a whole? Is this a new need, an ongoing need, or a need that has resurfaced? If ongoing, how has this need been addressed in the past? How is it being addressed currently? Why do these needs require further attention? **ONE PAGE MAXIMUM**

3. PROPOSED PROGRAM(S) (24 points possible)

Briefly describe how this award will be used: Which elements (or services) of your program will be funded by ESG, and how much funding will be designated for each one? Are there other state, local, or private agencies with similar programs in the area? How will your program enhance the level of service currently available to your community? How will this award specifically meet each of the needs stated in Section 2? If this project is not funded, what will be the resulting impact to your community? **TWO PAGE MAXIMUM**

4. GOALS AND OBJECTIVES (18 points possible)

What are the program goals you intend to accomplish through each funded element above? What steps will you implement in the process of reaching each goal? Please use clear concise statements when identifying goals and steps. How soon will the award be utilized? How many persons do you anticipate will receive services from this award? **TWO PAGES MAXIMUM**

5. OUTCOME MEASUREMENTS (18 points possible)

How does your agency track and measure the success of your shelter programs? What process do you use to document the accomplishments for each program goal you listed in #4 of the narrative? How is client progress monitored during a shelter stay? What percentage of clients leaves your shelter for transitional or permanent housing? Do you track clients who leave your shelter for other places or types of service? How? **ONE PAGE MAXIMUM**

6. CAPACITY STATEMENT (9 points possible)

Does your organization have enough personnel to effectively administer this program? Provide staff/client ratios that support your agency's capability of reaching the specified goals and maintaining a successful program. Which of the staff members supported by ESG funds will be active in implementing other programs at the same time, and how will you balance time spent for each program? What other financial resources-- federal, state and local--do you have in place to support this program? **ONE PAGE MAXIMUM**

EXHIBITS

ELEMENTS NECESSARY FOR MAXIMUM FUNDING

Exhibit 1 Regional Participation and Coalition Representation

Complete the following chart showing your organizations efforts to meet with your Regional Homeless Coalition. IHFA will be checking attendance logs at regional meetings to verify participation. Please submit this chart with your application.

DATE

ACTIVITY

	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates
	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates
	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates
	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates
	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates
	<input type="checkbox"/> Chronically Homeless, <input type="checkbox"/> Service Coord., <input type="checkbox"/> Outreach, <input type="checkbox"/> Housing Utilization, <input type="checkbox"/> Plan Implementation, <input type="checkbox"/> Updates

How many homeless coalition meetings were held in your Region?

At how many meetings was your organization present?

Complete the following charts listing all of the people who attend the regional coalition meetings and their level of participation. Make sure to identify by name, title, place of work, and level of participation for all those involved in your regional homeless coalition. Please submit this chart with your application.

Example			
John Hunter	Mayor		Anytown
Participates:	<input type="checkbox"/> Less than 50%	<input type="checkbox"/> 50-75%	<input type="checkbox"/> More than 75% of the time
Pam Smith	Case Worker		Idaho Dept. of HHS
	<input type="checkbox"/> Less than 50%	<input type="checkbox"/> 50-75%	<input type="checkbox"/> More than 75% of the time

Name

Title

Place of Work

<input type="checkbox"/> Less than 50%	<input type="checkbox"/> 50-75%	<input type="checkbox"/> More than 75% of the time
--	---------------------------------	--

<input type="checkbox"/> Less than 50%	<input type="checkbox"/> 50-75%	<input type="checkbox"/> More than 75% of the time
--	---------------------------------	--

<input type="checkbox"/> Less than 50%	<input type="checkbox"/> 50-75%	<input type="checkbox"/> More than 75% of the time
--	---------------------------------	--

Exhibit 2 Homeless Populations Served

What needs in the Continuum of Care does your agency serve?

Number of homeless persons to whom your organization provided shelter during your most recently completed program year:

Number of bednights your organization provided during the most recently completed program year:

How many shelter units will this funding support?

How many shelter bedrooms will this funding support?

How many shelter beds will this funding support?

How many households will your organization serve with this funding?

How many individuals will your organization serve with this funding?

How many families will your organization serve with this funding? How many adults? How many children?

In the last reporting year (4/1/08-3/31/09), what was your program's bed utilization rate? _____
For assistance in calculating the bed utilization rate, please contact the HMIS administrator at (208) 424-7015.

If you received funding in the previous year, are these numbers a change?

For statistical information only (your answers to these questions will not affect your funding):
How many households were turned away in the most recently completed program year?
How many households were diverted to Transitional or Permanent Housing in the most recently completed program year?

Exhibit 3 Local Government Support

Please provide a copy of evidence of recent local support for your organization and this project (i.e. letter from the mayor of your location, letter from your city council, letter from the county commissioners, etc.). If your organization has a resolution from previous years that is in a continuing status, please submit that as well. Projects that cannot show evidence of local government support will not be eligible for the funding under this exhibit.

The following is an example of what a local government resolution for your organization/project might look like:

RESOLUTION NO. _____

BY THE CITY COUNCIL: <OR>

BY THE BOARD OF COMMISSIONERS: JONES, SMITH, et al

A RESOLUTION TO PUBLICLY SUPPORT THE MISSION AND OBJECTIVES OF THE ABC HOMELESS SHELTER AND TO ALLOW THIS DECLARATION OF PUBLIC SUPPORT TO BE USED BY THE ABC HOMELESS SHELTER TO SATISFY AN APPLICATION REQUIREMENT FOR FEDERAL FUNDING AND TO SUPPORT HOUSING FOR LOW-INCOME HOMELESS PERSONS IN THE CITY OF _____; AUTHORIZING THE MAYOR AND CITY CLERK TO MAKE SUCH DECLARATION FOR, AND ON BEHALF OF, THE CITY OF POCATELLO AND ITS OFFICERS.

WHEREAS, the ABC Homeless Shelter provides a valuable and necessary service to the residents of the City of _____ and the surrounding communities and Counties by providing housing and services to homeless and indigent persons: and

WHEREAS, the ABC Homeless Shelter is in good standing with the City of _____ and is in compliance with all applicable City Codes <OR> County Ordinances.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF _____, IDAHO:

Section 1: That the Mayor and City Clerk be, and they hereby are, declaring public support for the ABC Homeless Shelter.

ADOPTED by the Council of the City of _____, Idaho this ____ day of _____, 2010.

APPROVED by the Mayor of the City of _____, Idaho this ____ day of _____, 2010.

APPROVED:

Mayor

ATTESTED:

City Clerk

Exhibit 4 Participation in the Homeless Management Information System (HMIS)

Please fill out and submit this form with your application. All information will be verified through the Homeless Management Information System.

A Homeless Management Information System (HMIS) is a computerized data collection tool specifically designed to capture client-level, system-wide information, over time, on the characteristics and services needs of men, women, and children experiencing homelessness.

In 2001, Congress directed the Department of Housing and Urban Development (HUD) on the need for data analysis on the extent of homelessness and the effectiveness of the McKinney-Vento Act programs. The mandate required HUD to:

- Develop unduplicated counts of clients served on the local level
- Analyze patterns of use of people entering and exiting the homeless assistance system
- Evaluate the effectiveness of these systems

IHFA provides in-kind support through licensing fees, training, and technical assistance with IHFA's Homeless Management Information System of choice, Service Point (Bowman Systems). HMIS is a requirement of the ESG program.

1) Are you an organization whose primary mission is to serve victims/survivors of domestic violence, and are prohibited from using HMIS as per the Violence Against Women Act (VAWA) of 2005?

- Yes (if yes, please answer questions 2, 4, and 5)
- No (if no, please answer questions 3-5)

2) Does your organization use a comparable, client-level database to record necessary program data?

- Yes
- No

3) Does your organization currently participate in the Homeless Management Information System?

- Yes
- No

4) Does your organization have other homeless programs not funded by HUD?

- Yes
- No

If yes, please list:

5) Are these programs recorded in the Homeless Management Information System?

- Not Applicable
- Yes
- No

If yes, please list those recorded in HMIS: