

EMERGENCY SOLUTIONS GRANT

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HISTORY

- Funded by the U.S. Department of Housing and Urban Development (HUD)
- Created by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009
- Replaced the old Emergency Shelter Grants Program
- Expands activities eligible under the Emergency Shelter Grants Program to include activities eligible with the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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DISTRIBUTION OF FUNDS

- Based on the amount received for the FY2012 allocation, the State expects to receive \$2.6 million
- Funds will be allocated on the quality of applications received
- Grant ceiling of \$200,000 for single-jurisdiction service area
- Grant ceiling of \$400,000 for multi-county service area

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ELIGIBLE APPLICANTS

- Local units of government: cities, towns, or counties
- Private nonprofit organizations
- Applications will not be accepted if:
 - Applicant is indebted to the state or federal government and no repayment arrangement is in place
 - Applicant has disallowed costs resulting from an ADECA review or audit and no resolution is finalized
 - Applicant has open ESG project from 2011 or earlier, as of March 29, 2013

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ELIGIBLE ACTIVITIES

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing
- Homeless Management Information System (HMIS)
- Administration

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STREET OURTEACH ELIGIBLE COSTS

Assistance provided must serve unsheltered homeless persons who are neither willing nor able to access housing, emergency shelter, or an appropriate health facility.

- **Eligible costs include:**
 - Engagement
 - Case Management
 - Emergency Health Services
 - Emergency Mental Health Services
 - Transportation
 - Services to Special Populations

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STREET OUTREACH: ENGAGEMENT

- Initial assessment of needs and eligibility
- Providing crisis counseling
- Addressing urgent physical needs (meals, blankets, clothes, toiletries)
- Actively connecting and providing information and referral
- Cell phone costs of outreach workers

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STREET OUTREACH: CASE MANAGEMENT

- Using the centralized or coordinated assessment system
- Initial evaluation/verifying and documenting eligibility
- Counseling
- Developing/securing/coordinating services
- Helping obtain Federal, state, and local benefits
- Monitoring/evaluating participant progress
- Providing information and referral to other providers
- Developing an individualized housing/service plan

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STREET OUTREACH: EMERGENCY HEALTH SERVICES

- Assessing participants' health problems and developing treatment plans
- Assisting participants to understand their health needs
- Providing or helping participants obtain appropriate emergency medical treatment
- Providing medication and follow-up services

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STREET OUTREACH: EMERGENCY MENTAL HEALTH SERVICES

- Crisis interventions
- Prescription of psychotropic medications
- Explain the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

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STREET OUTREACH: TRANSPORTATION

- Transporting unsheltered people to emergency shelters or other service facilities
- Cost of a participant's travel on public transit
- Mileage allowance for outreach workers to visit participants
- Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle
- Costs of staff to accompany or assist participants to use public transportation

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STREET OUTREACH: SERVICES TO SPECIAL POPULATIONS

Special populations: homeless youth; victims of domestic violence and related crimes/threats; persons living with HIV/AIDS who are literally homeless

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

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EMERGENCY SHELTER ELIGIBLE COSTS

Eligible program participants are individuals and families who are homeless in emergency shelter.

- **Eligible costs include:**
 - Essential Services
 - Renovation
 - Shelter Operations
 - Assistance Required under "URA"

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EMERGENCY SHELTER: ESSENTIAL SERVICES

- Case Management
- Child Care
- Life Skills
- Mental Health Services
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Substance Abuse Treatment Services
- Transportation
- Services for Special Populations

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EMERGENCY SHELTER: ESSENTIAL SERVICES – CASE MANAGEMENT

- Using the centralized or coordinated assessment system
- Initial evaluation including verifying and documenting eligibility
- Counseling
- Developing, securing and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
- Developing an individualized housing and service plan

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EMERGENCY SHELTER: ESSENTIAL SERVICES – CHILD CARE

- Child care costs
- Meals and snacks
- Comprehensive and coordinated sets of appropriate developmental activities

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EMERGENCY SHELTER: ESSENTIAL SERVICES – EDUCATION SERVICES

- Educational services/skill-building
- Screening, assessment and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies and instructional material
- Counseling
- Referral to community resources

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EMERGENCY SHELTER: ESSENTIAL SERVICES - EMPLOYMENT ASSISTANCE AND JOB TRAINING

- Classroom, online and/or computer instruction
- Employment screening, assessment, or testing
- On-the-job instruction
- Job finding, skill-building
- Reasonable stipends in employment assistance and job training programs

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EMERGENCY SHELTER: ESSENTIAL SERVICES -
EMPLOYMENT ASSISTANCE AND JOB TRAINING

- Books and instructional material
- Structured job-seeking support
- Special training and tutoring, including literacy training and pre-vocational training
- Counseling or job coaching
- Referral to community resources

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EMERGENCY SHELTER: ESSENTIAL
SERVICES - OUTPATIENT HEALTH SERVICES

- Assessing health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventive and non-cosmetic dental care

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EMERGENCY SHELTER: ESSENTIAL
SERVICES - LEGAL SERVICES

- Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs

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EMERGENCY SHELTER: ESSENTIAL SERVICES - LEGAL SERVICES

- Child support
- Guardianship
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Appeal of veterans and public benefit claim denials
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

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EMERGENCY SHELTER: ESSENTIAL SERVICES - LIFE SKILLS TRAINING

- Budgeting resources
- Managing money
- Managing a household
- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

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EMERGENCY SHELTER: ESSENTIAL SERVICES - MENTAL HEALTH SERVICES

- Crisis interventions
- Individual, family or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

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EMERGENCY SHELTER: ESSENTIAL SERVICES
- SUBSTANCE ABUSE TREATMENT SERVICES

- Client intake and assessment
- Outpatient treatment for up to thirty days
- Group and individual counseling
- Drug testing

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EMERGENCY SHELTER: ESSENTIAL
SERVICES - TRANSPORTATION

- Cost of a program participant's travel on public transportation
- Mileage allowance for service workers to visit participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle
- Travel costs of staff to accompany or assist program participants to use public transportation

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EMERGENCY SHELTER: ESSENTIAL SERVICES
- SERVICES FOR SPECIAL POPULATIONS

Special populations: homeless youth; victims of domestic violence and related crimes/threats; persons living with HIV/AIDS in emergency shelters

- 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

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EMERGENCY SHELTER : REHABILITATION AND RENOVATION

- Labor
- Materials
- Tools
- Other costs for renovation, including soft costs
- Major rehabilitation of an emergency shelter
- Conversion of a building into an emergency shelter

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EMERGENCY SHELTER : REHABILITATION AND RENOVATION Minimum Period of Use

Use Requirement	Building Valuation
Major Rehabilitation: 10 year*	If rehab costs exceed 75% of the value of the building before rehab
Conversion: 10 year*	If rehab costs exceed 75% of the value of the building after rehab
Other Renovation: 3 year	If rehab costs are 75% or less of the value of the building before rehab

* Recorded dead or use restriction required

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EMERGENCY SHELTER : SHELTER OPERATIONS

- Maintenance (including minor or routine repairs)
- Rent
- Food
- Furnishings
- Security
- Fuel
- Insurance
- Utilities
- Equipment
- Supplies necessary for the operation of the emergency shelter
- Hotel or motel voucher for family or individual*

*Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

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**EMERGENCY SHELTER :
ASSISTANCE REQUIRED UNDER URA**

Costs of providing URA assistance under § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds

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**STREET OUTREACH AND
EMERGENCY SHELTER**

Maintenance of Effort

Grantees that are units of general purpose local government cannot use their ESG funds to replace funds the local government provided for street outreach or emergency shelter services during the immediately preceding 12-month period unless HUD determines the local government is in a severe financial deficit.

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**STREET OUTREACH AND
EMERGENCY SHELTER**

Minimum Period of Use

- **Street Outreach:** Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.
- **Emergency Shelter:** Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.
- **Example:** If the grantee commits to providing street outreach for an entire year, or if the grantee contracts with a subrecipient to provide street outreach services for an entire year, then the specified street outreach services must be provided for the entire one-year period.

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STREET OUTREACH AND EMERGENCY SHELTER EXPENDITURE CAP

The total amount of the State's ESG award that may be used for street outreach and emergency shelter activities combined cannot exceed the greater of:

1. 60% of the FY2013 award; **OR**
2. The total amount of FY2010 grant funds committed for homeless assistance activities **(\$1,550,770)**

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Eligible Program Participants:

- **Rapid Re-housing:** Individuals and families who are *literally homeless*
 - No income threshold at program entry
- **Homelessness Prevention:** Individuals and families who are *at imminent risk, or at risk, of homelessness*
 - Annual income below 30% of AMI at program entry

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HOMELESSNESS PREVENTION

Defined Purpose

- To **prevent** persons from becoming homeless in a shelter or an unsheltered situation
- To help such persons **regain stability** in their current housing or other permanent housing

Eligible Participants

- Extremely low income individuals and families (household income below 30% of family AMI) **at risk of becoming homeless** and moving into an **emergency shelter or place not meant for human habitation**

Eligible Activities

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

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RAPID RE-HOUSING

Defined Purpose

- To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then,
- To help such persons achieve stability in that housing

Eligible Participants

- Literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation)

Eligible Activities

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services

Financial Assistance

- Moving costs
- Rent application fees
- Security deposit
- Last month's rent
- Utility deposit
- Utility payments

Services

- Housing search & placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit repair

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services

Financial Assistance

Rental Application Fees	Application Fee that is charged by the owner to all applicants
Security Deposits	equal to no more than 2 months' rent
Last Month's Rent	paid to the owner of housing at the time security deposit and first month's rent are paid
Moving Costs	moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
Utility Deposits	standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage)
Utility Payments	up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewage), including up to 6 months of arrearages, per service.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Housing Search and Placement

- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Housing search and outreach to and negotiation with owner
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Housing Stability Case Management

- Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation
- Counseling
- Developing, securing and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Mediation

Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Legal Services

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Subrecipient's employees' salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Legal Services

Legal representation and advice may be provided for:

- Landlord/tenant matters
- Child support
- Guardianship
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Appeal of veterans and public benefit claim denials

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
Credit Repair

- Credit Counseling
- Other related services

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services Requirements and Restrictions

- Participants must meet with a case manager at least once a month for the duration of assistance, *except where funding under VAWA or FVPSP prohibits the recipient or subrecipient from making shelter or housing conditional upon the receipt of services.*
- Participants must be assisted, as needed, in obtaining:
 - Appropriate supportive services like medical or mental health treatment or services essential for independent living
 - Mainstream benefits like Medicaid, SSI, or TANF

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Short- and Medium-Term Rental Assistance

Types of Rental Assistance	Length of Assistance
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Short- and Medium-Term Rental Assistance

- **Tenant Based Rental Assistance**
 - program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance
- **Project Based Rental Assistance**
 - Grantees or subrecipients identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units (**not allowed with the State's program**)

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
Short- and Medium-Term Rental Assistance
Requirements and Restrictions

- Compliance with Fair Market Rate limits and Rent Reasonableness
- Compliance with Minimum Habitability Standards
- Rental Assistance Agreement and Lease Standards:
 - The rental assistance agreement must set forth the terms under which rental assistance will be provided.
 - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
Short- and Medium-Term Rental Assistance
Requirements and Restrictions

- Cannot Use with Other Subsidies
 - No rental assistance can be provided to a household receiving rental assistance from another public source for the same time period (except 6 months of arrears).
 - Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance).

Example: Persons living in public housing units or using housing choice vouchers cannot receive monthly rental assistance under ESG.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
Short- and Medium-Term Rental Assistance
Requirements and Restrictions

- Late Payments
 - The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.
 - The grantee or subrecipient must make timely payments to owners in accordance with the rental assistance agreement.
 - The grantee or subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.

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HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

Housing Relocation and Stabilization Services
and Short- and Medium-Term Rental Assistance
Requirements and Restrictions

Maximum Period of Use

- The total period for which any program participant may receive the services must not exceed 24 months during any 3-year period.

Discretion to Set Cap

- The grantee may also set a maximum dollar amount and maximum period for which a program participant may receive any of the types of assistance or services described within the regulatory maximums.

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HMIS

- The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and subrecipients.
- Victim service providers cannot participate in HMIS.
- Legal Services Organizations may choose not to participate in HMIS.
- Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports.
- ESG funds may be used to pay the costs of establishing and operating a comparable database.
- **Up to 5% of the applicant's budget may be used for HMIS.**

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HMIS

Hardware, Equipment and Software Costs

- Purchasing or leasing computer hardware
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, faxes, and furniture

Staffing: Paying salaries for operating HMIS, including:

- Data collection
- Completing data entry
- Monitoring and reviewing data quality
- Completing data analysis
- Reporting to the HMIS Lead
- Training staff on using the HMIS or comparable database
- Implementing and complying with HMIS requirements

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HMIS

Training and Overhead

- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead, if the grantee or subrecipient is not the HMIS Lead

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HMIS

General Restrictions

- Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.
- This includes compliance with:
 - 2004 HUD Data Standards and Technical Notice
 - March 2010 Revised Data Standards Notice

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ADMINISTRATION

- Up to 7.5% of the State's ESG grant may be used for the payment of administrative costs related to the planning and execution of ESG activities.
- Administration funds are shared between the State and the ESG grantees.
- **Up to 5% of the applicant's budget may be used for administration.**
- *This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those costs are eligible as part of those activities.*

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ADMINISTRATION
Eligible Costs

- General Management/Oversight/Coordination
- Training on ESG Requirements
- Environmental Review

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ADMINISTRATION
**General Management, Oversight,
and Coordination**

- Travel costs incurred for monitoring of subrecipients
- Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services
- Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space
- Staff salaries, wages, and related costs of staff engaged in eligible program administration activities

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ADMINISTRATION
Other Eligible Costs

- **Training on ESG Requirements**
Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings
- **Environmental Review**
Costs of carrying out the environmental review responsibilities under §576.407

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INDIRECT COSTS

- ESG grant funds may be used to pay indirect costs in accordance with OMB Circular A-87 (2 CFR part 225), or A-122 (2 CFR part 230), as applicable.
- Indirect costs may be applied to each eligible activity using the direct cost base specified in the approved cost allocation plan.
- **Indirect costs charged to an activity with an expenditure limit:**
Indirect Costs + Direct Costs = Total Costs
Total Costs are then compared to the Expenditure Limit

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CREDITS

- HUD's Emergency Solutions Grants (ESG) Program Components and Activities webinar

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APPLICATION DEADLINE

- One original and two copies are due by **5:00 PM on Monday, April 8, 2013.**
- Mail applications to:
Alabama Department of Economic and Community Affairs
ATTN: CED/ESG
401 Adams Avenue, Suite 500
P.O. Box 5690
Montgomery, Alabama 36103-5690

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APPLICATION REQUIREMENTS

- For local unit of government applicants:
 - Cover letter signed by chief elected official
 - Resolution
 - providing authorization to submit application
 - assuming responsibility of total match requirement (regardless of the source)

- For nonprofit agency applicants:
 - Cover letter on letterhead from chairperson/president of the board
 - providing authorization to submit application
 - assuming responsibility of total match requirement (regardless of the source)

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APPLICATION

Identification of Homeless Assistance Needs (20 points)

- Identify the homeless assistance needs you propose to address for your service area including the needs of other eligible clientele such as victims of domestic violence.
- Specifically address the needs of the unsheltered homeless.
- Use quantifiable data, **specific to the service area**, to the maximum extent possible.
 - Data should include the number of individuals and families actually served during the last calendar year.

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APPLICATION

Applicant's Strategy to Address Homeless Problems (25 Points)

- Describe the strategy for addressing homeless problems.
- Provide specific data quantifying the types of assistance or services provided to homeless individuals and families or those persons at risk of homelessness during the last calendar year.
- Estimate the number of participants you propose to assist in relation to the types of assistance to be provided.
- Explain the strategy for targeting funds to the neediest persons, or to the geographic or functional areas where funds may have the greatest impact.

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APPLICATION

Capacity and Coordination (20 Points)

- Describe your management capacity, especially that of all subrecipients, if any.
- Provide specific details relating to direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness.
- Provide the plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons and with mainstream resources for which program participants may be eligible.

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APPLICATION

Participation in a Continuum of Care (15 Points)

- Demonstrate a thorough understanding of the "continuum of care" concept.
- Explain how the services provided by the applicant and/or its subrecipients are in line with this concept.
- Include information concerning membership in an existing Continuum of Care Homeless Coalition.
- Explain the levels of participation of the applicant and the subrecipients in the continuum.
- Detail the strategies of the local continuum for serving the homeless.

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APPLICATION

Match (10 Points)

- Match (in-kind or cash) must be explained as to how its use relates to the activities allowed under the McKinney Homeless Assistance Act, as amended.
- Match must be verified to include resolutions and letters detailing sources of funds.
- If match comes from the city or the county, then the source of funds (general fund) must be identified.
- Official letters from banks, organizations, or donors specifying donated items will be needed.
- Volunteer hours and fundraising efforts will need to be discussed in enough detail to establish validity.
- The service area or activities for which volunteer hours are used must be clearly indicated.

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APPLICATION

Budget (10 Points)

- The budget **narrative** must consist of a thorough explanation of **activities** involved with the request.
- Each budget category (Administration, Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and HMIS) must give a detailed description of costs.
- The applicant's budget must be the aggregate of the subrecipient(s) budget(s).
- In addition to the budget forms, each agency for which funds are requested should submit its annual budget that shows the source and amount of other funds received.

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SHELTER BUDGET FORM

Alabama Department of Economic and Community Affairs
Emergency Solutions Grant
Budget Form - Shelter

Shelter Form

Agency Name: _____
 Date of Report: _____
 Contract Number: _____
 Project/Activity Number: _____

Order Budget:
 Renew Budget:
 Amend Budget:
 Final Narrative:

Activity	ESG				Local/Other Funds	
	1 Total Activity Cost (\$)	2 Local Amount (\$)	3 Order Budget Budget Services (\$)	4 Budget Adjustment of Continuation (\$)	5 Local Amount (\$)	6 Budget Adjustment of Continuation (\$)
Administration						
Administrative Support						
A. HR						
B. Information						
C. Training						
D. Other						
E. Other						
F. Other						
G. Other						
H. Other						
I. Other						
J. Other						
K. Other						
L. Other						
M. Other						
N. Other						
O. Other						
P. Other						
Q. Other						
R. Other						
S. Other						
T. Other						
U. Other						
V. Other						
W. Other						
X. Other						
Y. Other						
Z. Other						
Total						

Agency Name: _____ Date: _____ Project Number: _____
 Director of Administration: _____ Manager: _____
 Director of Administration: _____ Manager: _____
 Director of Administration: _____ Manager: _____

Note: Figures in shaded area show breakdown of Activity and ARE NOT to be included in Total Agency Narrative, but to be included in Total Agency Narrative.

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GRANTEE BUDGET FORM

Alabama Department of Economic and Community Affairs
Emergency Solutions Grant
Budget Form - Grantee

Grantee Form

Agency Name: _____
 Date of Report: _____
 Contract Number: _____
 Project/Activity Number: _____

Order Budget:
 Renew Budget:
 Amend Budget:
 Final Narrative:

Activity	ESG				Local/Other Funds	
	1 Total Activity Cost (\$)	2 Local Amount (\$)	3 Order Budget Budget Services (\$)	4 Budget Adjustment of Continuation (\$)	5 Local Amount (\$)	6 Budget Adjustment of Continuation (\$)
Administration						
Administrative Support						
A. HR						
B. Information						
C. Training						
D. Other						
E. Other						
F. Other						
G. Other						
H. Other						
I. Other						
J. Other						
K. Other						
L. Other						
M. Other						
N. Other						
O. Other						
P. Other						
Q. Other						
R. Other						
S. Other						
T. Other						
U. Other						
V. Other						
W. Other						
X. Other						
Y. Other						
Z. Other						
Total						

Agency Name: _____ Date: _____ Project Number: _____
 Director of Administration: _____ Manager: _____
 Director of Administration: _____ Manager: _____
 Director of Administration: _____ Manager: _____

Note: Figures in shaded area show breakdown of Activity and ARE NOT to be included in Total Agency Narrative, but to be included in Total Agency Narrative.

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SCHEDULE

- Provide a flow chart or timeline showing the schedule of necessary project elements with starting and ending dates for each.
- Activities applied for must be completed and closed out within eighteen (18) to twenty-two (22) months.

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CERTIFICATIONS

- Program Certifications
 - Local Unit of Government Applicant, or
 - Nonprofit Agency Applicant
- Anti-Lobbying Certification

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CONTACT INFORMATION

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shabbir.olia@adeca.alabama.gov
- Shonda Gray 334-353-0288
shonda.gray@adeca.alabama.gov
- Stephanie Rankins 334-242-5384
stephanie.rankins@adeca.alabama.gov

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RESOURCES

- www.hudhre.info
 - www.adeca.alabama.gov
1. From top right, scroll across Divisions
 2. Click on Community and Economic Development
 3. Click Community Development Programs on left
 4. Click Emergency Solutions Grant on left

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