

# PROJECT APPLICATION



## EMERGENCY SOLUTIONS GRANT PROGRAM

**2018/19**

**Completed Applications Must Be Submitted to:  
JENNIFER HARKEY, PROGRAM ADMINISTRATOR  
[Jennifer.Harkey@ventura.org](mailto:Jennifer.Harkey@ventura.org)  
COUNTY OF VENTURA  
CEO - COMMUNITY DEVELOPMENT DIVISION  
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009  
NO LATER THAN  
JUNE 5, 2018 AT 5PM**

**COUNTY OF VENTURA**  
**EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)**  
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**GENERAL INSTRUCTIONS:**

The County of Ventura's County Executive Office is accepting State of California Emergency Solutions Grant (ESG) applications on behalf of the Ventura County Continuum of Care.

This application is subject to the Emergency Solutions Grants (ESG) Program federal regulations established by the U. S. Department of Housing and Urban Development (HUD), 24 Code of Federal Regulations (CFR), Parts 91 and 576, as well as 25 California Code of Regulations (CCR), Section 8400 et seq.

Total funding to be awarded is a preliminary allocation of \$356,277. The grant term covers 2018-2020. A minimum of \$142,511 (40%) will be awarded for Rapid Re-Housing in accordance with state and federal regulations.

State ESG-funded activities may serve the entire area of the Continuum of Care but must serve non-entitlement areas within the service area. Non-entitlement areas of Ventura County CoC include the cities of Ventura, Camarillo, Thousand Oaks and Simi Valley.

**A. Application Submittal:**

- Applications will be accepted for Emergency Shelter (ES), Rapid Re-housing (RR) and Street Outreach (SO) activities.
- Applications for ES and RR activities may also propose to include Homelessness Prevention (HP) and/or SO activities to be delivered in conjunction with the ES or RR activity. The limit when requesting one or both of these activities as stand-alone activities is ten percent (10%) of the total requested application amount. These added activities should be included in the same application as your main activity.
- If requesting funds for HMIS, HMIS must be submitted in conjunction with identified eligible activities. HMIS cannot be submitted as a standalone activity. HMIS is limited to ten percent (10%) of the total requested application amount. HMIS should be included in the same application as your main activity. Please note that recipients of ESG funding must utilize the HMIS database and be willing to share data with other agencies in the HMIS system. All agencies are responsible for ensuring that privacy policies for HMIS data collection and reporting are followed. Additionally, participation in Coordinated Entry is required, including screening for eligibility and receiving referring through Pathways to Home.
- Indirect costs of private non-profit organizations, local governments and joint powers authorities, as applicable and in accordance with [2 CFR 200](#), are an eligible expense, but may not exceed ten percent (10%) of the modified total direct costs under the ESG activity, unless a higher limit for indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements. Agencies requesting an indirect cost allocation above 10 percent must provide a letter from the federal agency which has approved the higher rate.

**B. Application Requirements:**

Submit one (1) copy, including all attachments, via email to: [Jennifer.Harkey@ventura.org](mailto:Jennifer.Harkey@ventura.org)

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**AND**

Submit one (1) original (hard copy) signed application, without attachments, via mail to:  
County of Ventura, Community Development Division  
Jennifer Harkey, Program Administrator  
800 S. Victoria Ave, #L1940  
Ventura, CA 93009

- Round all dollar amounts to the nearest dollar (i.e. \$4.59 should be rounded to \$5 and \$4.25 should be rounded to \$4); and

All applications will be reviewed for completeness. All or a portion of the application can be denied for the following reasons:

- The application is incomplete and the CoC staff is unable to reasonably determine what the Applicant is proposing or whether the application meets threshold requirements;
- The application does not pass ESG Program threshold, such as, if the Applicant or proposed activities are not eligible.

**C. Rating Criteria:**

- Program design (20 points)
- Management and past experience (20 points)
- Impact and effectiveness (30 points)
- Cost efficiency and budgeting (10 points)

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READ THE ACCOMPANYING "ESG 2018 GUIDE" AND  
ANSWER ALL QUESTIONS AS SPECIFICALLY AS POSSIBLE.

**1. Application Information**

Legal Name of Organization: \_\_\_\_\_

Is the organization a 501(c)?  Yes  No

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Executive Director Name & Title: \_\_\_\_\_

Organization Contact Name & Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Organization Website Address: \_\_\_\_\_

Organization's DUNS #: \_\_\_\_\_ Tax Payer ID #: \_\_\_\_\_

Fiscal Agent Contact Name & Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of ESG Component Addressed:

Emergency Shelter  HMIS  Homelessness Prevention

Rapid Re-housing  Street Outreach

Number of beneficiaries to be served by the project: \_\_\_\_\_

Cost per beneficiary for this project (ESG request / ESG beneficiaries) = \$ \_\_\_\_\_

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**2. Project Information**

Title of proposed project: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

a. Project service area:

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Camarillo    | <input type="checkbox"/> Ojai         | <input type="checkbox"/> Somis         |
| <input type="checkbox"/> Fillmore     | <input type="checkbox"/> Oxnard       | <input type="checkbox"/> Ventura       |
| <input type="checkbox"/> Moorpark     | <input type="checkbox"/> Port Hueneme | <input type="checkbox"/> Thousand Oaks |
| <input type="checkbox"/> Newbury Park | <input type="checkbox"/> Santa Paula  | <input type="checkbox"/> County-wide   |
| <input type="checkbox"/> Oak Park     | <input type="checkbox"/> Simi Valley  | <input type="checkbox"/> Other _____   |

b. Amount requested for this project: \$ \_\_\_\_\_

c. Amount of leveraged funds available for this project: \$ \_\_\_\_\_

d. Total project cost (all sources): \$ \_\_\_\_\_

Note: The amounts for b, c and d should equal the amounts in Section E Project Budget.

Which ESG activities best describes the project? You may list more than one; be specific:

Identify the population(s) that the project will serve:

- |  |   |
|--|---|
| <input type="checkbox"/> Single Males              | <input type="checkbox"/> Households with children                 |
| <input type="checkbox"/> Single Females            | <input type="checkbox"/> Unaccompanied Males under 18 years old   |
| <input type="checkbox"/> Couples only, no children | <input type="checkbox"/> Unaccompanied Females under 18 years old |

Which of the following priority needs does the proposed project address?

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency Shelter       | <input type="checkbox"/> Rapid Re-housing Services |
| <input type="checkbox"/> Homelessness Prevention | <input type="checkbox"/> Street Outreach           |

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**3. Organizational Structure**

How many members serve on your organization's Board of Directors? \_\_\_\_\_

How often does your organization's Board of Directors meet? \_\_\_\_\_

Is this a "faith-based" organization\* (yes/no)? \_\_\_\_\_

\*HUD requires the County to report information about ESG funded "faith-based" organizations. "Faith-based" does not mean the organization is carrying out inherently religious activities with ESG funds or that it serves only persons of a particular faith.

**4. Financial Information**

What is your agency's fiscal year? \_\_\_\_\_

Date of your organization's most recently completed audit (month/year): \_\_\_\_\_

What fiscal year did this most recent audit include (month/year – month/year): \_\_\_\_\_

Was this audit conducted in compliance with the Single Audit Act (yes/no)? \_\_\_\_\_

Does the requirement of 2 CFR 200.501 to submit a fiscal year "Federal Single Audit" apply to your organization, specifically in the last fiscal year (yes/no)? \_\_\_\_\_

Does your organization have any outstanding audit findings which remain unresolved, outstanding litigation, or other legal issues (yes/no)? \_\_\_\_\_

If yes, explain:

**5. Program Design (20 points)**

Summarize the project. Describe how the project will benefit the target population(s) and fill an unmet need in the Continuum of Care. Identify any best practices that will be utilized. Please include how the program will follow the Housing First / Low Barrier model.

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Describe the intended use of grant funds, ensuring the provision of ESG-eligible services.

Client Participation – Describe the process or provide a copy of your policies and procedures to:  
a) ensure the confidentiality of client records; and b) facilitate client participation in program evaluation and planning.

Outreach – Describe your plan to make sure that your target population, not only the clients you presently serve, will be aware of your program(s). You must be able to reach out to and communicate with those who need your services who may have limited ability to speak English.

Core Practices – ESG State regulation section 8409 contain the Core Practices which fall into three primary areas: Coordinated Entry Process (section 8409(a)); Housing First Practices (section 8409(b)); and Progressive Engagement (section 8409(b)(6)). Use the table below to document which of the following your agency has adopted for implementation of programs:

<b>Guidance</b>	<b>Relates to: (check all that apply)</b>
1. Has your agency adopted the local CoC's Written Standards with regards to the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement

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<p>2. Does your agency have Program Rules, Policies and Procedures that address the following?</p>	<p><input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement</p>
<p>3. Does your agency commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?</p>	<p><input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement</p>

Performance Measures – Describe the objectives and outcomes of the proposed program(s) and how will you measure the effectiveness of your project in meeting these outcomes. Describe the data sources, methodology and resources to be used for tracking the following HUD system performance measures that apply to your specific program(s):

- 1) The length of time persons remain homeless;
- 2) The number of persons who return to homelessness from permanent housing;
- 3) The unduplicated number of homeless persons;
- 4) The percent of adults who gain or increase employment or cash income over time;
- 5) The number of persons who become homeless for the first time;
- 6) The number of families and youth who exit to or retain permanent housing;
- 7) The number of persons successfully placed in permanent or supportive housing from street outreach, and the number who exit to or retain permanent housing

Collaboration – Describe how resources will be leveraged to address the needs of the target population(s). How will the project collaborate with other organizations and programs to address the needs of the target population and participate in Pathways to Home and HMIS?



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Identify the person(s) responsible for overall program administration and financial management of the activity. Indicate how many years of experience they have managing ESG or other HUD programs.

Identify all other persons involved in the delivery of services for this activity, noting whether these positions are current or pending this award. If this is a new project, discuss the timeline for the project including dates for hiring staff, training, and starting operations.

**6. Management and Past Experience (20 points)**

Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

If this project has been funded by the County of Ventura in the past and did not meet its goals or expend its full allocation, please explain why the project should be funded again. If the project has been funded before, describe some of the primary accomplishments and challenges?

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HUD grant experience for the past three years:

HUD Grant Program	Purpose of Grant	Date(s) Obtained	Funding Amount

For applicants who have received funding in the State’s ESG program in the past three years, up to twenty (20) points will be deducted for any of the following: the Department terminated or disencumbered ESG funding; the Department found unresolved monitoring findings; the annual reports were not submitted in a timely manner for ESG grants.

**7. Impact and Effectiveness (30 points)**

Project level performance data will be evaluated using data from HMIS for the most recent 12-month period. Victim service providers or legal assistance providers may use data from a HUD-compliant comparable database. Scoring will be ‘like to like’ activities (i.e. ES to ES and RR to RR). If applicable, attach a copy of the HMIS or comparable database report(s) corresponding to the following:

- 1) Average length of stay for individual leavers (persons who exited the project and are no longer enrolled as of the last day of the reporting period): \_\_\_\_\_
- 2) The total number of individual leavers who exited to permanent housing (subsidized or unsubsidized housing, and also includes living with family or friends on a permanent basis): \_\_\_\_\_ (column A)
- 3) The total number of individual leavers who exited to any destination: \_\_\_\_\_ (column B)

<u>A</u> Total # of Individual Leavers who exited to a Permanent Housing Destination:	<u>B</u> Total # of Individual Leavers who exited to any destination:	<u>C</u> A÷Bx100=C (%)

Provide projected outcomes for a one-year period by activity as applicable:

**Street Outreach**

- \_\_\_\_\_ Total unduplicated number of persons to be served
- \_\_\_\_\_ Total unduplicated number of households to be served
- \_\_\_\_\_ % of participants will move into emergency shelter at project exit
- \_\_\_\_\_ % of participants will move into transitional housing at project exit
- \_\_\_\_\_ % of participants will move into permanent housing at project exit
- \_\_\_\_\_ % of adult participants will obtain earned income at project exit

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**Emergency Shelter**

- \_\_\_\_\_ Number of year-round beds
- \_\_\_\_\_ Total number of bed-nights to be made available
- \_\_\_\_\_ Total unduplicated number of persons to be served
- \_\_\_\_\_ Total unduplicated number of households to be served
- \_\_\_\_\_ % of participants will move into transitional housing at project exit
- \_\_\_\_\_ % of participants will move into permanent housing at project exit
- \_\_\_\_\_ % of adult participants will obtain earned income at project exit
- \_\_\_\_\_ % of adult participants will obtain cash/non-cash benefits at project exit
- \_\_\_\_\_ % of participants who move into transitional housing or permanent housing will remain housed for 3 months

**Rapid Re-housing**

- \_\_\_\_\_ Total unduplicated number of persons to be served
- \_\_\_\_\_ Total unduplicated number of households to be served
- \_\_\_\_\_ % of participants will move into permanent housing at project exit
- \_\_\_\_\_ % of adult participants will obtain earned income at project exit
- \_\_\_\_\_ % of adult participants will obtain cash/non-cash benefits at project exit
- \_\_\_\_\_ % of participants will remain in permanent housing for 6 months

**8. Cost Efficiency and Budgeting (10 points)**

Projects that receive an award of ESG funding are often awarded less than the amount originally requested. Describe whether your proposed activity could be undertaken with a reduced commitment of funding and if so, highlight how that would affect the scope of services.

Match – Emergency Solutions Grant funds require a 100% match of funds, in-kind services, or a combination of both. Please indicate specific sources of leveraged funding, including in-kind match, to meet this requirement. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for volunteers, staff time, etc.). For example, United Way grant was applied for on, notification expected by, grant awarded on...

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Cost Efficiency – For this analysis, the complete program expenditures should include the applicant’s expenditures from all sources of funding for the proposed program activity, including administration, HMIS, and indirect costs associated with the activity for the most recent 12-month period. Scoring will be evaluated based on the average cost per exit to permanent housing based on the total program expenditures for the proposed activity:

- 1) Enter the corresponding dates of the program expenditures provided below:  
 From \_\_\_\_\_ to \_\_\_\_\_
- 2) Enter the source of exit and outcome data: \_\_\_\_\_
- 3) Complete the table below:

Total 12-month Program Expenditures	<i>Divided by</i>	# of Individual Leaver Exits to a Permanent Housing Destination*	<i>Equals</i>	Average Cost per Permanent Housing Outcome
_____	/	_____	=	_____

\*Should match the project level performance data provided in Question 7.

Shelter Renovation – For projects proposing conversion of a structure or substantial rehabilitation, please provide the following information regarding estimated costs:

Cost Category	ESG Funded Amount	Other Funding Source Amount	Total Cost
Architectural and Engineering Services			
Local Review Application			
Construction labor and materials			
Other costs (Please specify)			
<b>Total</b>			

Please provide an implementation schedule if the proposed project is a new or expanded service or is Shelter Rehabilitation. Milestones should represent tangible, measurable goals. For example, program design, construction initiated, construction completed, etc.:

Major Milestones	Month/Year Milestone to Begin	Month/Year Milestone to End

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**9. Required Attachments\***

- Budget Workbook
- Board of Directors Roster
- Articles of Incorporation and Bylaws
- Current Organization Chart, including proposed ESG funded staff
- Most recent letter of 501(c)3 non-profit status from the Internal Revenue Service and the California Franchise Tax Board
- Evidence of Insurance
  - Copy of current insurance (General Liability, Automobile, Worker’s Compensation, etc.)
  - Note: if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
- Copy of the most recent financial audit and single audit, if applicable
- Written policies and procedures, including confidentiality, conflict of interest, eligibility and intake requirements, non-discrimination, client assessment, and code of conduct.
- Annual Performance Report for the prior year
- National Environmental Protection Act (NEPA) Statutory Checklist (if previously funded, a categorical exemption may be acceptable in lieu of the checklist)

**\*Please provide electronic copies of documents. Paper copies are not required.**

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**1. Agency Certifications**

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HUD program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the ESG program as appropriate for the funding if received.
- d. The federal assistance made available through the ESG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.
- e. If ESG funds are used for moderate rehabilitation of a building, it must be used as a shelter for 3 years. If ESG funds are used for major rehabilitation or conversion project of a building or a shelter, the project must be used as a shelter for 10 years.
- f. If ESG funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- g. The agency certifies that it will participate in the locally approved HMIS system.
- h. The agency certifies their ability to provide 100% match for the ESG funds received.

Name of Agency	
Typed Name and Title of Agency Official	
Agency Official's Signature	Date of Signature
Phone Number of Agency Official	E-Mail Address of Agency Official