



**BROWARD COUNTY HOUSING FINANCE & COMMUNITY DEVELOPMENT
DIVISION
THIRTY-FIFTH YEAR
EMERGENCY SHELTER GRANT PROGRAM
ESG
APPLICATION PROCESS
INSTRUCTIONS**

**Broward County Housing Finance & Community Development Division
Broward County Governmental Center
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, FL 33301**

APPLICATION - The Emergency Shelter Grant Program (ESG)

The Emergency Shelter Grant Program (ESG) provides funds to serve the homeless or at risk homeless population.

Program Funding Areas: Facility conversion projects, emergency housing, supportive services, and homeless prevention project activities. Priority shall be given to projects that are consistent with the County's Homeless Initiatives Partnership (HIP) priorities for homeless and special needs populations. These policies will be identified by the HIP by mid November. Please contact Fredrick Shepherd at Fshepherd@broward.org to find out what the revised priorities are. A meeting (date and time to be determined) will also be scheduled to discuss these priorities. Last year's priorities were as listed in Italics below:

Priority, in numerical order, shall be given to projects that: 1) Provide emergency shelter for families; 2) Provide emergency shelter for homeless behavioral health consumers including medications: a) shelter b) supportive services, including I.D. c) medications;

Eligible Entities: Municipalities and non-profit organizations of all types that do not require religious prerequisites for service availability. In the case of religious entities selecting acquisition and or rehabilitation of an existing unit, the property must be owned by a subsidiary nonsectarian entity.

Should your corporation meet the above criteria thresholds use the attached application.

BROWARD COUNTY HOUSING FINANCE & COMMUNITY DEVELOPMENT DIVISION NONPROFIT CERTIFICATION REQUIREMENTS

1. Copy of Charter
2. Copy of Annual Report submitted to the Secretary of State
3. By-Laws
4. Roster (with addresses) showing attendance and minutes of community neighborhood advisory board meetings, if applicable, demonstrating citizen input to the board(s) regarding proposals.
5. Status of resolution of negative audit findings and other complaints regarding operations and funding.

6. Current roster of the board of directors (include names, titles of officers, addresses, telephone numbers and terms of office).
7. A copy of resolution or minutes from the governing body giving authorization to submit proposal(s).
8. IRS 501(c)(3) letter or date of application.
9. Annual Financial Statement or most recent audit.
10. Copy of most recent tax return.
11. Copies of meeting or hearing notices which verify efforts to invite citizens input (to include points of distribution). Verification of consideration of citizens input in final decisions by governing body.
12. Verification of other efforts which provides information to citizens, i.e., church meetings, fliers, business contracts, or other appropriate correspondence.

**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
EMERGENCY SHELTER GRANTS PROGRAM APPLICATION**

Complete the following sections. **Submit one application for each project.** Attach additional pages as needed

<u>EMERGENCY SHELTER GRANT PROGRAM (ESG) SUMMARY</u>	
<u>Category</u>	<u>Budget</u>
Cash	
In-Kind	
Other Grants	
ESG Request	
TOTAL	
PROGRAM ACTIVITIES:	TARGET POPULATION
Homeless Prevention* ()	Families ()
Essential Services* ()	16 - 21 Years ()
Rehabilitation ()	Male ()
Operational ()	Female ()
	Special Needs ()
* Not to exceed 30% of the Total ESG Funds.	
The organization is certified by the Broward County Human Services Department as a service provider? Yes () No ()	
1. Applicant Organization Name: _____	
Address: _____	
Telephone: _____ FAX: _____	
2. Contact Person: _____	
Title: _____	
Address: _____	
Telephone #: _____ FAX #: _____	
3. Project Name:	
4. ESG Program Funds Requested: \$	

4. **Project Goals:** Provide specific project goals and quantitative objectives. Quantitative objectives should specifically state who, what, where and how many. Scope of services demonstrates activities involved in implementing the project while project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.
- a. Describe how the quantitative goals and objectives will benefit homeless persons in the ESG priority categories as identified by the Homeless Initiatives Partnership. These policies will be determined by the HIP by mid November. Please contact Fredrick Shepherd at Fshepherd@broward.org to find out what the revised priorities are. A meeting (date and time to be determined) will also be scheduled to discuss these priorities. Last year's priorities were as listed in Italics below:

Priority, in numerical order, shall be given to projects that: 1) Provide emergency shelter for families; 2) Provide emergency shelter for homeless behavioral health consumers including medications: a) shelter b) supportive services, including I.D. c) medications;
 - b. Describe how the project will link with other homeless continuum of care providers. Examples of linkages are:
 1. The feeding program will place a minimum number of clients in the Emergency Shelter treatment program annually.
 2. The service provider emergency shelter will accept a minimum number of clients from the feeding program
 3. The service provider will agree to participate in the Broward Human Services Network.
 - c. Detailed Scope of Services: Explain the planned outcomes.
 - d. Project Continuation and Maintenance: Indicate what organization is responsible for maintenance of the project after completion. (Attach letters or verification).

6. Applicant's Management Capability: Briefly describe the capacity of your organization to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.
- a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County Department of Human Services programs and completion of the outcome requirements.
 - b. Provide a list of recent grants with Broward County or other organizations. Several grants from the same agency are acceptable.

First Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

Second Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

8. Budget Table Instructions: Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

a. Budget Table: For each expenditure category in the left hand column enter the proposed amount necessary to complete this project under the column for the source of funding. Enter the source of funding in the appropriate column and line. Administrative expenses are not eligible. Items listed below are only eligible as direct services.

Category	ESG	Non ESG	Non ESG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
Contractual				
Renovation agreements with outside vendors or agencies				
Other				
Totals				

9. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation for each cost category shown in the Budget Table on

this page. The budget narrative should identify non-ESG resources to be utilized in financing the project. Also, specify the costs for which ESG funding is being requested and the costs to be covered by non-ESG resources. Additional pages can be added, if necessary.

10. Describe and calculate Leveraging: Describe and attach supporting documentation including letter of commitment, resolutions, minutes of meetings, etc. providing the specific resources the applicant will commit to the project identified in columns 2 and 3 (ESG and non-ESG) of the Budget Table on page 5. Include and identify in-kind contributions, sweat equity and other resources.
- a. Provide documentation as an attachment and summarize below.
 - b. Instructions on calculating leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

$$\text{Percent Leveraging} = \frac{\text{Total Non-ESG Funds \$} \times 100}{\text{Total ESG \$}}$$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc. In-Kind Contributions are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc that do not involve cash payments by the entity. However, a dollar value must be given to in-kind and it must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the funded entity.

Calculations:

11. The project generally reflects adopted plans, goals, objectives and policies.
- a. Project is consistent with Broward County Consolidated Plan. Cite Consolidated Plan priority it will address:

 - b. Project is consistent with Local Government Plans and Zoning: Please include letters from municipality or County government where the project is located, stating consistency with county or municipal comprehensive plans.

 - c. Is the land use appropriate for a project of this type pursuant to applicable zoning regulations and the zoning ordinance?
 Yes Attach municipal or County verification of zoning and adopted future land use plan designation for the site
 No plan of action to achieve zoning district change.

 - d. Plat Approval: Does your project require platting or a plat note amendment? Yes No
 If yes, attach platting requirements and time table for completion. Provide Plat Name, Plat Book Number and Plat Page Number

12. Real Property and Relocation Policy:

- a. Real property: Does the proposed project require the acquisition, subordination or leasing of real property?

 Yes Provide a legal description, including street address and the property owner's name. *Consult staff before acquiring real property to follow the Uniform Acquisition Procedures.*

 No No property is to be acquired

- b. Relocation: Does the proposed project necessitate the relocation of homeowners, tenants or commercial establishments.

 Yes Outline the proposed relocation plan and show source of funds on Page 80 for the budget table and narrative.

 No

13. Certification: Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance and Community Development Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false fictitious statement, knowing same to be false.

Name of Organization:

Type of Organization: Non-Profit For Profit
 Municipal Quasi-public
 Other specify

(Signature)

(Title)

(Date)