

**CITY OF SOUTH BEND
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
227 W. JEFFERSON BLVD.
COUNTY CITY BLDG.
SOUTH BEND, IN 46601**

CITY OF SOUTH BEND

ESG

EMERGENCY SOLUTIONS GRANT (ESG) (Formerly Emergency Shelter Grant) REQUEST FOR PROPOSAL (RFP) APPLICATION FOR FUNDING FOR FY2012 FUNDS

INSTRUCTIONS

Full applications are available through the City of South Bend's Community & Economic Development Department located at 227 W. Jefferson Blvd. RFP applications may also be accessed through our website at www.southbendin.gov. RFP applications are due no later than 4:45 p.m. on August 10, 2012. No matter which method of delivery an organization chooses (US Mail, Courier, Hand delivery, or other), it is the organization's responsibility to ensure that the application is actually received in the Community & Economic Development Department Office, 12th Floor, County City Bldg. by the deadline specified.

**CITY OF SOUTH BEND
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
FORMERLY EMERGENCY SHELTER GRANT
REQUEST FOR PROPOSAL (RFP)
APPLICATION FOR FUNDING
FY2012**

This funding application contains materials needed to apply for Emergency Solutions Grant (ESG) funds through the City of South Bend's Community & Economic Development Department. The packet includes:

- SECTION I:** ESG Background, Priorities, Specific Objectives, General Requirements, Evaluation Criteria Activities Eligible and Ineligible Activities, Faith-Based Organizations, Definitions
- SECTION II:** RFP Application Requirement List, Proposal Cover Sheet, Project Description, Table 1 Description of Project Activities, Table 2 Matching Funds, Table 3 Sources of Funds for Operating Expenses, Board Resolution, ESG Funds Previously Received,

RETURN SECTION II TO THE COMMUNITY & ECONOMIC DEVELOPMENT (CED) DEPARTMENT

For timely consideration of your proposal, please fill out the attached proposal application and submit it to:

**City of South Bend
Community & Economic Development Department
227 W. Jefferson Blvd, Suite 1200S
South Bend, Indiana 46601-1830**

One (1) original and one (1) copy of each ESG proposal application (Section II) must be received by CED at the above mailing address (no email) no later than 4:45 p.m. on Friday, August 10, 2012. No matter which method of delivery an organization chooses (United States Certified mail, hand delivery, or other), it is the organization's responsibility to ensure that the application is actually received in the CED Department by the deadline specified. Proposals will be stamped and dated upon receipt. Please be sure your proposal application packet contains **ALL** the required materials and includes the requested essential information. **PLEASE NO THREE (3) RING BINDERS OR PUNCHED PAGES. ALSO, SEPARATE ATTACHMENTS IN RETURNED RFP'S BY EITHER TABS OR COLORED PAGES.**

NOTE: PROPOSALS RECEIVED AFTER THE ABOVE DUE TIME AND DATE WILL NOT BE CONSIDERED. PROPOSALS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

Any questions about the proposal process and required information or requests for assistance, unless otherwise noted, should be directed to Lory Timmer at 235-5841.

SECTION 1

EMERGENCY SOLUTIONS GRANT PROGRAM

ESG/HEARTH BACKGROUND

An Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability was signed into law on May 20, 2009 (Public Law 111-22). This new law implements a variety of measures directed toward keeping individuals and families from losing their homes. Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.) (McKinney-Vento Act) into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The single Continuum of Care program established by the HEARTH Act consolidates the following programs: the Supportive Housing Program, the Shelter Plus Care program, and the Moderate Rehabilitation/Single Room Occupancy program. The former Emergency Shelter Grant program is renamed the Emergency Solutions Grant program and revised to broaden existing emergency shelter and homelessness prevention 3 activities and to add rapid re-housing activities. The new Rural Housing Stability program replaces the Rural Homelessness Grant program. The HEARTH Act also codifies in law and enhances the Continuum of Care planning process, the coordinated response to addressing the needs of homelessness established administratively by HUD in 1995. HUD has commenced rulemaking to implement these new and revised programs, and this final rule is central to all of the HEARTH Act rules.

The City of South Bend expects to receive approximately **\$220,990** for the FY2012 Emergency Solutions Grant (ESG) Program allocation under the HEARTH Act of 2009. As outlined in its 2012 HCD Plan substantial amendment, these funds will be awarded to community-based, nonprofit organizations providing emergency shelter and related services to the homeless, on a dollar-for-dollar match in the program component areas of: street outreach, emergency shelter and rapid re-housing. The substantial amendment can be found on the City's website at www.southbendin.gov.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of South Bend to work under a "Continuum of Care" approach to homelessness to assist homeless individuals and families to obtain a decent living environment, either through rental housing or home ownership. The Community & Economic Development Department specifically seeks proposals to provide shelter and supportive services for the homeless.

PRIORITIES: The purpose of the Emergency Solutions Grant (ESG) Program is to:

- Broaden existing emergency shelter and homelessness prevention activities;
- Emphasize Rapid Re-Housing; and,
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;
- Enhance alignment of ESG regulations with other HUD programs – including CDBG and HOME.
- Support more coordinated and effective data collection, performance measurement, and program evaluation.

ESG SPECIFIC OBJECTIVES: To assist nonprofit organizations provide assistance to homeless individuals and families through grant awards for:

- The Payment of certain operating and social service expenses in connection with emergency shelter for the homeless;
- Essential services activities and activities designed to prevent the incidence of homelessness.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of South Bend to work under a "Continuum of Care" approach to homelessness to assist homeless individuals and families to provide supportive services but most important, to obtain a decent living environment, either through rental housing or home ownership.

ESG GENERAL REQUIREMENTS: If the proposed project is funded, the following requirements will apply:

- Recognize and follow CFR PART 576- the Code of Federal Regulations for the EMERGENCY SOLUTIONS GRANT PROGRAM including but not limited to: Definitions of homeless and At risk of homeless; Emergency shelter; Program Components etc.
- Recognize and follow the City of South Bend ESG Substantial Amendment to the 2012 HCD Plan.
- Term of Agreement – Agreements awarded in response to this RFP full application will be for a term of **12 months.**
- **Actively participate in the Homeless Management Information System (HMIS). The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and sub recipients.**

Victim service providers cannot, and Legal Services Organizations may choose to not participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.

- Each recipient must maintain records which document the demographic characteristics of the persons assisted.
- Recipients will be required to submit reports to the City to verify compliance [i.e. Quarterly and Annual Performance Report (APR)]
- Identify the participation of homeless or formerly homeless individuals on its board of directors or other policy-making entity.
- Assure that homeless individuals will be involved, to the maximum extent feasible through employment, volunteer services, or otherwise, in providing services that are assisted under ESG.
- Must meet 1:1 (dollar for dollar) match requirements.
- All projects should be planned for a maximum of 12 months.

Emergency Shelter – January 1, 2012-December 31, 2012
Rapid Re-Housing – 12 months from contract date

- Compliance with local, state and federal requirements in regard to procurement of architect/professional services.
- Compliance with conflict of interest requirements. A copy of the organization's approved code/standard of conduct will be required to be submitted.

**** NOTE:** as part of the RFP process, it is **mandatory** that a representative from each agency applying for ESG Program funding attend the Technical Assistance session as requested.

FAITH-BASED ORGANIZATIONS: BACKGROUND/GENERAL GUIDANCE/APPLICABILITY

On December 12, 2002, Executive Order 13279 was issued, requiring federal departments to treat all organizations fairly and without regard to religion in federal programs. It is HUD policy that, within the framework of constitutional church-state guidelines, faith-based organizations should be able to compete on an equal footing with other organizations for federal funding. Accordingly, organizations that are **Faith based are eligible, on the same basis as any other organization, to participate in HUD's programs** and activities.

The new rule revises HUD regulations to remove barriers to the participation of faith-based organizations in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing, and Youthbuild Programs. In doing so, the preamble to the rule stresses that all program participants should compete on equal footing and be subject to the same requirements. In its implementation, HUD and grantees in the formula programs – HOME, CDBG, ESG and HOPWA, should be conscious that requirements for documentation, reporting, monitoring and use should be applied to all entities across the board. If a formula grant recipient has procedures in place, these procedures should **be applied to all sub-recipient's without regard to their religious or secular status.**

As with any regulatory change, the new rule requires clarification on several fronts in order to ensure a uniform and accurate implementation in the affected programs. This is to provide guidance on certain aspects of the September 30, 2003, final rule. The guidance contained in this notice applies to all eight of the Community Planning and Development programs, as it determines necessary, and as it receives questions and requests for clarification on the new regulatory requirements.

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://www.hud.gov/initiatives/fbci/finalrule.pdf>.

EVALUATION CRITERIA: The City of South Bend has the final decision making authority on the selection of proposals to be funded. Proposals will be evaluated and preference given to those which address the following.

- Top Priority will be given to those agencies actively involved in the Continuum of Care.
- Allow for the most efficient and cost-effective use of ESG Program funds so that as many homeless individuals and families as possible will be assisted.
- Demonstrate a commitment to the project in terms of time, effort resources, etc.
- Include a realistic, detailed financial package that documents the ability of the applicant entity to match the Emergency Solutions Grant funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained).
- Describe the nature and extent of the (documented) unmet homeless need within the applicant's jurisdiction and detail the extent to which the proposed activities address this need.
- Prove the ability of the applicant entity to carry out the proposed activities within the 2012 program year.
- Demonstrate effectiveness in serving the homeless, including the ability to establish, maintain, and/or improve the self-sufficiency of homeless individuals.
- Current or previous funded agencies – timeliness reimbursement requests/draw request.

ESG ACTIVITIES ELIGIBLE FOR CONSIDERATION: Per the City of South Bend Emergency Solutions Grant Program Substantial Amendment for Program Year 2012 :

A. EMERGENCY SHELTER COMPONENT 576.102

Eligible Program Participants: “Unsheltered homeless People meaning individuals and families who qualify as homeless under paragraph (1) (i) of the homeless definition under 576.2.

Eligible Costs Include: Essential services to homeless families and individual in emergency shelters, and operating services.

B. RAPID RE-HOUSING COMPONENT 576.104

Eligible Program Participants: Those who meet the criteria under paragraph (1) of the homeless definition in **576.2** or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Eligible Costs Include: The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 576.105, the short and medium term rental assistance requirements in 576.106, and the written standards and procedures established under 576.400.

ACTIVITIES INELIGIBLE FOR CONSIDERATION: Emergency Solutions Grant amounts may not be used for activities other than those listed above. For example: Acquisition or construction of an emergency shelter for the homeless; rehabilitation services performed by the staff of a grantee or recipient such as preparation of work specifications, loan processing or inspections; or mortgage assistance are not eligible activities.

ESG Program Interim Regs and the Homeless Emergency Assistance and Rapid Re-housing Transition to Housing (HEARTH) Defining “Homeless” Final Rule can be found at www.hudhre/info.

SECTION II

ESG REQUEST FOR PROPOSAL

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
FY2012 ESG REQUEST FOR PROPOSAL (RFP) APPLICATION FOR FUNDING

RFP APPLICATION REQUIREMENT LIST

All proposals must include the following items, either in narrative form or as an attachment:

- 1) Request for proposal cover sheet

Agency, address, zip, contact person, hours of operation, phone number, fax number, council member district, email address, services provided by agency, activities requested, certification, authorized representative and date

- 2) Project Description

- 3) Description of project activities

- 4) Proof of matching funds

Pursuant to 24 CFR 576.51, each grantee must supplement its ESG grant amount with an equal or greater amount of match funds from sources other than ESG funds. These match funds must be provided after the date of the grant award. **Matching funds used for this ESG project may not be used to match any other projects or grant. Applicants must submit a letter of commitment signed by a person authorized by the entity to make such a commitment of resources.** This letter should identify the resource(s) to be provided, a minimum dollar value to be provided, and for what purpose the resource(s) will be used. (See Table 2, Page 6.) Applicants must realize that any resources committed in an application and considered in the evaluation of that application must be provided in the event that the project is selected for funding.

The value of any donated material or building. The fair market value of a building may be used as match only if the building was donated for the activities in the ESG application and is not currently being used for these activities. When using the fair market value of a donated building as match, submit documentation from an appraiser, or realtor as to the value of the property, and information relating to the circumstances of the donation, including when the building was donated and for what purpose, current use of building, and how long the building has been used for its current purpose.

The fair market rental or lease value of a building currently occupied by an applicant, based on 12-month occupancy. Submit a letter from the appraisal district, an appraiser, or realtor that specifies location of building, square footage, value per square foot, and total lease or rent value.

Staff salaries. When using any staff salary as match, include the position/title, annual salary, the percentage of time dedicated to ESG activities, and the dollar amount of their salary that will be used as match.

The time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$5 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

- 5) Source(s) of Funds for Operating Expenses

- 6) Disclosure of Interest

- 7) Resolution (authorization from Board of Directors to Submit Proposal)

- 8) Previous ESG Funding Form

*****ATTACHMENTS AND ADDITIONAL DOCUMENTS MUST BE
SEPARATED BY TABS OR COLORED SHEETS*****

Attachments

- List of Board Members and their Affiliation with Homeless or formerly homeless representative identified
- Proof of Non-Profit Status from IRS
- Copy of most recent audit including accompanying management letter or other evidence of adequate internal accounting controls (in original only)
- Accessibility Standards (if applicable only)
- Agency Articles of Incorporation (in original only)
- Agency By-laws (in original only)
- Agency code/standard of conduct

CITY OF SOUTH BEND COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT FY2012 EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM PROPOSAL COVER SHEET			
Agency:			
Address:		Zip:	
Contact Person:		Hours of Operation:	
Phone #:	Fax #:	Council Member District:	
Email Address:			
DUNS #:			
Activities Requested		Amount of Request (\$)	
Emergency Shelter			
Operations			
Essential Services			
Rapid Re-Housing			
Housing Relocation and Stabilization			
Tenant Based Rental Assistance			
Total Requested			
Certification			
I hereby certify that the submission of this proposal has been duly authorized by our governing body.			
Authorized Representative		Date	
TO BE COMPLETED BY CED STAFF:			
1) IS PROJECT ELIGIBLE? Yes No 2) SUBMITTED A PRE APP FORM? Yes No			
3) ATTENDED TECHNICAL ASSISTANCE WORKSHOP? Yes No			

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
FY2012 ESG REQUEST FOR PROPOSAL (RFP) APPLICATION FOR FUNDING

PROJECT DESCRIPTION

Each applicant must submit a **Project Narrative**. *Ten page limit* on standard letter size paper (legal and two sided pages will not be accepted) in response to the following questions. Describe proposed activity(s) to be funded, amount of funds requested and provide total project cost estimates and basis for cost estimates. **(See Table 1, Page 14)**

NARRATIVE AND PROJECT DESCRIPTION

1. Indicate proposed use of funds by category – check those categories that apply:

_____ Emergency Shelter (to include Shelter Operations and Essential Services)

_____ Rapid Re-Housing (to include Housing Relocation and Stabilization and TBRA)
2. Number of unduplicated individuals to be served (indicate those which apply to the project). *Number may be approximation.
 - a. Indicate number of unduplicated persons to be served w/ESG funds: _____
 - b. Indicate number of unduplicated households to be served w/ ESG funds: _____
3. Describe the current service/conditions of your current program and indicate the target group (homeless population/special group) being assisted. (Use additional pages if needed, include name of agency for each addition page.)
4. Describe the nature and the extent of the unmet need for adequate emergency shelter or essential supportive services for the homeless that exists in your jurisdiction. (Please state the source of your information, e.g., previous studies, inventory of existing shelters, local unemployment data, welfare statistics, housing authority estimates, etc.)
5. Explain how the funding requested will address the needs of the population served.
6. Describe other funding that may affect the proposed activity.
7. Explain your agency's action plan which incorporates the "Continuum of Care" philosophy into your daily operations and services provided to your clients; include an explanation of your agency's level of participation in the Continuum of Care.
8. Describe the method by which your agency tracks/will track your clients as a means of determining how well the "Continuum of Care" approach toward rental housing/home ownership, is working. Is your agency affiliated with the Homeless Management Information System?
9. The Community & Economic Development Department, under HUD's guidelines, believes assisting the homeless population is a community-wide endeavor, rather than an agency by agency endeavor. How will you and your agency participate and help to coordinate a Community-wide approach to assisting the homeless population in South Bend?

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
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10. Indicate a projected start up and a completion date for the proposed activity. Identify all major milestones, by approximate date, to be undertaken with the project.
11. Table 1
12. Table 2
13. Table 3
14. Resolution
15. Previous ESG Funds
16. Attachments

Agency Name: _____

TABLE 1*
DESCRIPTION OF PROJECT ACTIVITIES

Eligibility Category	Description of Activities	Line Item Subtotals	Total Project Cost Estimate
Emergency Shelter			
Operations			
Essential Services			
Rapid Re-housing			
Housing Relocation/Stabilization			
Tenant Based Rental Assistance			
Total \$ requested			

Instructions for completing Table 1: Provide the following information:

- a. In the “Eligibility Category” column, list the corresponding eligibility category for each item for which ESG funds are requested.
- b. In the “Description of Activities” column, **provide a line item budget** that includes the proposed cost for each budget item under each Activity category.
- c. In the column entitled “Line Item Subtotals” column, enter the subtotal of each budget item.
- d. In the “Total Project Cost Estimate” column, enter the sum of all the subtotals for each category.
- e. Enter the total amount of funds being requested at the bottom of the last page. Make sure this amount matches the amount of funds requested.
- f. ****This table should indicate exactly which line items will be requested such as staff costs (identify which staff, utilities (identify which utilities), maintenance (identify which items), etc.****

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
 FY2012 ESG REQUEST FOR PROPOSAL (RFP) APPLICATION FOR FUNDING**

Agency Name: _____

Organizations must match ESG funds a minimum of 100 percent from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.

Identify the sources and amounts of match as one of the following and submit supporting documentation

**TABLE 2*
 MATCHING FUNDS**

Source	\$ Value	Method of Calculation (Determined by)
Donations		
Materials		
Building		
Funds		
Lease		
Salaries		
Volunteers (@ \$/hr.)		
Other		
Total	\$	

NOTE: According to Section 576.71 each grantee must supplement its Emergency Solutions Grant amounts with an equal amount of funds from sources other than ESG funds.

- Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.

Agency Name: _____

TABLE 3*
SOURCE(S) OF FUNDS FOR *OPERATING EXPENSES

Source	Current FY 2010	Proposed FY 2011
City of South Bend		
Federal Grants		
State Grants		
Local Grants		
United Way		
Other Non-Federal Grants		
Contributions		
Special Events		
Gifts		
Organizations		
Program Income		
Other (specify)		
Other Fundraising Activities/Source		
Other (specify)		
Total		

* Operating expenses include such items as personal services including fringe benefits, other services, materials, supplies and depreciation.

RESOLUTION

The following language is an example of an acceptable resolution that may be used to meet the application requirements funding for the City of South Bend ESG Program.

At a meeting held on (date) _____ the Board of Directors of (the agency) _____ passed the following resolution(s):

The Board of Directors authorizes the application for and use of funds from the City of South Bend ESG program for activities described in the funding proposal entitled _____.

The Board of Directors certifies that, if awarded funds by the City of South Bend, (the agency) _____ shall implement the activities in a manner that ensures compliance with all applicable federal, state, and local laws, rules, and regulations.

The Board of Directors certifies that (the agency) _____ is not debarred or suspended under federal or state ruling from participation in the receipt or expenditure of federal or state funds.

The Board of Directors certifies that (the agency) _____ is current with all taxes, including ad valorem, assessments, and other government charges lawfully imposed on (the agency) _____.

Upon an award of federal ESG funding, the Board of Directors authorizes _____ (title or named person), on behalf of (the agency) _____ to execute a binding agreement with the City of South Bend for the expenditure of the funds.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors attests that (the agency) _____ administers a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors certifies that (the agency) _____ administers a policy which ensures that homeless facilities are free from the illegal use, possession and distribution of drugs and alcohol by its beneficiaries.

Signature of Board President

Date

Signature of Board Secretary

Date

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
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Please provide the following information to identify ESG funds **previously received (the last 3 years) by your organization, either directly from the Community & Economic Development Department or with the Indiana Housing & Community Development Authority (IHCDA).**

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was grant (check one): _____ Direct from CD _____ Subcontract from State
_____ Federal Funds.

Use of Funds by Category:

Renovation, Major Rehabilitation, or Conversion	\$ _____
Essential Services	\$ _____
Maintenance, Operations & Furnishings	\$ _____
Homelessness Prevention	\$ _____

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was grant (check one): _____ Direct from CD _____ Subcontract from State
_____ Federal Funds.

Use of Funds by Category:

Renovation, Major Rehabilitation, or Conversion	\$ _____
Essential Services	\$ _____
Maintenance, Operations & Furnishings	\$ _____
Homelessness Prevention	\$ _____

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was grant (check one): _____ Direct from CD _____ Subcontract from State
_____ Federal Funds.

Use of Funds by Category:

Renovation, Major Rehabilitation, or Conversion	\$ _____
Essential Services	\$ _____
Maintenance, Operations & Furnishings	\$ _____
Homelessness Prevention	\$ _____

You may add additional sheets as needed.

ESG (Emergency Solutions Grant) Substantial Amendment Program Year 2012

The City of South Bend expects to receive an allocation of FY2012 ESG funds in the amount of \$220,990.00.

A substantial amendment is required after any substantial changes in the Annual Action Plan of the Final Housing and Community Development (HCD) Plan are made. Per the current HCD Plan a substantial change includes: changes in funding of more than \$30,000, cancellation or addition of any program, and substantial change in the location of any program or project. This document is a substantial amendment to the St. Joseph County Housing Consortium Housing and Community Development Plan for 2012.

The HUD required certifications and SF-424 form are submitted to HUD with the final document. The following are the requirements outlined by HUD that must be included in our FY2012 Substantial Amendment:

- SF-424;
- Summary of the Consultation Process;
- Summary of the Citizen Participation Process;
- Match;
- Proposed Activities and Overall Budget;
- Written Standards for the Provision of ESG Assistance;
- Describe Process for Making Sub-Awards;
- Homeless Participation Requirement;
- Performance Standards; and
- Certifications.

The SF-424 and Certifications will be included with the final document submission to HUD.

Summary of Consultation Process

The city should include the following in the Substantial Amendment: How did you consult with your Continuum of Care within your geographic area on:

***determining how to allocate ESG funds for eligible activities;
developing the performance standards for activities funded under ESG; and
developing funding, policies, and procedures for the operation and administration in HMIS***

The City and Continuum discussed and agreed that the ESG funds would be used to assist nonprofit organizations provide assistance to homeless individuals and families by supporting the following:

Broaden existing shelter and homelessness prevention activities.

Emphasize Rapid Re-housing (helping individuals and families who are literally homeless [in a shelter or sleeping in a place not meant for human habitation]) to quickly access permanent housing.

Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

Align the ESG program with other HUD programs.

Support more coordinated and effective data collection, performance measurement, and program evaluation.

As part of the Continuum's on-going discussion and review of HPRP and the impending shift to ESG, the proposed performance standards are based on the regulations, desired outcomes, and experience with HPRP. The Center for the Homeless has been and continues to be the Continuum's lead agency with regard to HMIS. The Center maintains an individual as the lead point person who can assist with training and any HMIS issues. The Center contracts directly with the provider Client Track for HMIS service. All HMIS users follow confidentiality and privacy requirements.

Summary of Citizen Participation Process

The city should include:

Summarize citizen participation used; summarize the public comments or views received; and summarize the comments or views not accepted and include the reasons for not accepting those comments or views).

The HCD Plan citizen participation process was followed. The Plan states that the original Plan and any substantial amendments are made available to the public; a public hearing is held; and a 30 day public comment period (unless a shorter time period shall be permitted by HUD) is offered to allow citizens to comment on the changes. This substantial amendment was the subject of a public notification process printed in the South Bend Tribune April 5, 2012, with a public comment period beginning April 6- May 5, 2012, and the opportunity for submission of comments no later than Noon May 7, 2012. A public hearing was held Tuesday April 24, 2012.

Any comments received will be summarized, addressed and included after the comment period ends

The C of C submitted a letter indicating their opinion as to the allocation of resources among the ESG categories. The CoC agreed that re-housing be the focus, and though rent was a key factor, the community was seeing a challenge with regard to rental and utility deposits. To that end it was suggested that deposits be recognized and planned for in terms of assistance to clients. A change in the substantial amendment budget was made to address this issue.

Match

The city should include: types of cash &/or non-cash resources used as match; specific amounts of resources used as match; and proposed uses of match resources).

Three types of match will be used for ESG match: cash; volunteer labor and in-kind donations related to office space and equipment. The dollar amount of match will be \$220,990 and is projected to be as follows: 80% in cash of private or United Way donations; 15% in donated labor; and 5% as in-kind labor. Administrative and case management staff time; program supplies and equipment; food and

houseware items for clients; moving and transportation assistance; volunteer labor for painting and other tasks to ready a place of residence for the clients, are projected as uses of the match source.

Proposed Activities and Overall Budget

Discussion of Funding Priorities: Explain why you chose to fund the proposed activities at the amounts specified (recommended: if available, use locally-relevant data to support the funding priorities, and explain how the funding priorities will support the national priorities established in Opening Doors: Federal Strategic Plan to Prevent and End Homelessness; and

The St. Joseph County HCD Plan states the St. Joseph County Continuum of Care has established and works towards the following objectives: (1) continue to support the work of existing shelters to address those individuals that cannot immediately be assisted; (2) Increase the percentage of homeless persons staying in permanent housing over 6 months; (3) Increase the percentage of homeless persons moving from transitional housing to permanent housing. Towards that end the C of C and the City agreed that the maximum allowed for shelter operations - 60% - of the total available be allocated for the payment of certain operating and social service expenses in connection with emergency shelter for the homeless; The balance is to be split between the admin costs of 5% maximum and the 35% to homeless prevention and rapid re-housing. This proposal was based on the fact that shelter operations' funding is a critical need in the community; and the emphasis on rapid re-housing should continue to support the efforts of the HPRP and ESG programs conducted prior. The most recent meeting related to this topic was held March 27, 2012.

This decision was made based on the experience of administering the HPRP program and is seen as a bridge in preparation for the HPRP end in July 2012. There is still a need for these types of services as is demonstrated by the high demand for this program. The use of funds for the rapid re-housing will make a larger impact on the reduction in homelessness, while the funding for homelessness prevention allows a more limited effort to address the more difficult cases.

Identify any obstacles to addressing underserved needs in the community.

A recent and significant obstacle is the reduction of State funding and the lack of availability of State ESG funding to those agencies in St. Joseph County. These reductions from funds previously available do not have a counterpart from another source to cover the loss. This can result in a reduction of staff which hampers the ability to provide service at the level anticipated and/or desired. The limitation of short term rental assistance dollars in the community as compared to the need is also a major obstacle. The economy and state of unemployment offers a new and expanding challenge as the services are now sought by even more individuals and families.

Detailed Budget:

Include detailed budget of planned activities and funding levels.

FY 2012 Detailed Budget Table

Emergency Solutions Grants

Eligible Activities

Activity Amount

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
 FY2012 ESG REQUEST FOR PROPOSAL (RFP) APPLICATION FOR FUNDING**

Emergency Shelter**	\$132,594.00
<i>Renovation**</i>	\$0.00
<i>Operation**</i>	\$124,594.00
<i>Essential Service**</i>	\$8000.00
<i>URA Assistance**</i>	\$0.00
Street Outreach - Essential Services**	\$0.00
HMIS	\$0.00
Rapid Re-housing	\$77,396.00
<i>Housing Relocation and Stabilization Services</i>	\$41,020.00
<i>Tenant-Based Rental Assistance</i>	\$ 36,376.00
<i>Project-Based Rental Assistance</i>	\$0.00
Homelessness Prevention	\$0.00
<i>Housing Relocation and Stabilization Services</i>	\$0.00
<i>Tenant-Based Rental Assistance</i>	\$0.00
<i>Project-Based Rental Assistance</i>	\$0.00
Administration (5%)	\$11,000.00
Total Grant Amount:	\$220,990.00

Written Standards for Provision of ESG Assistance

The city must include written standards for providing the proposed assistance. These standards must include:

Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;

The sub-grantees will use an assessment process to determine and document participant eligibility, including documentation supporting the requirement that eligible participants are homeless or at risk of homelessness and below 30% AMI. Sub-grantees must carefully assess potential program participants to determine the level of services needed, other resources available to assist the potential program participant, and the appropriateness of participation in the ESG program. Sub-grantees must tailor the amount of assistance to the needs and circumstances of the household, so that only the minimum amount needed to obtain housing stability is provided. Program participants requiring longer-term housing assistance and services should be directed to alternative programs than can provide the necessary services and financial assistance.

Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers;

All ESG sub-grantees are expected to work collaboratively to coordinate funding that addresses the needs of the entire Continuum. To achieve these goals, the Continuum of Care requires that all sub-grantee service providers will:

A. Participate in a coordinated assessment system, where client entry into homelessness prevention or rapid re-housing programs can begin at any point within the system. Service providers will use a common assessment tool that will allow providers to enter data on a client and provide transfer information when a client fits the services of another provider, without having to engage in another assessment. Reasons for client transfer can include better fit in a specialized program, the correct geographic service area, and available resources within the community.

B. Establish a staff member as a point of contact for other case managers and members of the other service provider within the Continuum of Care. This contact should be able to provide information for other housing case managers on what current programs and resources are available to clients entering into the provider system through their organization.

C. Attend all coordinated training for case managers within the homelessness prevention and rapid re-housing provider system. Each sub-grantee is expected to send at least one staff member and share all lessons learned with all housing case management staff. Sub-grantees will also participate in meetings of program staff to share best practices and engage in collective problem solving. Meetings will be facilitated by the Continuum of Care.

Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing;

Clients will be assisted on a first come first served basis if the individual/families is/are determined to be eligible for assistance (client is homeless or at risk of homelessness and is income eligible [$<30\%$ AMI]).

Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homeless prevention or rapid re-housing assistance;

At intake and recertification of program eligible clients, an Income & Rent Calculation worksheet is utilized. This document accounts for variances in people's circumstances - number of children, whether or not they receive child support or disability, whether they're working, what bills they are responsible for, etc. This way, case managers are able to limit the amount of utility subsidy provided in a fair way - and a limit is very important. In addition, this document helps account for when a client would be able to afford paying some rent. If a client receives income, the first assistance that decreases is the utility subsidy - clients take on their own utility bills (or a portion of them). When a client receives enough income to afford the entire amount of their bills - and some rent (based on all the factors) - the document gives the portion the client should pay.

A hardship waiver is handled similar to the HPRP process through the use of an "interim recertification." If a client was unable to pay their portion of the bills, the client will have to bring in all documentation of current income (a TPQY from social security for them and any other person in the household, a Work One printout for them and any other person over 18 in the household, a child support print out, 4-8 weeks of pay stubs, documentation of any other income). Then, case managers use that documentation to fill out a new Income & Rent Calculation worksheet. While filling out all the recert paperwork case managers get a better idea as to why the client is having a difficult time so the case manager can address that issue.

Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of assistance will be adjusted over time; and

The Continuum of Care agrees that any client is eligible to receive assistance up to 12 months within a 3 year period as determined by the certification process required for all ESG clients. All sub-grantees are expected to provide support to clients for the full time necessary to stabilize that client and provide for the likelihood of positive housing outcomes after assistance.

Standards for determining the type, amount, and duration of housing stabilization &/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention nor rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

Any potential client must go through a detailed intake process in order to determine and document eligibility to participate in the program.

The Continuum of Care agrees that any client is eligible to receive assistance up to 12 months within a 3 year period as determined by the certification process required for all ESG clients. The Continuum of Care anticipates this timeframe to be of assistance, and believes it supports the re-housing emphasis of the program. It is the case manager's responsibility to document client need and ensure that ESG is the most appropriate assistance for this client. All sub-grantees are expected to provide support to clients for the full 12 months unless circumstances allow the client to need less assistance. The goal is to stabilize the client and provide for the likelihood of positive housing outcomes after assistance. Case managers will consistently reevaluate the need for assistance during the 12 month period.

The eligible type of assistance will include:

- Street Outreach,
- Emergency Shelter,
- Homelessness Prevention,
- Housing Relocation & Stabilization Services, and
- Rental Assistance.

It is noted by the Continuum that in addition to rent and utility assistance, deposit assistance is most often sought. Further that there is a lack of this specific assistance in the community.

Providing comprehensive case management for housing stability is a crucial part of the program. Case managers should meet regularly with clients in order to, among other things: determine initial and continued eligibility, develop and implement a housing stability plan, and monitor the client's progress as being assisted by the program.

Describe Process for Making Sub-awards

The City proposed to the St. Joseph County Continuum of Care to award the 2012 funds through a Request for Proposal/application process. It is projected that this process would begin upon approval of this amendment by HUD.

Homeless Participation Requirement

The City, along with the Continuum of Care, has as their combined agenda, the development of a long term plan to include homeless participation on the Continuum. All sub-grantees are required to involve program participants in the operation of the ESG funded program. This involvement can be in the form of program participants' employment or volunteering in program activities such as construction, renovation, maintenance, general operation of facilities, or provision of services. For example, a shelter might involve participants in ongoing maintenance tasks or other operations of the facility such as staffing the reception desk. This involvement can include paid and/or volunteer work.

Performance Standards

The City, like HUD, recognizes that performance standards will evolve over the next few years as the ESG Interim Rule is implemented and as ESG sub-grantees improve their program outcomes through the evaluation of HMIS data and through integration of ESG services into their local Continuum of Care. Implementation of the Emergency Solutions Grant will allow the City to gain baseline data about specific performance measures and performance standards. Baseline information from FY 2012 will be used to further refine measures and standards for the FY 2013 ESG funds. When developing the performance standards, the City will also consider which data elements were required to be collected in HMIS for ESG, and additional data elements included in the March 2010 HMIS Data Standards. Discussion to date has included standards of housing stability; maintaining income/employment; access to other resource assistance; and the ability of a client to not fall back into a homeless situation. The CoC will continue to be a consulting partner as the ESG performance standards are finalized.

Performance Measures for Homelessness Prevention

- a. A reduction in the number of homeless households involving families with children (a priority need for homeless assistance within the local Continuum of Care community).

- b. Expected Outcome: At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.

Performance Measures for Homeless Rapid Re-Housing

- a. A reduction in the number of homeless households involving families with children, both sheltered and unsheltered (a priority need for homeless assistance within the local Continuum of Care community).

Expected Outcomes:

- a. At least 65% of Rapid Re-Housing participants will discharge to permanent housing.
- b. At least 35% of participants assisted will remain in permanent housing six (6) months after the last assistance provided under ESG.
- c. At least 85% of participants will access mainstream resources while participating in ESG Rapid Re-Housing.
- d. At least 60% of discharged participating will increase or maintain their employment or income upon exit from the program.