

2006-2008 Emergency Shelter Grant Program GENERAL INFORMATION FOR APPLICATIONS

The Emergency Shelter Grant Program

On July 22, 1987, President Reagan signed the Stuart B. Mc Kinney Homeless Assistance Act into law to provide urgently needed assistance to protect and improve the lives of the homeless. The Emergency Shelter Grant (ESG) Program (Exhibit II) was developed by the U. S. Department of Housing and Urban Development (HUD) to implement the Act.

The ESG Program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living, as well as, to prevent homelessness. It is designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the costs of operating the emergency shelters and of connecting homeless individuals with certain essential social services, supportive services, and other kinds of assistance they need to improve their situation, and to help fund preventive programs and activities.

The County of York is an entitlement community under the program. The amount of the annual grant varies, but it is anticipated that the allocation from HUD for 2006 will be approximately \$100,000.00. These funds may be used for activities in York County, including the City of York.

Consolidated Plan, Three Year Project Plan, and Annual Action Plans

HUD requires the County to prepare a Consolidated Plan every five years which covers several HUD-funded programs operated by the York County Planning Commission (YCPC): Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grants (ESG). The current consolidated plan, prepared by the Housing and Community Development (HCD) staff of the YCPC, covers the years 2005-2009 and primarily consists of three (3) parts:

1. An assessment of housing and community development needs;
2. The development of a strategy that prioritizes needs, establishes Goals and Objectives, and establishes actions, programs and projects that can be initiated or continued in order to satisfy the identified needs; and
3. Development of an Annual Action Plan that lists specific projects/activities that will be undertaken in a particular year to address priority needs and accomplish community goals and objectives.

Activities in the Annual Action Plan are drawn from the CDBG and ESG Three Year Project Plan and HOME program annual plan. Accordingly, this part of the Consolidated Plan changes each year. At this time, the HCD staff are beginning the preparation of the Three Year Project Plan for the years 2006 through 2008 by inviting municipalities and community service organizations to submit applications for projects and programs that they would like to undertake during these years.

The activities that are selected for the 2006 - 2008 CDBG and ESG Three Year Project Plan will form the framework for the Annual Action Plans for those years. However, the number of activities actually carried out will depend upon the amount of grant funds allotted by HUD for that program year.

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Preparing an Application

All of the following provisions must be met in order for a project or activity to be considered for funding:

A. Meet HUD requirements for an eligible activity: 24 CFR Part 576, Subpart B, detailing ESG Program eligible activities and limitations is attached as Exhibit I:

Summary of Eligible Activities (sub-section 576.21 (a))

- ▶ Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.
- ▶ Provision of essential services to the homeless, subject to limitations listed in the regulations.
- ▶ Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings. Staff costs are limited to 10 percent of the activity budget.
- ▶ Developing and implementing homelessness prevention activities, subject to the limitations detailed in sub-section 576.21 (c) of the regulations.
- ▶ Administrative costs.

Summary of Limitations on provision of essential services (sub-section 576.21 (b))

- ▶ Essential services must be a new service or a quantifiable increase in the level of a service
- ▶ Amount of County grant funds available for essential services is limited to 30%

B. Meet HUD ESG Program Requirements: 24 CFR Part 576, Subpart E, detailing ESG program requirements, is attached as Exhibit II:

- ▶ Document availability of matching funds. (sub-section 576.51)
- ▶ Demonstrate commitment to maintain the shelter. (sub-section 576.53)
- ▶ Demonstrate commitment to assist homeless persons in obtaining appropriate support services and other available assistance. (sub-section 576.58)

C. Demonstrate consistency with the County 2005-2009 Consolidated Plan Homelessness Strategy

Summary of Homelessness Strategy: The County's *Consolidated Plan-Continuum of Care Strategy* begins with outreach and continues through emergency shelter, case management, support services, transitional housing, and permanent housing with the objective of providing necessary services to homeless individuals and families in order to assist them in the improvement of their living conditions, as well as, programs to prevent homelessness (See attached Exhibit III).

- ▶ Outreach - Strengthen programs to provide case management personnel working directly with individuals and families to determine services needs, coordinate services, assist in placement in transitional housing and, ultimately, permanent housing.
- ▶ Emergency shelter - Support operations of existing facilities and utilize resources to provide additional homeless facilities and transitional housing.
- ▶ Supportive Services - Expand services to provide rental assistance and support services to those at risk of becoming homeless as well as increasing the number of affordable rental units
- ▶ Permanent Housing - Work with York Housing Authority to provide for affordable housing opportunities for emergency or transitional housing through additional units and rental assistance.

**2003-2005 Emergency Shelter Grant Program
General Information**

Review of Applications

The County typically receives requests for funding far in excess of the amount of ESG funds that it anticipates receiving. Accordingly, the funding process is very competitive. Each application is reviewed as follows:

- Completeness** First, the HCD staff will review each application, checking for signatures, required documentation and attachments, and completion of all pages.
- Eligible Activities** Second, the HCD staff will review each proposed activity to see if it is an eligible program/ activity according to HUD regulations and that all eligibility provisions are met.
- Consolidated Plan** Third, consistency with "Homelessness Strategy" in the 2005-2009 Consolidated Plan will be reviewed.
- Priority Rating** Fourth, applications which are complete and which request funding for projects and activities that conform with both the eligibility requirements and the Consolidated Plan will be rated according to the following criteria and then ranked:

Emergency Shelter Facilities/Persons Served:

Families	10
Single Women	10
Single Men	10
Domestic Violence Victims	10
Children at Risk of Abuse	10
<u>Homeless Prevention</u>	10

Essential Services:

Physical Health:	
- outpatient health services	5
- emergency medical care	5
- prescriptions	5
Pre-school child care	5
Follow-up Case Management Services	5
Food:	
- Mass feedings	5
- community protein distribution	5
Child counseling	5
<u>Clients to be Served</u>	<u>0-5</u>
TOTAL POINTS AVAILABLE	100

Previously Funded Projects/Activities have included:

- | | |
|------------------------|--|
| Staff | Building renovations |
| Lodging/shelter nights | Essential services for the homeless |
| Furnishings | Homeless prevention activities such as utility and rent assistance |
| Shelter operations | |

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Application process

- May, 2005* Applications for the ESG Program Years 2006, 2007, and 2008" are mailed to all presently funded Non-Profit Organizations and to York County Emergency Food & Shelter Advisory Committee and the City of York.
In addition, application forms are available from:
Housing & Community Development Section
York County Planning Commission
100 West Market Street York PA 17401
Phone (717)771-9870/FAX (717) 771-9511.
Publication of a "Notice of Request for Projects for the CDBG and ESG Program Years 2006, 2007, and 2008" in local newspapers.
- July 15, 2005* Complete applications are due at the YCPC no later than **4:30 p.m., July 15, 2005**, (this means original, hard copy, with original signature, and attachments).
Two complete copies are required. NO faxed applications will be considered.
- July, 2005* Applications are reviewed by the HCD staff and a recommendation of the activities to be approved for funding in the Three Year Project Plan is prepared. The staff recommendations are reviewed by the Emergency Food and Shelter Advisory Committee.
- August, 2005* The activities selected for funding are assembled into the Three Year Project Plan and advertised as a "Notice of Proposed Three Year Project Plan/Amendment to Consolidated Plan". Three Year Project Plan is presented for approval of the Board of Commissioners of York County.
- Sept., 2005* Applicants with approved activities are notified. Those funded in 2006 are requested to provide detailed budgets and descriptions. A copy of the Three Year Plan/Amendment to Consolidated Plan is sent to HUD.
- November, 2005* The first year of the Plan becomes the Annual Action Plan for program year 2006.

Questions? Need more information? Contact:

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