Missouri Department of
SOCIAL SERVICES
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FAMILY SUPPORT DIVISION
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March 9, 2009

Dear Advocate:

Local governments are being notified of the availability of funds under the Emergency Shelter Grant Program (ESGP) as authorized by Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended. The Department of Housing and Urban Development (HUD) has determined that Missouri's share of these funds is $1,424,770. Distribution is contingent upon HUD's release of funds to the State.

The State of Missouri plans to use this financial resource to make grants to city and county governments. These local governments may, in turn, use the funds to provide services directly to the homeless or to contract with nonprofit service organizations to meet this need. If your organization is interested in applying for an Emergency Shelter Grant, please review the enclosed information and contact your city or county governmental authority which will submit, on your behalf, the completed application, postmarked no later than April 24, 2009, to the following address:

Missouri Department of Social Services
Family Support Services
Attn: Jayme Abbott, ESGP
P. O. Box 2320
Jefferson City, Missouri 65102-2320

The Chief Executive Officer of your local city or county government must sign the application and related certificates. A copy of each nonprofit's 501(c)(3) status under the Internal Revenue Service must be included.

Funds available under the Emergency Shelter Grant Program may be used for the following homeless activities:

- The renovation, major rehabilitation, or conversion of buildings to be used as emergency shelters;
- The provision of essential services to homeless individuals or families, including services concerned with employment, health, drug abuse, or education if such services have not been provided by the local government during any part of the preceding twelve months or if they are an enhancement of these services. Additionally, funding provided for costs associated with transitioning homeless individuals or families to permanent housing should be included as essential services (See Appendix 1 for more information).

- The provision of prevention services includes assistance to individuals or families that have received eviction notices or notices of termination of utility services. Documentation of evidence of eviction, foreclosure, or utility termination along with evidence that the inability to pay was sudden, that assistance was necessary to prevent homelessness, and that resumption of payment is reasonably expected within the near future is required (See Appendix 1 for more information).

- The maintenance, operation, insurance, utilities, furnishings for emergency shelters, clients' emergency motel/hotel lodging, food, and implementing or operating a Homeless Management Information System (HMIS). In addition, 10% of ESG allocation may be spent on staff costs of operations related to emergency shelter. Involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG Program in providing services for occupants of these facilities.

- The provision of services for the administration of the Emergency Shelter Grant Program by the local government, may not exceed 2% of the Emergency Shelter Grant Program award to the local government. This may include salaries, audit expenses, record keeping, or other expenses directly related to the program.

Recipients must match federal funds on a dollar-for-dollar basis. The match may include the value of any donated material, buildings, leases, staff salaries, or the value of volunteer services. Exceptions for the dollar-for-dollar match requirements and the 2% limit on administration cost of local governments must have prior approval from the State.

The total maximum request cannot exceed $75,000 or be less than $7,500 per grantee (City/County entity). ESGP entitlement communities (St. Louis County, St. Louis City, and Kansas City) will be limited to $50,000 each. This change has been made on the recommendation of the ESG advisory committee.

It is important that local governments review the enclosed ESG Program Procedures document, section VII. Administration and Auditing, for details regarding local government administration and auditing responsibilities. New guidance and instructions are included.

The FFY 2009 ESG Program is governed by the Federal Statute: Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, as amended (U.S, Code: 42 USC 11371 et seq). The ESG streamlined regulations are part of the Code of Federal Regulations at 24 CFR Part 576, which were published in the Federal Register of October 2, 1996, and became effective November 1, 1996. The Homeless Management Information Systems (HMIS) Federal Register, Final Notice became effective July 30, 2004. **In addition, the Federal Register Part IV Outcome Performance Measurement System for Community Planning and Development became effective March 7, 2006** (See Appendix 1 for more information).

In August 2006, the Department of Housing and Urban Development (HUD), Community Planning and Development (CPD) office conducted an onsite, in depth monitoring of the State's Emergency Shelter Grant (ESG) program. Please review Appendix 1 which contains policy clarification related to administration of ESG.

Thank you for your interest in this program. If you need further assistance please contact Ms. Jeannie Chaffin, Program Manager, or Ms. Jayme Abbott, Executive I, at 573-751-6789.

Sincerely,

Valerie J. Davis
Acting Division Director

VJD:JC:ja
Enclosures