

2009
VILLAGE OF OAK PARK
EMERGENCY SHELTER GRANTS PROGRAM

PROGRAM OVERVIEW:

The Village of Oak Park Department of Community Services is soliciting proposals from not-for-profit organizations providing homeless assistance for the rehabilitation, renovation or conversion of emergency shelters and for the maintenance and operational, essential service, and homeless prevention expenses for the homeless. The U.S. Department of Housing and Urban Development (HUD) has been authorized by Congress to provide these funds through the Emergency Shelter Grants (ESG) Program.

Applicants must meet the following requirements:

1. Supplement Emergency Shelter Grant funds with an equal amount of funds (from other sources) or in-kind services;
2. Ensure that any building improved with grant assistance continues to be used as a homeless shelter for a specified period;
3. Ensure that any rehabilitation is sufficient to make the shelter decent, safe and sanitary;
4. Assist homeless individuals in obtaining appropriate services essential for achieving independent living such as permanent housing, medical treatment, mental health treatment, counseling, and other federal, state and local assistance available for the homeless;
5. Ensure that the shelter will administer, in good faith, a policy designed to ensure that the homeless facility is drug and alcohol free and that a good faith effort exists to ensure a safe environment in the homeless shelter; and
6. Program recipients are to involve homeless individuals and families, to the maximum extent practicable, through employment, volunteer services, or otherwise in constructing, renovating, maintaining, and operating assisted facilities.

Applications **must** be received at the following address no later than 5:00 p.m., Monday, **June 2, 2008.**
Submit applications to:

Janis Akerstrom, Grants Manager
Village of Oak Park
Department of Community Planning & Development
123 Madison Street
Oak Park, Illinois 60302
(708) 358-5419

The Village of Oak Park Department of Community Planning and Development will evaluate applications based on program eligibility and the Suburban Cook County Continuum of Care Strategy. The Village's Department of Community Planning and Development will recommend awardees to the Village Community Development Citizens Advisory Committee. Funds will be awarded by the Village of Oak Park Board of Trustees.

ELIGIBLE APPLICANTS:

A not-for-profit homeless shelter provider may apply for ESG funds. A not-for-profit organization is defined as a secular, or religious, organization described in Section 501(c) of the Internal Revenue Code of 1954 assuring it has an accounting system and a voluntary governing board and practices non-discrimination in the provision of services. Applicants under this program are limited to shelters located in the Village of Oak Park or those that provide services to persons residing in the Village.

An eligible shelter would be considered one of the following:

1. Emergency shelters (limited) that provide bed space and food, one night at a time, and do not provide supportive services. Note: Those providing referrals in lieu of physical space, must illustrate a history of such successful provision;
2. Emergency shelters (programmatic) which provide bed space and food for one or more nights according to need and some supportive services;
3. Emergency/transitional shelters which provide temporary residence, food and some supportive services; and
4. Emergency/transitional shelters which provide for the participation of homeless individuals on its board of directors and/or their involvement in providing work or services to the shelter facility.

ELIGIBLE ACTIVITIES:

Emergency Shelter Grants Program funds may be used to implement one or more of the following activities:

- A. Rehabilitation, renovation or conversion of buildings for use as emergency shelters.

These activities can include, but are not limited to, expenses for labor, materials, tools and other associated costs of building improvements such as the replacement of principal fixtures, installation of security or handicapped access devices and alterations designed to improve energy efficiency.

- B. Maintenance or operation expenses directly related to the emergency shelter. These activities can include costs for the purchase, lease or rental of supplies, equipment and furnishings, rental or lease of the shelter facility, insurance premiums, utility payments and overall maintenance costs such as minor repairs or painting.

Not more than 10 percent of the Village's total grant allocation may be used by the shelter for staff costs directly related to the maintenance and operations of the shelter.

C. New or expanded essential services provided by the shelter.

These activities must be provided in connection with such direct services by the shelter as job training, substance abuse counseling, rent deposits, health services or mileage expenses related to the provision of shelter services. Grant amounts may be used to provide an essential service only if the service is a new service or a quantifiable increase in the level of a service above that which was provided during the previous 12 calendar months immediately before receiving the grant award. No more than 30 percent of the total grant award may be used under this category.

D. Developing and implementing homeless prevention activities.

Funds applied for under this section are to be used to assist families that have received eviction notices or notices of termination of utility services. The following conditions must be met:

- a. The inability of the family to make the required payments must be the result of a sudden reduction in income.
- b. The assistance must be necessary to avoid eviction of the family or termination of services to the family.
- c. There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- d. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.

In addition, this amount may not be more than 30 percent of the total grant award.

Where there are multiple applicants for ESG funding, the Village will adhere to the caps described above in making the funding awards.

INELIGIBLE ACTIVITIES:

Emergency Shelter Grant Program funds **may not** be used for:

1. Any administrative expenses not associated with the maintenance and operations of the shelter;
2. Acquisition or construction of an emergency shelter;
3. The costs of staff involved in overseeing the operation of the shelter; or
4. Rehabilitation services such as preparation of work specifications, loan processing or inspections performed by not-for-profit staff.

(There are other limitations for each ESG category; see the ESG Deskguide.)

MATCHING FUNDS

Each grant recipient must match, dollar for dollar, its ESG funds with an equal amount of funds from other sources. These funds must be available to the project after the date of the grant award.

The amount available for matching fund purposes must be injected during the grant period. Funds spent prior to the grant award cannot be considered in fulfillment of the match requirement. In calculating the amount of matching funds, a potential grant recipient may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff in carrying out the emergency shelter program in addition to the time and services contributed by volunteers to operate the shelter.

The following provisions apply when determining the value of in-kind contributions:

1. **Volunteer Services/Labor:** Compute the total number of all volunteer hours. For purposes of this application, volunteer labor is to be calculated at \$5.00 per hour.
2. **Building/Facilities:** Identify the value of any donated building or lease on a building, by submitting a copy of the appraisal with the application.
3. **Staff:** Identify the staff salary committed to carrying out activities related to the Emergency Shelter Grants Program during the grant period.
4. **Equipment/Supplies:** Document current retail or fair market value of donated items. These items can include linens, furniture, food, supplies, appliances, etc.

Each funding source must be designed by name and specific amount. To document each matching contribution, a written letter of commitment must be provided from each source. The letter should contain:

1. Language that indicates that funds or in-kind contributions have been committed by individuals or organizations empowered to award the amount.
2. A specific dollar amount.
3. For any in-kind contributions, an itemization of the contributions and a description of how the value was determined (e.g., number of volunteers, hours worked, etc.).
4. Signature of an authorized official.

PROGRAM REQUIREMENTS

The Emergency Shelter Grants Program contains a number of program and federal requirements that may have an impact on the design or eligibility of a project. Therefore it is important to be aware of the various limitations, assurances, and requirements associated with the program. Program recipients are to involve homeless individuals and families, to the maximum extent practicable, through employment, volunteer services, or otherwise in constructing, renovating, maintaining, and operating assisted facilities.

Environmental Considerations and Site Selection: The selection of emergency shelter activities should avoid or minimize adverse impact on the environment and should give preference to sites essentially free of hazards. Each subrecipient will be required to certify that any building improvements accomplished with grant funds do not affect historic property, floodplain or endangered species. In addition, each subrecipient will be asked to certify that its proposed program will be administered in compliance with the requirements of CFR 24 Part 576.79 and all other applicable federal regulations governing the Emergency Shelter Grants Program. In order for the department to meet federal environmental assurance requirements, each shelter must submit a photograph, description and address of the property proposed to receive assistance.

Use of Grant funds by Primarily Religious Organizations: ESG funds may not be used to renovate, rehabilitate or convert buildings owned by primarily religious organizations or entities unless the following provisions are met:

1. The affected building has been leased to an existing or newly created wholly secular entity (which may be an entity established by the religious organization).
2. ESG funds are provided to the lessee (and not the lessor) to make the improvements.
3. The leased premises will be used exclusively for secular purposes open to all persons regardless of religion.
4. The lease payments do not exceed the fair market rent of the premises as they were before the rehabilitation was made.
5. Other compliances and assurances are met as specified in 24 CFR 576.22 b i-vii.

Primarily religious organizations may carry out essential services and certain operational activities pursuant to conditions outlined in Attachment A. This assurance contains specific language acceptable to allow primarily religious organizations that are selected as recipients of ESG funds.

Future Use of an Emergency Shelter: Any building improved with Emergency Shelter Grants funds must be maintained as a shelter for the homeless for a period of not less than three (3) years. If funds are used for major rehabilitation or conversion of a building, the shelter operator must certify that the building will remain a shelter for a period not less than ten (10) years. Any building used for shelter operations and essential services must be used as a shelter for as long as federal assistance is received.

Time Frame for Use of Funds: All ESG funds must be obligated within 180 days from date of award.

Building Standards: Homeless shelter facilities must meet state and local requirements or standards relating to health and safety or receive waivers of such requirements from the responsible agency. Letters must be submitted documenting that the shelter facility has been inspected for health and safety.

ADMINISTRATIVE REQUIREMENTS

The not-for-profit shelter provider will be required to report fiscal and project data to the Department of Community Planning and Development. All financial, statistical, property, materials, supplies and supporting documentation must be retained for a period of three (3) years from the termination of the grant period. The following administrative requirements apply to the Emergency Shelter Grants Program:

Annual Performance Reports: Annual Performance Reports will be required by the Department. These reports will outline the obligation and expenditure of funds and the performance of shelters under the Emergency Shelter Grants Program. The Department reserves the right to request additional information to further clarify or document activities as may be necessary.

Financial Management Standards: The subrecipient is accountable for all funds received under this program. The subrecipient must maintain accountability over all funds, equipment, property and other assets under the grant as required by the Department. Records shall be kept which detail the expenditures of grant funds and accurately document such expenditures.

Monitoring: The Department will monitor each homeless shelter grant funded under this program periodically throughout the fiscal year. The project will be evaluated for compliance with the terms and conditions of the grant document.

Audits: The subrecipient will be responsible for having an annual audit of all grant records. Such audit must be performed by an independent public accountant, certified and licensed by the authority of the State of Illinois. The grant audit should be conducted as part of the subrecipient's annual audit. Any subrecipient determined to have misused grant funds (i.e., fraud and abuse, noncompliance with this program, noncompliance with terms and conditions of the grant document) as a result of an audit shall be ineligible to apply for and receive funds under this program.

Special Conditions and Terms: For successful applicants, the Department reserves the right to specify special grant conditions and terms of the grant agreement. It further reserves the right to establish the amount of the grant award. Grant related expenses may be incurred only after the date the Agreement is executed and after all grant conditions have been met.

Additional Documentation: The Department reserves the right to request additional documentation as necessary.

APPLICATION REVIEW AND INSTRUCTIONS

The purpose of the application review is to assess the need and extent to which the proposed project will impact services to the homeless. Since the Department of Planning and Community Development will conduct a thorough review of each application, potential applicants should submit a complete application package – **one original and 22 double-sided and left-margin three-hole punched copies**. The review process will ensure that funds are awarded to not-for-profit service providers that demonstrate the need for funds that address those needs and have the ability to utilize funds in a timely manner. Preference will be given to projects that clearly complement and support homeless shelter activities and that demonstrate a system for coordinating these activities and services.

The Department will review each application using the following criteria:

Evidence of Need for Program Funds: The applicants should demonstrate:

1. The nature and extent of the unmet homeless need within the area in which the organization proposes to use the grant funds;
2. The extent to which the proposed activities address this need;
3. The demonstrated capability of the not-for-profit organization to implement project activities; and
4. Provide a certification regarding the involvement of any homeless individuals and families that are providing work or services pertaining to facilities or activities assisted under the ESG program, as well as participation of homeless individuals on the agency's board of directors.

Project Implementation: The applicant should describe:

1. Each activity designed to accomplish the proposed project;
2. Detailed cost estimates in support of the activities;
3. The agency's total budget;
4. A time schedule for development of the project; and
5. Potential difficulties in implementing the activities.

If applicable, applicant should describe efforts it will be taking in 2009 to eliminate chronic homelessness in Oak Park.

The attached application package contains the required forms that must be completed. These forms have been designed to collect the necessary information upon which the Department will make its funding decisions. Applicants should fully explain their project. The following outlines the areas to be covered in the narrative sections.

1. **Proposal Summary:** It is important to describe the not-for-profit organization by providing a history of the shelter's experience in providing services. Background information should include statements on:

The type of shelter (i.e., emergency, transitional, etc.);

Address of shelter;

Description of physical facility;

Types of assistance and services provided by shelter; and

If applicable, efforts applicant will be taking to eliminate chronic homelessness in Oak Park.

2. **Administration and Operations:** Complete each item including prior performance, clients served, length of stay and eligibility criteria.

3. **Problem/Needs Statement:** The purpose of the problem/needs statement is to identify unmet needs or specific problems of the homeless person in relation to the proposed project. This section should address two areas:

- a. **Problem Description:** Describe the general characteristics of the homeless population in the designated area. Applicants should estimate or provide evidence of the number of homeless individuals in need of assistance and estimate the number to be served by this project. Include additional information that can support the cause, effect extent, frequency, duration and severity of the homeless problem through statistical evidence or other documentation.

- b. **Problem Impact:** Detail efforts currently underway to alleviate the problem. Assess services available to the homeless in the area, explaining how the proposed project complements existing services and impacts the unmet needs of the homeless in the area. Include letters of support and/or agreements with local social service organizations, FEMA boards or state agencies.

4. **Solution Statement:** The solution statement is intended to describe the implementation process of the project. The activity description should:

- a. Designate each task to be undertaken in the project; and

- b. Provide a time frame for implementation of each activity.



Oak Park

**EMERGENCY SHELTER
GRANTS PROGRAM (ESG) – PY 2009**
 Village Hall
 123 Madison Street
 Oak Park, IL 60302-4272
 (708) 358-5419, TTY (708) 383-0048
 FAX # (708) 358-1470

FOR STAFF USE ONLY:

Project No.

Date Received ____ Time

Eligible Yes No

Agency Name:

Contact Person:

Title:

Agency Address:

Email Address:

Telephone No.:

Fax Number:

PROPOSED FUNDING/BENEFICIARIES	Prop Funding	Est. # Beneficiaries
---------------------------------------	---------------------	-----------------------------

- | | | |
|------------------------------|----------|-------|
| 1) Rehabilitation/Conversion | \$ _____ | _____ |
| 2) Essential Services | \$ _____ | _____ |
| 3) Maintenance & Operations | \$ _____ | _____ |
| 4) Homeless Prevention | \$ _____ | _____ |
| 5) Staff Costs (M & O only) | \$ _____ | _____ |

TOTAL ESG AMOUNT	\$ _____
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TOTAL AGENCY BUDGET	\$ _____
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MATCHING FUNDS:

Sources: _____ \$ _____
 _____ \$ _____
 _____ \$ _____

To the best of my knowledge and belief, data in the application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the application is approved.

Signature

Title

____/____/____
Date

OVERNIGHT SERVICES PROVIDED:

Individuals served per month _____
Bed space available on site _____
Bed space provided at hotels/motels _____
Bednights _____

Calculate 1 individual x 1 night (i.e. a family of 5 that is housed for 5 days would be 25 bednights)

Other (Describe):

PRIMARY BENEFICIARY: Please indicate the principal type of client your agency serves:

- Alcohol/other drug addictions
- Diagnosed with AIDS and related diseases
- Disabled family
- Elderly family
- Elderly person
- Fleeing domestic violence
- Homeless families
- Homeless individual
- Homeless youth
- Severely mentally ill
- At-risk (imminent danger of becoming homeless)
- Other: Specify:

PROJECT SUMMARY: Using no more than the space provided, briefly describe the proposed project:

PROPOSAL SUMMARY: Provide a general description of the proposed project, purpose of the funding request, and proposed results of the project. Please provide a detailed narrative of the organization's scope of services, including all services available. Attach additional pages as necessary.

ADMINISTRATION

1. Shelter building is:

- Owned by agency
- Owned by other/leased by agency

Name:

Address:

2. Years of agency/shelter operation:

Current site:

Other sites:

3. Agency has federal non-profit status 501(c) 3

- YES - #
- NO - Has agency applied for 501(c)3?
Date applied for -

4. Prior Performance: What public funding has the agency received over the last two years:

<u>YEAR:</u>	<u>FUNDING SOURCE:</u>	<u>DOLLAR AMOUNT:</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

OPERATIONS

1. Capacity per night: _____ Number of beds available: _____
2. Shelter Nights: 2008 _____ 2009 _____ (Estimated)
3. Meals provided: 2008 _____ 2009 _____ (Estimated)
4. Hours of operation:
 Year round YES NO
 Weekly (7 days) YES NO
 Daily (24 hours) YES NO
5. On site supervision YES NO
6. Direct service staff to client ratio: _____

*If rehabilitation is included, detail the type of work to be done and attach detailed cost estimates. Also, if the project involves rehabilitation costs, describe how the shelter facility will be maintained for the time period required by HUD.

BUDGET INFORMATION INSTRUCTIONS

The purpose of the budget is to clearly delineate costs to be expended with ESG and matching funds during the grant period. The grant period will be determined from the date of the Agreement and will extend for 12 months. A budget should explain planned expenditures. Administrative costs are not an eligible use of ESG funds.

The following example details a complete budget projection as outlined in the budget page.

EXAMPLE

EMERGENCY SHELTER GRANTS PROGRAM 2009

¹ ACTIVITY	² TOTAL COST	ESG FUNDS	³ MATCH FUNDS	^{4,5} MATCH SOURCE
Renovation, Rehab Roof Repairs	\$ 8,500	\$ 5,000	\$ 2,500 1,250	FEMA United Way
Essential Services Rent Deposit Program	\$ 2,000	\$ 1,000	\$ 1,000	Private Donation
Operating Expenses Utilities Supplies Insurance Equipment Staff Costs	\$ 3,000 1,500 1,500 1,500 500	\$ 3,000 250	 \$ 1,500 1,500 1,500	FEMA Public Aid Appraised Value
TOTAL	\$18,500	\$9,250	\$9,250	
TOTAL AGENCY BUDGET	\$1,000,000			

- NOTE:
1. Refer to Program Summary for eligible activities and definitions.
 2. Attach itemization of all costs.
 3. Attach letters of commitment detailing matching funds and/or value of donations.
 4. In-kind contributions must be supported by appropriate documentation, appraisals, etc.
 5. Administrative costs are **NOT** eligible ESG expenses, only staff costs related to maintenance & operations.

**VILLAGE OF OAK PARK
EMERGENCY SHELTER GRANTS PROGRAM
2009 PROJECT BUDGET**

¹ ACTIVITY	² TOTAL COST	ESG FUNDS	³ MATCH FUNDS	^{4,5} MATCH SOURCE
<u>REHAB/CONVERSION:</u>	\$	\$	\$	\$
<u>ESSENTIAL SERVICES:</u>	\$	\$	\$	\$
<u>MAINTENANCE & OPERATIONS:</u>	\$	\$	\$	\$
<u>HOMELESS PREVENTION:</u>	\$	\$	\$	\$
TOTAL	\$	\$	\$	
TOTAL AGENCY BUDGET	\$			

- NOTE:
1. Refer to Program Summary for eligible activities and definitions.
 2. Attach itemization of all costs.
 3. Attach letters of commitment detailing matching funds and/or value of donations.
 4. In-kind contributions must be supported by appropriate documentation, appraisals, etc.
 5. Administrative costs are **NOT** eligible ESG expenses, only staff costs related to maintenance & operations.

ADDITIONAL ADMINISTRATIVE REQUIREMENTS
FOR THE 2009 ESG PROGRAM

(Two copies only)

1. Complete copy of most recent audit by CPA firm, including Notes to Financial Statements. (**unless latest audit has been submitted to the Village**)
2. List of Board of Directors and their employment status, if applicable, and position title with employer.
3. Articles of Incorporation or Amended Articles of Incorporation, if amended (unless previously submitted to the Village).
4. Agency Budget, with funding sources identified.

**VILLAGE OF OAK PARK
EEO REPORT**

Applicant Name _____

Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												