

**APPLICATION  
ALABAMA/JEFFERSON COUNTY EMERGENCY SOLUTIONS  
GRANTS PROGRAM  
PROGRAM YEAR 2012**

**A.1. Applicant:** \_\_\_\_\_  
Non-Profit Agency

Executive Director: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**A.2. Declaration of Debt:**

Does the applicant owe money to the county, state or federal government?

Yes  No

If the answer is "yes", please attach an explanation.

**A.3. 2010 Annual Number of Population and Characteristics of Clients Served:**

\_\_\_\_\_

**A.4. Proposed Problem Area(s) to be Addressed:**

\_\_\_\_\_ Street Outreach  
\_\_\_\_\_ Emergency Shelter  
\_\_\_\_\_ Homelessness Prevention  
\_\_\_\_\_ Rapid Re-housing  
\_\_\_\_\_ HMIS

**A.6. Total ESG Funds Requested:** \$ \_\_\_\_\_

HMIS \_\_\_\_\_

**Total Homeless Funds Requested: \$ \_\_\_\_\_**

The ESG components serving those who are homeless are 1) street outreach, 2) emergency shelter and 3) rapid re-housing with data collected in the Homeless Management Information System (HMIS). From the FY 2011 second allocation of ESG funds, Jefferson County does not propose to fund any activities under street outreach or emergency shelter.

a. **Street Outreach** – \$ \_\_\_\_\_ - Serves unsheltered homeless persons  
Essential Services include street outreach services for (Check all that will apply):

- Engagement;
- Case Management;
- Emergency Health and Mental Health Services;
- Transportation
- Services for Special Populations: Homeless Youth, Homeless Persons with HIV/AIDS, and Homeless Victims of Domestic Violence, Sexual Violence, and Stalking

b. **Emergency Shelter** – \$ \_\_\_\_\_ Serves people staying in emergency shelters  
Essential Services include (Check all that will apply):

- Case Management;
- Child Care, Education, Employment, and Life Skills Services;
- Legal Services;
- Health, Mental Health, and Substance Abuse Services;
- Transportation; and
- Services for Special Populations

Shelter Activities include (Check all that will apply):

- Renovation (including major rehab or conversion) \$ \_\_\_\_\_
- Operations (e.g., maintenance, utilities, furniture, food) \$ \_\_\_\_\_

c. **Rapid Re-Housing** – \$ \_\_\_\_\_ Serves people who are literally homeless and can be used to help a homeless individual or family move into permanent housing and achieve housing stability.

Eligible Activities (Check all that will apply):

- Housing Relocation and Stabilization Services \$ \_\_\_\_\_
- Financial Assistance: \$ \_\_\_\_\_
- Short- Term Rental Assistance – up to 3 months
- Medium-Term Rental Assistance – 4 to 24 months\*

\*Up to 24 months of rental assistance during any 3-year period, including one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent.

**Short/Medium-Term Rental Assistance Standards:**

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease
- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

**HOMELESS PREVENTION**

The ESG component serving those who are at risk of homelessness is homeless prevention activities with data collected in the Homeless Management Information System (HMIS). Homeless Prevention activities are limited to Individuals and families with annual incomes below 30% AMI and are at risk of becoming homeless.

Eligible Activities:

\_\_\_\_\_ Housing Relocation and Stabilization Services: \$ \_\_\_\_\_

\_\_\_\_\_ Financial Assistance: \$ \_\_\_\_\_

- ✓ Short-Term Rental Assistance – up to 3 months
- ✓ Medium-Term Rental Assistance – 4 to 24 months

**Short/Medium-Term Rental Assistance Standards:**

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease
- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

**HOMELESS PREVENTION & RAPID RE-HOUSING: HOUSING RELOCATION & STABILIZATION SERVICES**

The following are allowable activities for both Homelessness Prevention and Rapid Re-Housing: Financial Assistance & Housing Relocation & 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 and legal services
- Credit repair/budgeting/money management

\*No financial assistance to a household for a purpose and time period supported by another public source.

**A.7. Brief description of the project:** If partnering with other agencies for services, list each agency, the amount requested for each agency, and the problem area(s) addressed. (for each agency: provide the location and type of project, the estimated number of beneficiaries, the number of beneficiaries served during the last calendar year, amount and source of other funds, etc.).

**A.8. Verification of Tax-Exempt Status:**

Provide the IRS Determination Letter(s) for each nonprofit applicant as well as their tax-exempt number(s) and DUNS number(s).

**B.1 Identification of Homeless Assistance Needs**

20 Points

Applicants will identify the homeless assistance needs they propose to address for their service area including the needs of other eligible clientele such as victims of domestic violence. They should use quantifiable data, specific to their service area, to the maximum extent possible. Data should include the number of individuals and families actually served during the last calendar year.

**Maximum of 7 text pages.**

**B.2 Applicant's Strategy to Address Homeless Problems**

25 Points

Applicants will describe their strategy for addressing homeless problems. They will 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. **Applicants will estimate the number of participants they propose to assist in relation to the types of assistance to be provided.** They should explain their strategy for targeting funds to the neediest persons, or to the geographic or functional areas where funds may have the greatest impact.

**Maximum of 7 text pages.**

**B.3. Capacity and Coordination**

20 Points

Applicants will describe their 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. Applicants will provide their 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.

**Maximum of 7 text pages.**



**B.4. Participation in a Continuum of Care**

15 Points

The applicant will demonstrate a thorough understanding of the “continuum of care” concept and explain how the services provided by it or its subrecipients are in line with this concept. This will include information concerning membership in an existing Continuum of Care Homeless Coalition. The applicant will explain the levels of participation of the applicant and the partnering nonprofits in the continuum and detail their role in the strategies of their particular continuum for serving the homeless.

**Maximum of 8 text pages (charts not included in page limit).**

**B.5. Match**

10 Points

Points will be given based on the clarity of proposed match. 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. 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.

**Maximum of 5 text pages (graphs/charts not included in page limit).**

## B.6. 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 partnering non-profit(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.

**NOTE: The budgets submitted with the applications do not require signatures and dates.**

**Budget narrative is limited to 10 text pages (graphs/charts not included in page limit).**

**B.7. 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-four (24) months.