



City of Santa Ana Emergency Solutions Grant

Application Packet for Program Year 2012-2013

City of Santa Ana
Community Development Agency-M25
20 Civic Center Plaza, 6th Floor
Santa Ana CA 92701

REVISION OF EMERGENCY SHELTER GRANT TO EMERGENCY SOLUTIONS GRANT

Legislation has been passed that modified the Emergency Shelter Grant to the Emergency Solutions Grant (ESG). From this point forward information contained in this packet will refer to the Emergency Solutions Grant and associated regulations.

REQUIREMENTS FOR FUNDING

Eligible Projects and Related Activities

ESG funds may be used for projects which include:

- Street Outreach
 - Essential Services
 - Engagement
 - Case Management
 - Emergency Health Services
 - Emergency Mental Health Services
 - Transportation
 - Services for Special Populations
- Shelter
 - Essential Services
 - Case Management
 - Child Care
 - Education Services
 - Employment Assistance and Job Training
 - Outpatient Health Services
 - Legal Services
 - Life Skills Training
 - Mental Health services
 - Substance Abuse Treatment Services
 - Transportation
 - Services for Special Populations
 - Shelter Operations
 - Renovation (The City will not be funding this activity type)
- Homeless Prevention
 - Housing Relocation & Stabilization-Financial Assistance
 - Application Fees
 - Deposits
 - Last Month's Rent
 - Utilities
 - Moving Costs
 - Housing Relocation & Stabilization-Services
 - Housing Search and Placement
 - Housing Stability Case Management
 - Mediation
 - Legal Services
 - Credit Repair (This does not include payment of debt)
 - Short- and/or Medium-Term Rental Assistance
- Rapid Re-Housing
 - Housing Relocation & Stabilization-Financial Assistance
 - Application Fees

- Deposits
- Last Month's Rent
- Utilities
- Moving Costs
- Housing Relocation & Stabilization-Services
 - Housing Search and Placement
 - Housing Stability Case Management
 - Mediation
 - Legal Services
 - Credit Repair (This does not include payment of debt)
- Short- and/or Medium-Term Rental Assistance
- Data Collection (CMIS)
- Administration (The City will retain administration funds to administer and monitor the overall ESG program)

SPECIAL NOTE: Applicants should be aware that if funds are awarded to organizations performing these activities, the City may modify the budget submitted in the application in order to fund certain eligible costs with ESG funds.

With the exception of Homeless Prevention, which must serve "at risk of homelessness", the other programs must serve "homeless" Santa Ana residents. HUD has determined specific definitions for each group. Please refer to Title 24 CFR 576.2 for the definition of "at risk of homelessness" and Docket No. FR-5333-F-02 for the definition of "homeless". Links are also provided below.

"at risk of homeless" - <http://ecfr.gpoaccess.gov>

"homeless" - http://www.hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf

Organization Requirement

Only nonprofit organizations in good standing with the California Secretary of State and Attorney General will be eligible for ESG funding. All nonprofit applicants must be able to document 501(c)(3) status at the time of application. Applicants whose status is pending at the time of application will not be considered for funding.

Non-profit status will be checked by city staff with the following websites. The City recommends that organizations visit these sites to confirm their non-profit status so that any issues can be addressed prior to application submittal.

Secretary of State of California
<http://kepler.sos.ca.gov/list.html>

Internal Revenue Service
<http://www.irs.gov/app/pub-78/>

All applicants approved for ESG funding will be required to obtain a minimum of \$1,000,000 general liability insurance and Workers' Compensation insurance for all employees throughout the term of the contract. In addition, the City must be listed as additionally insured via an endorsement stating that it is primary and noncontributory. This requirement will also apply to those companies contracted or sub-contracted by the applicant.

If funded, organizations will also need to comply with several federal requirements. For more information on these requirements organizations may view the following websites.

Emergency Solutions Grant Regulations

<http://ecfr.gpoaccess.gov> (select Title 24>select 500-599>select 576)

HUD ESG Webinars

<http://www.hudhre.info/esg/index.cfm> (scroll down to webinars and click on HUD HRE Learning Center. Then select Emergency Solutions Grant (ESG) Program for a list of webinars)

Database Requirements

Recipients of ESG funds will be required to participate in the local Client Management Information System (CMIS). CMIS is a system for tracking the use of homeless programs and producing an unduplicated count of the people using those programs. In addition to participating in CMIS funded organizations, as part of the agreement with the City, will need to allow certain data sharing in CMIS to ensure duplicate services are not being provided.

In the course of awarding grants or implementing programs under this title, [HUD] shall instruct any victim service provider that is a recipient or subgrantee not to disclose for purposes of the Homeless Management Information System any personally identifying information about any client. The Secretary may, after public notice and comment, require or ask such recipients and subgrantees to disclose for purposes of the Homeless Management Information System nonpersonally identifying information that has been de-identified, encrypted, or otherwise encoded. Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this subsection for victims of domestic violence, dating violence, sexual assault, or stalking.

Additional Requirements

The City has the discretion to limit funding of activities beyond those limitations placed by HUD.

Organizations may not use ESG funds for the purchase of capital assets or undergo capital improvements.

Each sub-grantee must match dollar-for-dollar the ESG funding provided with funds from other public or private sources. ESG funds provided from another source may not be used as matching funds for Santa Ana ESG awards.

This application will be available for public display; therefore do not include any information that is subject to state or federal confidentiality regulations, for example, an address to a domestic violence shelter.

In the attached application there are several questions regarding city residents. City of residence of clients will be determined by last permanent city. A city will be considered permanent if the duration of their stay is three months or greater. An exception to the residency rule will be made for individuals that are chronically homeless, as defined by HUD, AND living on the streets. In this situation residency will be based on the location where the individual last slept.

ESG is a reimbursement grant and reimbursements requests are allowed on a quarterly basis, therefore organizations must have enough working capital to continue services until a reimbursement request can be processed by the City.

**EMERGENCY SOLUTIONS GRANT PROGRAM
CITY OF SANTA ANA, CALIFORNIA
APPLICATION FOR SUBRECIPIENT PROPOSALS
FY 2012-2013 PROGRAM**

DUE DATE: February 9, 2012

Applications (one hard copy) must be returned to the address below **NO LATER THAN 5 P.M., FEBRUARY 9, 2012; ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED (NO FAXES OR ELECTRONIC VERSIONS)**. We recommend that applications being mailed be sent as certified mail with a return receipt to document delivery date. Those who deliver the application in person should request a delivery receipt.

City of Santa Ana
ESG Administration
Community Development Agency M-25
20 Civic Center Plaza, 6th floor
Santa Ana, CA 92701

Do not add extra pages or attachments unless instructed to do so. Any supplemental material such as letters of support, press clippings, etc., will not be accepted as part of this application submittal. Limit responses to the space provided – any additional narrative beyond the provided space will not be considered.

Submit one complete application for each proposed program.

- Application Form
- Program Budgets (Funded Personnel, Current Budget, and Prior Budget) (Attachments 1 (a-c))
- IRS Non-profit Designation Letter (Attachment 2)
- Form 990 (Attachment 3)
- Current/proposed client eligibility intake form (Attachment 4)
- Board of Directors, By-laws and Articles of Incorporation (Attachment 5)
- Conflict of Interest Questionnaire (Attachment 6)

NOTES:

Failure to provide all required information will cause this application to become invalid and will not be considered for funding. The City reserves the right to withdraw consideration of this application if evidence of compliance is not provided or if compliance status changes during the application process. The City reserves the right to waive a requirement if it is determined to be in the best interest of the City.

**ESG 2012-2013
APPLICATION FORM
DUE DATE: 5:00 p.m., February 10, 2012**

**THIS APPLICATION IS FOR:
(PLEASE CHECK ONLY ONE)**

- STREET OUTREACH**
- SHELTER**
- HOMELESS PREVENTION**
- RAPID RE-HOUSING**

I. ORGANIZATIONAL

A. Legal Organizational Name:	
B. Proposed Program Name:	
C. Mailing Address:	
D. Service Address(es):	
E. Contact Name:	
Title:	
Telephone:	
Fax:	
E-Mail:	
F. Name of Representative with Contract Signing Authority	
Title:	
G. Federal Tax ID #:	
H. DUNS #:	

II. SERVICE AND FUNDING

A. How many unduplicated individuals (both Santa Ana residents and Non-Santa Ana residents) will this program plan to serve during 2012-2013?	
B. Of the number from II.A. how many will be City of Santa Ana residents?	
C. Amount of ESG funding requested for FY 12-13: (If this application is an electronic version the blank will automatically fill in once Attachment 1 is completed)	0

III. HISTORY

	2010-2011	2009-2010	2008-2009
A. Total people served by the proposed program			
B. Of III.A. number of Santa Ana residents			
C. Total expense of the proposed program			
D. Total amount of Santa Ana grants received for this program.			
E. How many years has the organizations been in existence:			
F. How many years has the program been in existence:			

IV. PROGRAM DESCRIPTION-SUMMARY

Provide a very brief description of the proposed program. (Max characters 200)

V. ADDITIONAL INFORMATION

A. Community Involvement - In the space below, list the Santa Ana Neighborhood Associations, local community organizations and/or civic groups your organization participate in and to what extent? (max. char. 1000)

B. If your organization does not operate within this City's boundaries, explain how the proposed program will benefit City of Santa Ana residents. (max. char. 1000)

VI. PROGRAM DESCRIPTION-DETAIL

In the space below, describe the program. List the specific services that will be provided with ESG funds. (max, characters 2000)

VII. OUTCOME PERFORMANCE

What is the intended outcome of the proposed program? (max. char. 2000)

VIII. OUTCOME MEASUREMENT-STANDARD

What is the benchmark for success of clients? What is the success rate? Discuss reasons for non-success. (max. char. 2000)

IX. OUTCOME MEASUREMENT-TOOLS

What evaluation tools are used to measure the success of participants? (max. char. 2000)

X. QUALIFICATIONS

Please describe the qualifications of your staff (Program & Administrative) that would allow your organization to provide the services stated as well as comply with regulatory requirements. (max. char. 2000)

(If more lines are needed for additional staff, please create a separate page with the same format to list the remaining personnel. Label it X.A)

List all individuals working on the proposed program by Name and Title. (include both Admin and Program Staff)	List activities that they will perform.	List qualifications to perform these activities	Place an "X" for whom will be ESG funded
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

XI. CERTIFICATIONS

- A. Applicant certifies that it will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age, in compliance with Government Code 12900, *et seq.* Applicant agrees to take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age.
- B. Applicant certifies that it does not discriminate against any person wishing to benefit from their services/program on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age.
- C. Does any officer, employee or board member have an ownership interest, either directly or through a partnership or corporate entity, in any facilities owned, leased, or rented by the applicant organization? This includes leases between an organization and a director, trustee, officer or key employee of the organization or his/her immediate family either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest. Yes No

If Yes, please list the individual(s) and/or company(ies) below.

Name

If No, please list the owner(s) of record.

- D. Do your board members receive a salary or other stipend for serving on this board?
 Yes No (If yes, include amount next to each board member's name as part of attachment #5)
- E. What was the date of the last meeting of your board of directors?

XII. SIGNATURE

I hereby certify that, to the best of my knowledge, all statements made in this application are true and correct. If funds are granted to our organization, they will be used for a ESG-eligible purpose. I understand that liability and workers compensation insurance will be required for our group, and that our formal agreement with the City will specify other reporting and programmatic provisions.

Name _____ Title _____

Signature _____ Date _____

ATTACHMENT #1(a-c)

PLEASE COMPLETE THE FOLLOWING FORMS REGARDING

ESG FUNDED PERSONNEL AND CONTRACTUAL SERVICES (ATTACHMENT 1a)

2012-2013 PROGRAM BUDGET (ATTACHMENT 1b)

2011-2012 PROGRAM BUDGET (ATTACHMENT 1c)

IMPORTANT NOTICE:

The City asks that you list other secured funding sources on the budget forms, but the City realizes that all other funding sources may not be secured at the time of this application. Organizations may include unsecured resources with the understanding that the City will hold the organization to the same service level indicated in the application whether all the resources listed are actually received or not. The only item that will affect the service level expected by the City will be the responses provided under section II.B. & C. of this application and the amount of funding provided by the City of Santa Ana ESG for the 2012-2013 grant year.

ATTACHMENT 1(a-c)

2012-2013 ESG FUNDED PERSONNEL

ADMINISTRATIVE STAFF

Position Title	Annual Salary	Annual Benefits	Total Compensation	ESG Funds Requested	% of time in the program serving Santa Ana Residents
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00	\$0.00	

PROGRAM STAFF

Position Title	Annual Salary	Annual Benefits	Total Compensation	ESG Funds Requested	% of time in the program serving Santa Ana Residents
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00	\$0.00	

CONTRACTUAL/PROFESSIONAL SERVICES

Type of Service	Contract Amount		Total Compensation	ESG Funds Requested	% of time in the program serving Santa Ana Residents
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00	\$0.00	

PROGRAM YEAR 2012-2013
PROGRAM BUDGET PROPOSAL

Organization Name: _____
Program Name: _____

EXPENDITURES

CATEGORY	EXPENDITURES FUNDED BY SANTA ANA ESG	EXPENDITURES FUNDED BY OTHER SOURCES	TOTAL PROGRAM BUDGET	TOTAL ORGANIZATIONAL BUDGET
Administrative Staff Salaries & Benefits (Santa Ana Exp. Will fill in upon completion of Attachment 1(a))	\$0.00		\$0.00	
Program Staff Salaries & Benefits (Santa Ana Exp. Will fill in upon completion of Attachment 1(a))	\$0.00		\$0.00	
Contractual/Professional Services (Santa Ana Exp. Will fill in upon completion of Attachment 1(a))	\$0.00		\$0.00	
Office Supplies			0	
Rent/Lease			0	
Communications			0	
Utilities			0	
Insurance			0	
Other (Please Specify)				
1.			0	
2.			0	
3.			0	
4.			0	
5.			0	
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

PROGRAM REVENUE

LIST ALL OTHER PROGRAM RESOURCES THAT HAVE BEEN SECURED*** FOR FY 12-13
"Funding Source" total must equal "Total Program Budget" listed above.

FUNDING SOURCE	AMOUNT
Santa Ana ESG	\$0.00
City General Funds (Non-Grant Funds)	
County	
State	
Federal	
Other-	
Other-	
TOTAL	\$0.00

***See note on Attachment #1 cover page

PROGRAM YEAR 2011-2012
CURRENT PROGRAM BUDGET

Organization Name: _____

Program Name: _____

EXPENDITURES

CATEGORY	EXPENDITURES FUNDED BY SANTA ANA ESG	EXPENDITURES FUNDED BY OTHER SOURCES	TOTAL PROGRAM BUDGET	TOTAL ORGANIZATIONAL BUDGET
Administrative Staff Salaries & Benefits			\$0.00	
Program Staff Salaries & Benefits			0	
Contractual/Professional Services			0	
Office Supplies			0	
Rent/Lease			0	
Communications			0	
Utilities			0	
Insurance			0	
Other (Please Specify)				
1.			0	
2.			0	
3.			0	
4.			0	
5.			0	
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

PROGRAM REVENUE

LIST ALL OTHER PROGRAM RESOURCES THAT HAVE BEEN SECURED FOR FY 11-12
"Funding Source" total must equal "Total Program Budget" listed above.

FUNDING SOURCE	AMOUNT
Santa Ana ESG	\$0.00
City General Funds (Non-Grant Funds)	
County	
State	
Federal	
Other-	
Other-	
Other-	
TOTAL	\$0.00

Attachment 1(c)

ATTACHMENT #2

PLEASE PLACE A COPY OF YOUR ORGANIZATION'S
IRS NON-PROFIT DESIGNATION LETTER

BEHIND THIS SHEET

ATTACHMENT #2

ATTACHMENT # 3
PLEASE PLACE A COPY OF YOUR ORGANIZATION'S
990 FORM
BEHIND THIS SHEET

ATTACHMENT #3

ATTACHMENT #4
PLEASE PLACE A COPY OF YOUR ORGANIZATION'S
CURRENT/PROPOSED CLIENT ELIGIBILITY INTAKE FORM
BEHIND THIS SHEET

ATTACHMENT #4

ATTACHMENT #5
PLEASE PLACE A COPY OF YOUR ORGANIZATION'S
LIST OF BOARD OF DIRECTORS, BY-LAWS
AND ARTICLES OF INCORPORATION
BEHIND THIS SHEET

ATTACHMENT #5

ATTACHMENT #6
PLEASE PLACE A COPY OF THE
CONFLICT OF INTEREST QUESTIONNAIRE
BEHIND THIS SHEET

ATTACHMENT #6

CITY OF SANTA ANA
Emergency Shelter Grant

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, state and city law prohibits employees and public officials of the City of Santa Ana from participating in any transaction, on behalf of the City, in which they have a financial interest. In order to assure compliance with this requirement, this questionnaire must be completed and submitted by each applicant for Emergency Shelter Grant (ESG) funding. The purpose of this questionnaire is to determine if your agency staff or Board members perform functions or responsibilities that would be a conflict of interest with respect to the ESG program. If necessary, detailed explanations may be provided on separate sheets of paper.

1. Is/are there any member(s) of your staff, Board of Directors, or other governing body, who is currently, or has/have been within one year of the date of this questionnaire, a City of Santa Ana employee or a member of a City board or commission that has a direct influence on the allocation of ESG funding? Yes No

If yes, please list the following:

<u>Name</u>	<u>Position</u>	<u>City/Department</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Will the ESG funds requested by the applicant be used to pay the salaries of any of applicant's staff person(s) who is/are, or has/have been within one year of the date of this questionnaire, employed by the City of Santa Ana? Yes No

If yes, please list the name(s) below and identify the City Department in which each person is employed:

<u>Name</u>	<u>City/Department</u>
_____	_____
_____	_____
_____	_____

3. Will the ESG funds requested by the applicant be used to pay the salaries of any of applicant's staff person(s) who is/are currently, or has/have been within one year of the date of this questionnaire, a member of a City of Santa Ana board or commission that has a direct influence on the allocation of ESG funding? Yes No

If yes, please list the following:

Name: _____	Year(s) _____
Name: _____	Year(s) _____
Name: _____	Year(s) _____
Name: _____	Year(s) _____

4. Will the ESG funds, requested by the applicant, be used to award a contract or subcontract to any individual(s) or business affiliate(s) who is/are currently, or has/have been within one year of the date of this questionnaire, a City of Santa Ana employee or a member of a City board or commission that has a direct influence on the allocation of ESG funding? Yes No

If yes, please list the name(s): Name: _____

The ESG funds used for reimbursement of rent shall not benefit any employee, agent, consultant, officer, elected official or appointed official of the subrecipient. This prohibition includes leases between an organization and a director, trustee, officer or key employee of the organization or his/her immediate family either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

Organization

Date

Signature

Title