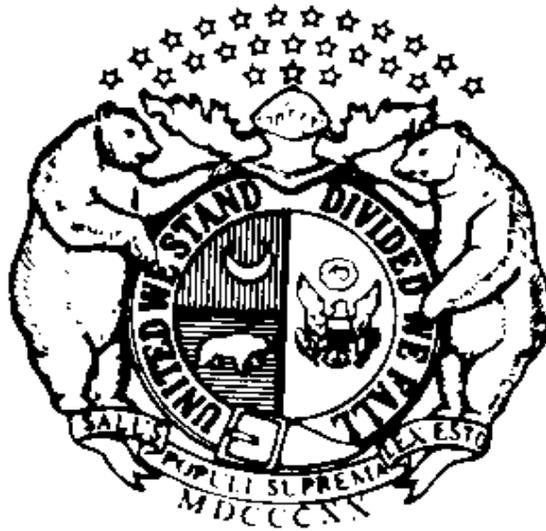


**MISSOURI DEPARTMENT OF SOCIAL SERVICES  
FAMILY SUPPORT DIVISION  
615 HOWERTON CT  
P.O. BOX 2320  
JEFFERSON CITY, MO 65102-2320**

**EMERGENCY SHELTER GRANT PROGRAM  
(ESGP)**



**REQUEST FOR APPLICATION  
FISCAL YEAR 2009  
Application Deadline is April 24, 2009**

## APPLICATION GUIDANCE

### FINANCIAL FISCAL YEAR 2009 EMERGENCY SHELTER GRANT CHECK LIST

To be considered for ESG funds, the application must contain the items detailed below, in the following order:

The following information is to be provided by the Applicant (local government) for each proposed service provider agency.

Exhibit A:

- Section I : General Information
- Section II: Eligibility
- Section III: Eligibility Rehabilitation, Conversion, and Renovation Activities
- Section V: Community Needs
- Section VI: Activity Description Narrative
  - \* List of staff, their educational background, and related work experience
  - \* HMIS documentation/verification
- Section VII: Cost Summary
  - \* Letter of Commitment for State and/or Federal Match (See page 18)
- Section VIII: ESG Data Collection
- Section IX: Local Government Grantee ESG Certification (with signature and City/County seal)
- \* Copy of each nonprofit's tax exempt status under 501 (c)(3) by the IRS

\* Indicates additional documentation needs to be included in application packet.

**The application must be postmarked no later than Wednesday, April 24, 2009, and returned to:**

MISSOURI DEPARTMENT OF SOCIAL SERVICES  
FAMILY SUPPORT DIVISION  
ESG PROGRAM  
ATTN: JAYME ABBOTT  
P.O. BOX 2320  
JEFFERSON CITY, MISSOURI 65102-2320

**A PDF version of the Application and an Excel version of the Cost Summary page are available on [http://www.dss.mo.gov/pr\\_family.htm](http://www.dss.mo.gov/pr_family.htm) by clicking on the link for Emergency Shelter Grant Program.**

## DEFINITIONS:

**Conversion:** a change in the use of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation exceed 75% of the value of the building before conversion.

**Emergency Shelter:** means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

**ESGP:** Emergency Shelter Grant Program.

**HMIS:** means Homeless Management Information System. On July 30, 2004, HUD published the Federal Register, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice.

**Homeless:** means an individual or family who lacks a fixed, regular, and adequate nighttime residence and an individual who has a primary nighttime residence that is a) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); 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.

**Local Cash Funds:** includes all cash donated by the city, nonprofit organization, or from other private sources. Do not include any funds derived from any state or federal sources. Include only those funds spent on the emergency shelter projects for which grant monies are to be spent.

**Local Non-Cash Resources:** may include all public, private, and not-for-profit donations made after the date of the grant award to the grantee, including the value of any donated material or building, the value of any lease assigned on a building, any salary paid to staff, the volunteer time valued at \$6.55/hour allowed from April 1, 2009 thru July 23, 2009, then increases to \$7.25/hour July 24, 2009 forward, or any other local resources.

**Major Rehabilitation:** rehabilitation that involves costs in excess of 75% of the appraised value of the building before rehabilitation.

**Other State/Federal Agency Funds:** proposal must include a copy of a letter of commitment from the agency administering the state or federal funds, if these funds are used to meet matching requirements.

**Outcome Performance Measurement System:** will enable HUD to collect information on the outcomes of activities funded with ESG monies and aggregate data at the national and local level. A Final Notice was published March 7, 2006.

**Renovation:** rehabilitation that involves costs of 75% or less than the appraised value of the building before rehabilitation.

**Termination of Assistance:** Section 1402(d) Housing and Community Development Act of 1992 amends Section 415 of the Stewart B. McKinney Homeless Assistance Act by adding a subsection that requires that termination of assistance to any individual or family be in accordance with a formal termination process established by the recipient. This addition to the statute states: "If an individual or family who receives assistance... from a recipient violates program requirements, the recipient may terminate assistance in accordance with a formal process established by the recipient that recognizes the rights of individuals affected, which may include a hearing."

**EXHIBIT A**

**FINANCIAL FISCAL YEAR 2009 EMERGENCY SHELTER GRANT APPLICATION**

The following information is to be provided by the Applicant (local government) for each proposed service provider agency.

**SECTION I: GENERAL INFORMATION**

A. City/County (Grantee)

Name: \_\_\_\_\_

Executive/County Commissioner: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Street/Box Number: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

B. Service Provider Agency/Organization Responsible for Grant Activities (Sub-grantee)

Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Street/Box Number: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

C. ESGP funds requested for total project: \$ \_\_\_\_\_

**Not more than \$75,000 or less than \$7,500 per grantee (City/County entity).  
ESGP Entitlement Communities total award will be limited to \$50,000 each.**

D. Indicate type of organization carrying out the activity with an "X"

\_\_\_\_\_ Public Agency    \_\_\_\_\_ Faith Based Non-Profit    \_\_\_\_\_ Other Non-Profit

E. Special Characteristics Activity Location Definitions:

**CDBG Strategy Area** - A HUD approved Neighborhood or Community Revitalization Strategy Area (NRSA or CRSA), identified in the State or Entitlement area Consolidated Plan/Annual Action Plan under Section 91.215(e) (2) or Section 91.315(e) (2). (The State of Missouri does not have a HUD approved NRSA or CRSA. If you are applying in a CDBG Entitlement community, please check with local CDBG staff.)

**Local Target Area** - A locally designated non-CDBG Strategy area targeted for assistance.

**Presidentially Declared Major Disaster Area** - An Area declared a major disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

**Historic Preservation Area** - An area designated for historic preservation by local, state, or federal officials.

**Brownfield Redevelopment Area** - An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.

**Please indicate the Special Characteristics for the area where the activity is located.**

	<b>Yes</b>	<b>No</b>
CDBG Strategy area	<input type="checkbox"/>	<input type="checkbox"/>
Local Target Area	<input type="checkbox"/>	<input type="checkbox"/>
Presidentially Declared Major Disaster Area	<input type="checkbox"/>	<input type="checkbox"/>
Historic Preservation Area	<input type="checkbox"/>	<input type="checkbox"/>
Brownfield Redevelopment Area	<input type="checkbox"/>	<input type="checkbox"/>
Conversion from Non-Residential to Residential Use	<input type="checkbox"/>	<input type="checkbox"/>

F. Indicate type of project(s) and service(s) with "X". You may mark more than one.

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| _____ Emergency shelter facilities | _____ Transitional shelter           |
| _____ Vouchers for shelters        | _____ Outreach                       |
| _____ Drop-in center               | _____ Soup kitchen/meal distribution |
| _____ Food pantry                  | _____ Health care                    |
| _____ Mental health                | _____ HIV/AIDS services              |
| _____ Alcohol/drug program         | _____ Employment                     |
| _____ Child care                   | _____ Homeless prevention            |
| _____ Other (please list) _____    |                                      |

**SECTION II: ELIGIBILITY**

(Mark "X" for YES, NO, or Not Applicable (N/A) for the following questions)

	Yes	No	N/A
A. Funds will be obligated by local government no later than 180 days after grant award by the State.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Obligated funds will be expended by <u>MARCH 31, 2010</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The proposed non-profit service provider agrees to not discriminate in the provision of assistance on the basis of sex, race, color, religion, national origin, age, handicap veteran or resident status. If statement is true, answer "YES".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The amount of funds, value of services, buildings, or materials to be provided locally for that project is equal to or greater than that specified in Section I, C of this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The amount of ESGP funds requested for the provision of Essential Support Services, (not including prevention services), does not exceed 30% of the <u>Total</u> ESGP Grant requested. If statement is true, answer "YES."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The applicant agrees that Emergency Shelter funds will <b>not</b> be used to pay for acquiring a building or land, mortgages, renting commercial or transient accommodations, any administrative costs for rehabilitation inspection services, loan processing or other similar professional services. If statement is true, answer "YES."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. <u>Local government</u> will not use more than 2% of their ESGP award for cost they incur to administer the Emergency Shelter Grant Program. If statement is true, answer "YES." (Service Provider Staff costs included in category of operations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. If ESGP funds are used for shelter operations and/or essential services, the building will be used as a shelter as long as Federal assistance is received. If statement is true, answer "YES."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. If ESGP funds are used for rehabilitation, other than major rehabilitation or conversion, the building will be used as a shelter for at least three years. If statement is true, answer "YES."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. The emergency shelter building will meet local government safety and sanitation standards, housing, and building codes after project completion. If statement is true, answer "YES." (Answer N/A if ESGP funds are not used for Rehab.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |  | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| K. Homeless individuals will be given assistance obtaining permanent housing, medical and mental health treatment, counseling, and other State and Federal assistance. If statement is true, answer "YES."         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| L. Homeless individuals will be given opportunities to participate in the policy and/or decision making function of the ESG recipient.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| M. Homeless individuals, to the maximum extent possible, will be involved in the <i>operation</i> of the ESG-funded program such as construction, renovation, maintenance, or other related provision of services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE:** If NO is the response to any of the above questions, stop here and do not submit an application. (Exception: D and E, a "NO" answer may be approved by the State under special circumstances.)

**SECTION III: ELIGIBILITY OF REHABILITATION, CONVERSION AND RENOVATION ACTIVITIES**

- |  | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| A. Does rehabilitation, conversion, or renovation activities involves a building on the National Register of Historic Places, located in a Historical District, immediately adjacent to a property listed on the National Register, or deemed to be eligible for inclusion on the National Register by the State Historic Preservation Officer?<br>(Answer N/A if not making improvements on a building with ESGP funds) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is the building to be improved owned by an organization with religious purposes stated in By-laws, or Articles of Incorporation?<br>(Answer N/A if not making improvements on the building with ESGP funds)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Will the estimated value of the improvements exceed 75% of the appraised value of the building before the improvements is made?<br>(Answer N/A if not making improvements on the building with ESGP funds)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. If you answered YES to C, will your agency provide assurances that the building will remain an emergency shelter for the next ten years?<br>(Answer N/A if not making improvements on building with ESGP funds)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Will the applicant provide assurances that any building or rehabilitation or remodeling project is in compliance with Environmental Protection Requirements of 24 CFR 576.57(e) and 24 CFR Part 58.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE:** If you answered NO to D or E, please do not submit an application.

## **SECTION IV: ESG ELIGIBLE ACTIVITIES**

To learn more about the federal laws, regulations, and program procedures that apply to the ESG Program, please review the ESG Program Desk Guide at:

<http://hudhre.info/index.cfm?do=viewEsgDeskguide>

### **A. Essential Services 24 CFR 576.3**

ESG funds can be used to provide essential services to address the needs of homeless persons living on the street, in emergency shelter or in transitional housing. Essential services can address the immediate needs of the homeless, and can help enable homeless persons become more independent and to secure permanent housing.

#### **A.1 Eligible Activities**

Essential services include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

- Assistance in obtaining permanent housing;
- Medical and psychological counseling and supervision;
- Employment counseling;
- Nutritional counseling;
- Substance abuse treatment and counseling;
- 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;
- Other services such as child care, transportation, job placement and job training; and
- Staff salaries necessary to provide the above services.

#### **A.2 Ineligible Activities**

Ineligible essential services costs include:

- 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

#### **A.3 Limitations on Funding Essential Services**

The legislation and the regulations both limit the amount of ESG funds that may be spent on essential services (30 percent subject to waiver) and restrict funding to new services or a quantifiable increase in services above the level previously funded.

## **B. Operational Costs 24 CFR 576.21**

ESG funds can cover a broad array of emergency shelter and transitional housing operating costs. The legislation and regulations specify various eligible operating costs related to the provision of emergency and transitional housing.

### **B.1 Eligible Activities**

Operation costs include expenses concerned with operation of a facility, such as: maintenance, operations, insurance, utilities, and furnishings.

- The term “operating costs” means expenses incurred by a recipient operating a facility assisted under this subtitle with respect to the administration, maintenance, repair, and security of such housing; and utilities, fuels, furnishings, and equipment for such housing.
- Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings.

### **B.2 Ineligible Activities**

Ineligible operating or maintenance costs include:

- 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
- Public relations or fund raising
- Bad debts/late fees
- Mortgage payments

### **B.3 Limitations on Funding Operational Costs**

Staff salaries (including fringe benefits) paid under the operating costs category is limited to 10 percent of the grant. Maintenance and security salary costs are not subject to the 10 percent standard. For example, a grantee receiving a \$75,000 ESG grant would be able to pay only \$7,500 (or 10 percent of that amount) for operational staff costs.

## **C. Emergency Shelter Renovation/Rehabilitation/Conversion 24CFR 576.3**

Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.

### **C.1 Eligible Costs 24 CFR 576.3**

- Emergency Shelter Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation.
- Major Rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

- Conversion means a change in the use of building to an emergency shelter for the homeless under this part, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building after conversion.
- Value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the units of general local government/CAA or the shelter.

### **C.2 Length of Use as an Emergency Shelter**

- Renovation: Continue use as shelter for 3 years.
- Major Rehabilitation and/or Conversion: Continue use as a shelter for 10 years.
- During the applicable time period, the level of service to the homeless population being served must be maintained.

### **C.3 Building Standards**

- Any building for which ESG funding is used for renovation, major rehabilitation, or conversion must meet local government safety and sanitation standards.

### **C.4 Environmental Review**

- The environmental effects of each approved application when rehabilitation is involved must be assessed in accordance with the National Environmental Policy Act (NEPA) of 1969, and the related authorities listed in HUD's implementing regulations at 24 CFR Part 58.
- When rehabilitation is involved the unit of general local government will assume the environmental review responsibilities, and the State will assume HUD's functions with regard to the release of funds.
- The grant award is subject to completion of an environmental review. Environmental Reviews must be completed **within 60 days** after notification of award. Amounts allocated to the rehabilitation category shall be recaptured for non-submittal of environmental review within 60 days of the award.

### **C.5 Ineligible rehabilitation or renovation cost includes:**

- Acquisition of real property.
- New construction.
- Property clearance or demolition.
- Rehabilitation administration.
- Staff training or fund raising activities associated with rehabilitation.
- Building maintenance and repairs (see Operations).

### **D. Homeless Prevention Activities**

The legislation and the regulations specify a broad array of financial assistance and supportive services that may be provided to help prevent persons from becoming homeless.

### **D.1 Eligible Activities for Homeless Prevention Services 24 CFR 576.3**

Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if –

- a) the inability of the family to make the required payments is due to a sudden reduction in income;
- b) the assistance is necessary to avoid the eviction or termination of services;
- c) there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- d) the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

### **D.2 Documentation of Homelessness**

ESG recipients are required to maintain adequate documentation of homelessness status to determine the eligibility of persons served by HUD's homeless assistance programs. The documentation is typically obtained from the participant or a third party at the time of referral, entry, intake, or orientation to the ESG-funded project. A copy of the documentation should be maintained in the client file.

### **D.3 Eligible Activities Limitations 24 CFR 576.21 (a) (4) & 24 CFR 576.3**

Developing and implementing homeless prevention activities, subject to the limitations in 42 U.S.C. 11374(a) (4) and paragraph (c) of this section. Grant funds may be used under this paragraph to assist families that have received eviction notices or notices of termination of utility services only if the conditions stated in 42 U.S.C. 11374(a) (4) are met.

Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

1. Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination 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.

### **D.4 Limitations on Funding Homeless Prevention Activities 24 CFR 576.21**

The grantee may not use more than thirty (30) percent of their grant amount for homeless prevention activities. The statutory limitation is not waive-able. The limitation is based on the overall grant to the jurisdiction. An individual recipient's homeless prevention activities are not limited, as long as the total of all recipients' homeless prevention activities does not exceed the 30 percent standard.

Limits on the use of assistance for homeless prevention activities established in 42 U.S.C. 11374(a) (4) are applicable even when the unit of local government or territory provides some or all of its grant funds to a nonprofit recipient.

## D.5 Ineligible Activities

Ineligible homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds or Unprogrammed Funds

## E. Administrative Costs

Units of local government may use up to 2% of the grant for Administrative purposes.

**E.1 Eligible Administrative Costs** include staff costs to operate the program, preparation of progress reports, audits, and monitoring of recipients.

**E.2 Ineligible Administrative Costs** include preparation of funding application(s), conferences or training in professional fields such as accounting and financial management, salary of organization's executive director (except to the extent he/she is involved in carrying out eligible administrative functions).

## F. Habitability Standards

The following are a number of basic standards to ensure that shelter and housing facilities funded through the ESG program are safe, sanitary, and adequately maintained. (Note: Excerpted from 24 CFR 583.300 (b))

- **Structure and Materials.** The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
- **Access.** The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
- **Space and Security.** Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
- **Interior Air Quality.** Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
- **Water Supply.** The shelter's water supply should be free of contamination.
- **Sanitary Facilities.** Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
- **Thermal Environment.** The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.
- **Illumination and Electricity.** The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- **Food Preparation.** Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- **Sanitary Conditions.** The shelter should be maintained in a sanitary condition.
- **Fire Safety-Sleeping Areas.** There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
- **Fire Safety-Common Areas.** All public areas of the shelter must have at least one working smoke detector.



**F. Shelter Providers Only:**

Under this program an emergency shelter should be a shelter that does not provide assistance on a long-term basis. These shelters generally should not provide accommodations for more than a few months to the same person. Emergency shelters generally should provide services that will sustain homeless persons through a period of hardship.

- a) What is the present capacity of your shelter? \_\_\_\_\_
- b) If expansion is planned within the next 12 months, what will be the new capacity when the project is completed? \_\_\_\_\_
- c) Describe the NEEDS of projected service area. Please explain any requests for funding increases.
  
- d) List all existing emergency shelters in your city/county area. Show the capacity of these shelters to serve the homeless population and characteristics of the populations served with ESG funds (Include your shelter and population)

	<u>SHELTER</u>	<u>CAPACITY</u>	<u>CHARACTERISTICS</u> <u>POPULATION SERVED</u>
Example:	ABC Emergency Shelter	# of Beds/Individuals	DV, Families, Men, etc
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		



**B. Budget Narrative:**

**For each budget category, provide a narrative explanation of how funds will be utilized:**

**1. Administration:** The Department of Social Services is permitted to use 5% of the State's 2008 ESG award for administrative purposes. Federal statute specifies that the State share the amount available with local governments who receive ESGP awards from the State. As a result, 2% of the amount awarded by the State will be provided to local governments who are participating in the program for administering their grant. Provide description of expected use for this request and the amount needed.  
**(To be completed by City/County)**

**2. Rehabilitation/Renovation**

**3. Operations** (*Note hotel/motel expenses should be included in this category. If providing food, please describe the nature of service.*)

**4. Essential Services** (*Please note that if operating a shelter, food is to be claimed under Operations category.*)

**5. Homeless Prevention** (*Indicate what documentation is collected/verified regarding the client's program eligibility.*)

**INSTRUCTIONS FOR SECTION VII: COST SUMMARY** Applicants must fill in items on the Cost Summary Form. Include all available resources; cash, non cash, and other State or Federal grant funds.  
**ENTITLEMENT FUNDS NOT ALLOWED AS MATCHING FUNDS**

<b>Description of Expenditures</b>	<b>A</b> Total ESG Funds Requested	<b>B</b> Local Cash Funds ESG Match	<b>C</b> Local Non-Cash Funds ESG Match	<b>D</b> State or Federal Grant Funds ESG Match	<b>E</b> All Other Funds	<b>F</b> Grand Total
<b><i>REHAB, CONVERSION, &amp; RENOVATION</i></b>						
Renovation						
Major Rehabilitation						
Conversion						
<b>SUBTOTAL</b>						
<b><i>OPERATIONS</i></b>						
Max 10% staff costs						
Maintenance						
Insurance – property only						
Utilities						
Telephone						
Furnishings/Appliances						
Motel/Hotel						
Water, Sewer, Trash						
Food						
HMIS						
<b>SUBTOTAL</b>						
<b><i>ESSENTIAL SUPPORT</i></b>						
Employment Counseling						
Nutrition Counseling						
Health/RX Co-Pays						
Mental Health Counseling						
Substance Abuse Counseling						
Education						
Permanent Housing Referral						
Transportation						
Child Care						
Case Management Referral						
Salaries to Provide Services						
<b>SUBTOTAL</b>						
<b><i>PREVENTION SERVICES</i></b>						
Client Rent						
Mortgage						
Utilities						
Security Deposits						
<b>SUBTOTAL</b>						
<b><i>ADMIN 2% Local Gov't Only</i></b>						
Staff Costs						
<b>GRAND TOTAL</b>						

An Excel version of the Cost Summary page is available on [http://www.dss.mo.gov/pr\\_family.htm](http://www.dss.mo.gov/pr_family.htm) by clicking on the link for Emergency Shelter Grant Program.

1. List the source of all resources/funds identified on page 17.

A. Source of all ESGP Matching Funds available during the ESGP contract period.

1) Cash (Column B)

2) Non-Cash (Column C): the value of any non-cash resources including materials, salaries paid by local agency, volunteer labor (\$6.55/hour allowed from April 1, 2009, thru July 23, 2009, then increases to \$7.25/hour July 24, 2009, forward. Exception: volunteer services such as medical or legal are valued at the usual and customary rate representative of the community), the appraised value of any donated building, or other sort match.

3) State and/or Federal (Column D)

B. Sources of all other resources/funds available during the contract period. (Column E)

C. Letter of Commitment is required when using State/Federal agency grant funds as a match for ESG. Please identify the letter(s) of commitment that are attached. **Entitlement funds cannot be used as matching funds by Kansas City, St. Louis City and St. Louis County.**

D. Waiver. Section 832 of the Cranston-Gonzalez National Affordable Housing Act makes substantial changes to the Emergency Shelter Grant Program (ESGP) regulations. One change is the elimination of the first \$100,000 of the Missouri ESGP match requirements. The Missouri Department of Social Services intends to pass this benefit to units of local government on behalf of the emergency shelter/service providers who demonstrate inability or hardship in meeting the match requirement.

Applicants wishing to be considered for a waiver of the match requirement must furnish an explanation of need. Indicate the amount of the match requested waived and the reason why a waiver is needed.

## **SECTION VIII: INSTRUCTIONS FOR ESG DATA COLLECTION**

Please note the following items when completing the ESG Data Collection Form.

- Report only on ESGP Services.
- Complete each activity section that corresponds with the appropriate category.
- Complete proposed data at time of application. At closeout, actual numbers will be required. Actual numbers should be used, not percentages or estimates based on census.

### **DEFINITIONS FOR COMPLETION OF ESG DATA COLLECTION FORM OMB STANDARDS REVISED DEFINITIONS FOR ETHNIC AND RACIAL CATEGORIES**

#### **ETHNICITY:**

- Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.
- Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

#### **RACE:**

- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**MISSOURI FAMILY SUPPORT DIVISION  
EMERGENCY SHELTER GRANT PROGRAM  
FY2009 – DATA COLLECTION SURVEY FOR ESG ACTIVITIES**

Applicant:		Date:	
Information Should be Provided <u>ONLY ON ESGP</u> Services for the ESGP Contract Period April 1, 2009 - March 31, 2010			
Category	Corresponding Activity Data Required		
Rehabilitation/Conversion/Renovation	A, C		
Operations	A, C		
Essential Supportive Services	A, C (Residential) B, C (Non-Residential)	DATA Collected at time of Application	DATA Collected at time of Closeout
Prevention	B, C		
Activity	Outcome Indicators	PROPOSED	ACTUAL
<b>A. Emergency and/or Transitional Shelters</b>	<b>Annual number of persons served</b>		
	a. Adults		
	b. Children		
	c. Total		
	<b>Annual Individual/Single Households</b>		
	a. Unaccompanied 18 and Over Males		
	b. Unaccompanied 18 and Over Females		
	c. Unaccompanied under 18 Males		
	d. Unaccompanied under 18 Females		
	<b>Annual Family Households with Children Headed by...</b>		
	a. Single 18 and Over Males		
	b. Single 18 and Over Females		
	c. Single under 18 Males		
	d. Single under 18 Females		
	e. Two Parent 18 and over		
	f. Two Parents Under 18		
	<b>Annual Family Households with No Children</b>		
	a. Family Household With No children		
	<b>Annual Number of Persons Served for Each Subpopulation (May include overlapping numbers/duplicate persons.)</b>		
	a. Chronically Homeless (Emergency Shelter Only)		
	b. Severely Mentally Ill		
	c. Chronic Substance Abuse		
	d. Other Disability		
	e. Veterans		
	f. Persons With HIV/AIDS		
	g. Victims of Domestic Violence		
	h. Elderly		
	<b>Actual Number Served in Emergency or Transitional Shelters by facility type</b>		
	a. Barracks		
	b. Group/Large House		
	c. Scattered Site Apartment		
	d. Single Family Detached House		
e. Single Room Occupancy			
f. Mobile Home/Trailer			
g. Hotel/Motel			
h. Other (Describe _____)			

<b>Applicant:</b>		<b>Date:</b>			
<b>Information Should be Provided ONLY ON ESGP Services for the ESGP Contract Period April 1, 2009 - March 31, 2010</b>					
		<b>DATA Collected at time of Application</b>		<b>DATA Collected at time of Closeout</b>	
<b>B. Non-Residential Services</b>	<b>Annual number of persons served</b>				
	a. Adults				
	b. Children				
	c. Total				
<b>Annual Homeless Prevention Indicators</b>					
	a. Households that received emergency financial assistance to prevent homelessness				
	b. Households that received emergency legal assistance to prevent homelessness				
<b>C. Ethnicity and Race</b>	<b>Annual number of persons served</b>	<b>PROPOSED TOTAL</b>	<b>PROPOSED HISPANIC/LATINO</b>	<b>ACTUAL TOTAL</b>	<b>ACTUAL HISPANIC/LATINO</b>
	a. White				
	b. Black/African American				
	c. Asian				
	d. American Indian/Alaskan Native				
	e. Native Hawaiian/Other Pacific Islander				
	f. American Indian/Alaskan Native & White				
	g. Asian & White				
	h. Black/African American & White				
	i. American Indian/Alaskan Native & Black African American				
	j. Other Multi-Racial				

**EXHIBIT A**  
**SECTION IX:**

**LOCAL GOVERNMENT GRANTEE**  
**EMERGENCY SHELTER GRANTS PROGRAM**  
**CERTIFICATIONS BY THE CHIEF EXECUTIVE OFFICER**

I, \_\_\_\_\_, Chief Executive Officer of \_\_\_\_\_ (city/county name), certify that \_\_\_\_\_ (city/county name) will provide the matching supplemental funds required by the regulation at 24 CFR 576.71. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I certify that the \_\_\_\_\_ (city/county name) will comply with:

- (1) The requirements of 24 CFR 576.53, concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services, concerning the population to be served.
- (2) The building standards requirement of 24 CFR 576.55.
- (3) The requirements of 24 CFR 576.56, concerning assurances on services and other assistance to the homeless.
- (4) The requirements of 24 CFR 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable Federal law concerning non-discrimination and equal opportunity; and
- (5) The requirements of 24 CFR 576.57(e) concerns Environmental Review/Compliance dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
- (6) The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- (7) The requirements of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
- (8) The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the Emergency Shelter Grant Program and that the address or location of any family violence shelter project assisted with ESG funds will not be made public, except with written authorization of the person or persons responsible for the operation of the shelter.
- (9) The requirement of that recipients involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the Emergency Shelter Grant Program, and in providing services for occupants of these facilities as provided by 24 CFR 576.56(b)(2).
- (10) The requirements of 24 CFR 576.21(a)(4) which provide that the funding of homeless prevention activities for families that have received eviction notices of termination of utility services meet the following standards: (A) that inability of the family to make the required payments must be the result of a reduction of income; (B) that the assistance must be necessary to avoid eviction of the family or

termination of the services to the family; (C) that there must be reasonable prospect that the family will be able to resume payments within reasonable period of time; and (D) that the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

- (11) The new requirement of the McKinney Act (42 USC 11301) to develop and implement to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that State and local governments are primarily responsible for the care of these individuals and that Emergency Shelter Grant funds are not to be used to assist such persons in place of State and local resources
- (12) The Drug Free Workplace requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
- (13) HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client level information. In the event that state laws conflict with the HMIS Final Notice, as determined by an appropriate state government entity, state law will prevail.
- (14) HUD's Standards for Outcome Performance Measurement.

I certify that the submission of applications for Emergency Shelter Grants is authorized under State and/or local law and that the \_\_\_\_\_ (city/county government name) possesses legal authority to carry out Emergency Shelter Grants activities in accordance with applicable law and regulations of the Department of Housing and Urban Development including other Federal requirements and the State of Missouri.

Additionally, I certify that use of Emergency Shelter Grant amounts will comply with the following requirements:

(a) Non-discrimination and Equal Opportunity

- (1) The requirements of Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 1001; Executive Order 11063 and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000d-4) implementing regulations issued at 24 CFR Part 1.
- (2) The requirements of 24 CFR 576.57, the prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146 and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.
- (3) The requirements of Executive Order 11246 and the regulations issued under the Order at 41 CFR 60.
- (4) The requirements of section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (see 24 CFR 570.607(b)).
- (5) The requirements of Executive Orders 11625, 12432, and 12138. Consistent with HUD's responsibilities under these orders, the grantee must make efforts to encourage the use of minority and women's business enterprises in connection with activities funded this part; and
- (6) The requirement that the grantee make known that the use of the facilities and services is available to all on a nondiscriminatory basis. Where the procedures that a grantee or recipient intends to use to make known the availability of such facilities and the Emergency

Shelter Grant Program services are unlikely to reach persons with handicaps or persons of any particular race, color, religion, sex, age or national origin who may qualify for such services, the recipient or grantee must establish additional procedures that will ensure that these persons are made aware of the facility and services. Adopt and implement procedures designed to make available to interested persons information concerning the existence and location of services and facilities that are accessible to persons with a handicap. Regulations of 24 CFR 576.57.

- (b) Lead-Based Paint. The requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35; and of 24 CFR Part 576.57.
- (c) Conflicts of Interest. In addition to conflict of interest requirements in OMB Circulars A-102 and A-110, no person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, state recipient, or non-profit recipient (or any designated public agency) that receives Emergency Shelter Grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities or (2) who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for him or herself or those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. HUD may grant an exception to this exclusion as provided in 570.611(d) and (e) of this chapter.
- (d) Applicability of OMB Circulars. The policies, guidelines, and requirements of 24 CFR Part 85 and OMB Circular No. A-87, as they relate to the acceptance and use of Emergency Shelter Grant amounts by States and units of general local government, and No. A-110 and A-122 as they relate to the acceptance and use of Emergency Shelter Grant amounts by private non-profit organizations.
- (e) Use of Debarred, Suspended, or Ineligible Contractors. The provision of 24 CFR Part 24 relating to the employment, engagement of services, awarding of contracts, or funding of any contractors or subcontractors during any period of debarment, suspension or placement in ineligibility status.
- (f) Uniform Federal Accessibility Standards. For major rehabilitation or conversion, the Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A.
- (g) Illegal Use of Drugs and Alcohol. The recipient and project sponsor conducting activities, funded in whole or in part with McKinney Act funds, to assist the homeless population in this jurisdiction, will administer, in good faith, a policy designed to ensure that the assisted homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.
- (h) Audit. Acceptance of an Emergency Shelter Grant Program contract requires the grantee and sub grantee(s) to comply with the audit requirements of the new Office of Management and Budget (OMB) Circular A-133, and also acknowledges that pertinent Federal and State representatives shall have access to pertinent records during normal business hours.

OMB Circular A-133 revised June 24, 1997, requires Federal award recipients to have independent audits performed if they expend \$300,000 or more in Federal funds during their fiscal year. Revisions of OMB Circular A-133 published June 27, 2003 increases the threshold for audit from \$300,000 to \$500,000. The final revisions are effective for fiscal years ending after December 31, 2003

Grant recipients who expend \$500,000 or more in Federal funds during their fiscal year should submit a data collection form and reporting package to the OMB Federal Audit Clearinghouse (FAC). This information must be submitted to the FAC within the earlier of:

- (1) 30 days of receipt of the audit report or
- (2) Nine months after the end of the audit period.

The information from the data collection form is entered into the FAC by the recipient and/or the auditor. In addition, copies of the audits only need to be sent to the cognizant or oversight agency, as designated by the FAC, and to any Federal agency when a finding has been issued, only when findings exist. Local governments are no longer required to send a copy of their audit to the ESG office as audits will be reviewed through the Federal Audit Clearinghouse.

- (i) Obligation of Grant Funds. The requirement that each State recipient must have its grant amounts obligated (as that term is defined at 576.3 within 180 days of the date on which the State made the grant amounts available to the State recipient. In the case of grants for homeless prevention activities under 576.21(a)(4). State recipients are required to obligate grant amounts within 30 days of the date on which the State made the grant amounts available to the State recipient.
- (j) Expenditure of Grant Funds. The requirement that each grantee (city/county) recipient must spend all of its grant amounts within 24 months of the date on which the State made the grant amounts available to the State recipient. In the case of grants for homeless prevention activities, State recipients must spend such sums within 180 days of the date on which the State made the grant amounts available to the recipient.
- (k) Provision of Assistance to Primary Religious Organization. The limitation on assistance at section 576.23 will be met in the use of Emergency Shelter Grant Program funds.
- (l) Relocation and Acquisition. The requirement that each grantee (city/county government) must comply with acquisition regulations at 576.59 to minimize displacement of persons businesses, nonprofit organizations as a result of project assistance under this program, and to provide relocation assistance for displaced persons.
- (m) Participation by Faith-Based Organizations. The requirement that each grantee (city/county government) and local sub-recipients must comply with requirements of 24 CFR 576.23 and the Department of Housing and Urban Development Final Rule which was published in the Federal Register of September 30, 2003, concerning participation in HUD programs by faith based organizations providing for equal treatment of all HUD Program Participants.

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Signature of Chief Executive Officer  
(Local Government)

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(Date)

(SEAL)