

City of Montgomery, Alabama
Department of Planning
Community Development Division



Emergency Solutions Grant (HESG)
Program Guidelines and Application
For Program Year 2015-2016



25 Washington Avenue
4th Floor
Montgomery, AL 36104
334-625-2997

November 13, 2014

Dear Prospective Applicant(s):

The City of Montgomery is requesting proposals for services and projects qualifying under the following program(s):

PY 2015-2016 Homeless Emergency Solutions Grant (HESG) Program

Projected Available Funding

The 2015-2016 HESG program year runs from May 1, 2015 through April 30, 2016. The City of Montgomery is anticipating an allocation of approximately \$113,148 in HESG funds.

APPLICATION SUBMISSION INSTRUCTIONS

An original, plus two (2) copies of the proposal must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON TUESDAY, December 2, 2014. Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE copies must have original signatures in "Blue Ink".**

Please mail or deliver your proposal to:

**City of Montgomery
Community Development Division
25 Washington Avenue, 4th Floor
Montgomery, Alabama 36104**

Funding levels, project categories and recipients will be determined by the Community Development Staff, Planning Director, Mayor and City Council and submitted to HUD no later than March 17, 2015. Decisions are conditional upon the successful completion of the project's environmental review by city staff and final approval from HUD.

If you have any questions, please contact the Community Development Division directly at (334) 625-2997.

PROGRAM OVERVIEW

The Emergency Solutions Grant (ESG) program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 113711378). The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of government and territories for rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless and for homeless prevention and rapid re-housing assistance.

In May 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including: A consolidation of HUD's competitive grant programs; A change in HUD's definition of homelessness and chronic homelessness; An increase in prevention resources; and, An increase in the emphasis on performance.

Additionally, on January 4, 2012, the following Program Rules were issued as it relates to the Emergency Shelter Grant Program, establishing new requirements and renaming the program to the Emergency Solutions Grant program (HESG): HOMELESS EMERGENCY ASSISTANCE AND RAPID TRANSITION TO HOUSING: EMERGENCY SOLUTIONS GRANT PROGRAM AND CONSOLIDATED PLAN CONFORMING AMMENDMENTS (24-CFR Parts 91 and 576) . The following is a link to these citations for further review: https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule

ELIGIBLE PROGRAM COMPONENTS

1. STREET OUTREACH

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

2. EMERGENCY SHELTER

Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

3. HOMELESSNESS PREVENTION

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if the client meets the criteria of the “at risk of homelessness definition or categories 2,3, or 4 of the homeless definition and:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include rent, utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

4. RAPID RE-HOUSING

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Clients must meet categories 1 or 4 of the homeless definition. Eligible costs include rent, utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

5. DATA COLLECTION (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located.

Funding Limitations

MATCH

Subrecipients must match grant funds with an equal amount of funds from cash or the following in-kind sources: new staff or volunteer time, the donation of materials and buildings, or the value of any lease on a building.

TOTAL ESTIMATED HESG FUNDING (Based on 2013-14 Program Year Distribution)

- Total Estimated HESG Funding: \$113,148
- City of Montgomery Administrative Activities (7.5% Cap): \$8,486

- Street Outreach and Emergency Shelter (60% Cap): \$62,797
- Rapid Rehousing or Homelessness Prevention: (40% Minimum): \$24,380
- HMIS: \$17,485

NOTE: ALLOCATION DISTRIBUTION SUBJECT TO CHANGE

HESG STATUTORY DEFINITIONS

HOMELESS-

The HEARTH Act, passed in May 2009, amended the McKinney-Vento Homeless Assistance Act, and included a revised definition of homeless that applied to HUD's Homeless Assistance Programs. On December 5, 2011 HUD commenced its rulemaking process by publishing the Final Rule Defining Homeless (76 FR 75994). This rule amended the definition of HUD's existing homeless programs - the Shelter Plus Care Program (24 CFR 582), the Supportive Housing Program (24 CFR 583), the Emergency Solutions Grants Program (24 CFR Part 576) - and incorporated the revised homeless definition into the Consolidated Plan regulation (24 CFR Part 91). Subsequently, HUD adopted the same definition in its Continuum of Care Program (24 CFR 578).

As described in the preamble of the Final Rule Defining Homeless, the final rule establishes four categories of homelessness. These categories are:

- (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution;
- (2) Individuals and families who will imminently lose their primary nighttime residence;
- (3) Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; or
- (4) Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

EMERGENCY SHELTER- Any facility which has as its primary purpose to provide temporary or transitional shelter for the homeless in general, or for specific populations of the homeless and does not require occupants to sign leases of occupancy agreements.

FAITH-BASED ACTIVITIES

- Participation in the ESG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.
- This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from the ESG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

- Faith-based organizations may use space in their facilities to provide ESG funded services without removing religious art, icons, scriptures, or other symbols.

INCOME LIMITS MONTGOMERY, COUNTY

FY 2014 Income Limits Montgomery County, Alabama										
FY 2014 Income Limit Area	<u>Median Income</u>	FY 2014 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Montgomery County	\$59,600	<u>Very Low (50%) Income Limits</u>	\$20,900	\$23,850	\$26,850	\$29,800	\$32,200	\$34,600	\$37,000	\$39,350
		<u>Extremely Low (30%) Income Limits</u>	\$12,550	\$15,730	\$19,790	\$23,850	\$27,910	\$31,970	\$36,030	\$39,350
		<u>Low (80%) Income Limits</u>	\$33,400	\$38,200	\$42,950	\$47,700	\$51,550	\$55,350	\$59,150	\$63,000

2015-2016 ACTION PLAN DEVELOPMENT SCHEDULE

(Dates Subject to Change)

November 13, 2014	Public Hearing and Grant Application Release
December 2, 2014	Application Due Date (2:00 PM)
December 2014	Completion of Application Reviews
December 2014	Submission of Preliminary Project Recommendations and Funding
January 2015	Completion of Draft Action Plan and Submission to Mayor and City Council
February 2015	Advertise Public Notice for 30-Day Comment Period of Action Plan
March 2015	Submission of Final Action Plan for Approval by Mayor and City Council by Resolution
March 17, 2015	Submit Action Plan to HUD Office for Review
April 2015	Send Out Official Award and Decline Letters
April 2015	New Subrecipient Workshop
May 1, 2015	New Program Year Begins (Environmental Clearance)

****NO PROGRAM MAY START IMPLEMENTATION OF PROJECT OR ENTER INTO ANY CONTRACT/AGREEMENT WITH VENDORS UNTIL FINAL NOTIFICATION OF AWARD BY HUD AS WELL AS ENVIRONMENTAL CLEARANCE PROVIDED BY THE COMMUNITY DEVELOPMENT DIVISION.****

APPLICATION INSTRUCTIONS

1. Complete each box as directed by the application instructions.
2. The application is fillable, but space is limited based on the questions. Please do not type in the shaded area.
3. The font size in the application is preset to Calibri (Body) 11. Please do not increase or decrease the font size and type.
4. The application information boxes have been preset to row height and column width. Please do not change these settings.
5. The application is divided up into two main sections- Organizational and Project Specific information with questions having designated numbers. Please return your application in the order that the questions are numbered along with requested attachments.
6. Please denote the red "***" in some of the questions. This means that a document is required for submission with this application.
7. Failure to provide requested information may result in deductions of points to final project score.
8. Where applicable, please place "NA" along with an explanation rather than leaving a question completely blank.
9. Please do not print your application for submission "Front and Back"; submit single-sided printed pages only.

SECTION 1: ORGANIZATION INFORMATION**1.** Name of Organization/Agency:**2.** Organization's Official Address:**3.** Organization's Telephone, Fax , and Website Address

Telephone

Fax

Website Address

4. What was the start date of your organization?

Estimated # of clients served annually

5. Total # of Full-Time Employees

Total # of Part-Time Employees

Total # of Volunteers

6. Briefly describe the services provided by your organization:**7.** Name of Executive Director:

Telephone Number:

Email Address:

8. Name of Proposal Preparer:

Telephone Number:

Email Address:

9. Organization Type (Place a "X" by the appropriate category)

Non-Profit

For-Profit

Other
(Explain)

Please attached the following proof of organization legal status documents to this page:

a) Non-Profit State Incorporation Documents***b)** Non-Profit Organizational By-Laws***c)** Non-Profit Determination***10.** Federal Employer's ID #:

DUNS#:

11. Are you presently a member of the local Continuum of Care Organization?

YES (X)

NO (X)

12. Are you currently participating in the Homeless Information Management System (HMIS)?YES
(X)NO
(X)**13.**Please attach current Agency Exclusion Record for System for Award Management. (<https://www.sam.gov>)***14.**Please attach a copy of the agency's E-Verify Memorandum of Understanding (MOU) 13-Page document (see <http://www.uscis.gov/e-verify>) to the back of this page. The E-Verify document must have the organization's Company ID # on each page. ***15.** Please attach an original signed and notarized "AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR" to the back of this page. This form can be accessed at www.montgomeryal.gov at the Planning Department and Community Development Division's link. If you have previously completed this form for the City of Montgomery, please indicate so by typing "YES" in bold following this sentence.*

SECTION 2: ORGANIZATION FINANCIAL MANAGEMENT

16. Is your organization current in filing your Form 990 "Return of Organization Exempt from Income Taxes? If your answer is "YES", please provide a copy of your current Form 990.* (Place an "X" by the appropriate category). If your answer is "NO" please briefly explain.

YES

NO

17. Does your organization have a recent financial audit report (no more than 1 year old) (Place an "X" by the appropriate category) If your answer is "YES", please provide a copy of your most recent financial audit.* (Place an "X" by the appropriate category) If your answer is no, please briefly explain.

YES

NO

18. Organization Banking Information (PLEASE PROVIDE NO BANKING ACCOUNT #)

a) Name of Banking Institution

b) Banking Point of Contact & Phone #

c) Type of Account(s)

d) Authorized Banking Account Signature(s)

19. Organization's Accounting Information

a) Organization Accounting Period

b) Name and Contact Information for person responsible for organization's Accounting Functions

20. Briefly discuss your organization's internal financial management controls

21. Statement of Organization's Financial Position: Please provide your organization's most current (1) Balance Sheet*, (2) Income Statement* and (3) Statement of Cash Flows* and attach it to the back of this page.

22. Organization's Current Revenue: Please provide current information as to your organization's estimated source of income for the current program year. If more space is needed please attached to the back of this page.*

	Source of Income	Type (grant, donation, etc.)	Amount\$
1			
2			
3			
4			
5			
Total Estimated Income			

23. Organization's Current Expenses: Please provide current information as to your organization's estimated expenses for the current program year. If more space is needed please attached to the back of this page.*

	Source of Expense(s)	Amount\$
1		
2		
3		
4		
5		
Total Estimated Expenses		

24. Grant Compliance- In the last five years, has your organization defaulted on a loan or been in non-compliance of grant or any type of funding source? (Place a "X" by the appropriate category)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If your answer is "YES", please explain using an additional sheet and attach to the back of this page.*
-----	--------------------------	----	--------------------------	---

25. Please briefly describe your experience with ESG or any other federal funds?

26. Insurance- Please list the types of insurances required for your organization's activities in the space provided below and attached to the back of this page

	Name of Company	Type	Coverage Amount\$
1			
2			
3			
4			

27. Please list previous years of ESG funding received by the City of Montgomery in the space provided below.

Year(s)						
Amount (s)	\$	\$	\$	\$	\$	\$

30. Please provide an organization chart for your organization and attach to the back of this page.*

31. Please provide three (3) letters of references from persons/organizations that would speak to the character of your organization (OTHER THAN THE COC) and attached to the back of this page.*

32. Please provide in the space below information of the organization’s current projects (federal, state, local, etc.). If more space is needed please attached to the back of this page.*

Project Name	Brief Description	Funding Agency	Service Area	Start/End Date	Award Amount
					\$
					\$
					\$
					\$
					\$

33. Signatures of Organization’s Certifying Official

Print Name

Signature

Date:

SECTION 4: ASSURANCES & CERTIFICATION REGARDING DISBARMENT & SUSPENSION

CITY OF MONTGOMERY ASSURANCES

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

Printed Name of Chief Executive Officer:

Signature of Chief Executive Officer

Date:

**CITY OF MONTGOMERY
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principles are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions).

3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Office, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

Printed Name of Chief Executive Officer:

Signature of Chief Executive Officer

Title:

Date:

5. Based on HUD's definition of homelessness, please indicate in the space provided below which definition of homelessness criteria will your clients meet.

6. Please briefly explain in the space provided below why this program or project is needed within the City of Montgomery.

7. Please briefly describe in the space provided below how the evaluation process that will be used to measure how well the project meets the stated goals and objectives.

11. Has your organization received ESG funding in the past? If yes, please complete the table below.

Program Year	Name/Description of the Program	Number of Clients Served	Funded Amount

SECTION 7: OUTCOME MEASURES (All Applicants Must Answer)

POINTS: 5

12. What is the total estimated number of persons to be served by this activity?	
13. What is the total estimated number of homeless/at risk of becoming homeless persons to be served by this activity?	
14. What is the anticipated percentage of homeless/at risk of becoming homeless persons to be served by this activity?	
15. What is the number of City of Montgomery residents to be served by this activity?	

SECTION 8: EMERGENCY SOLUTIONS GRANT PROJECTS OUTCOMES (EMERGENCY SHELTER APPLICANTS ONLY)

POINTS: 20

16. What is your organization's current number of shelter beds/slots?	
17. What is the number of shelter beds/slots expected to be created by the proposed project?	
18. What is the current occupancy rate?	
19. What is the expected occupancy rate?	

20. Briefly explain how the proposed program promotes self-sufficiency in the space provided below.

21. Briefly specify the procedures used in the tracking or follow-up of clientele served in the space provided below.

22. Indicate how many households will be served with housing relocation and stabilization services? (RAPID-REHOUSING ONLY)

23. Briefly describe the essential services available to homeless families and individuals that are in emergency shelter in the space provided below. (EMERGENCY SHELTER ONLY)

24. Indicate the # of homeless families and individuals that will be relocated to permanent housing in a twelve (12) month period.

25. Indicate the number of clients that have been placed in transitional or permanent housing in a twelve (12) month period.

26. Briefly describe the support services available to transitional clients into permanent housing in the space provided below

27. If funds are to provide renovations to an existing shelter, please specify the percentage of the cost of structural improvements in relation to the value of the property.		
28. Is your agency entering data in the Homeless Management Information System? (please circle) If answer is "NO", please briefly explain in the space provided below.		YES NO

SECTION 9: LINE ITEM BUDGET & BUDGET JUSTIFICATION

POINTS: 25

29. BUDGET DIRECTIONS: The following sheet should be used to present a proposed line item budget. In Column A, list the position and the operating item for which funding is requested. In Column B provide the estimated costs for the line item. In Column C indicate the total project costs for salaries and operating costs. In Column D, indicate the amount of HESG funding requested per line item. THE "TOTAL AMOUNT REQUESTED FOR HESG" SHOULD REPRESENT THE CUMULATIVE TOTAL FOR PERSONNEL, OPERATING AND CONTRACTING SERVICES.

A Budget Item	B Calculation			C Source of Match	D HESG Request
	Rate of Pay	Hours	% of Time Spent on Project		
PERSONNEL COSTS JOB TITLES					
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
Fringe Benefits					\$
TOTAL PERSONNEL COST					\$
OPERATING COSTS					
Street Outreach					\$
Emergency Shelter					\$
Homeless Prevention					\$
Rapid Re-Housing					\$
HMIS					\$
TOTAL OPERATING COSTS					\$
TOTAL HESG BUDGET REQUEST					\$

30. BUDGET JUSTIFICATION DIRECTIONS: Please provide a detail written justification for each line item above in the space provided below.

31. HESG Program Match: Please provide a detail written plan for how match will be provided for in the space provided below.

SECTION 10: FAITH BASED AND COMMUNITY BASED ORGANIZATION**Certification of Separation of Services**

Participation in the ESG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from the CDBG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

According to Federal regulations:

45 CFR 87.1.(c). "If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the program or services funded with direct financial assistance...." 69 Fed. Reg. 42586, 42593 (2004).

45 CFR 87.1. (c). "participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct federal financial] assistance." 69 Fed. Reg. 42586, 42593 (2004)

Please take a moment to answer the following questions. Circle the correct response

Does my organization currently offer religious or spiritual programming?	YES	NO
Does my organization currently offer programming that is not religious in nature?	YES	NO
Are religious programs offered during a separate time or location than non-religious programs?	YES	NO
Does your organization require the beneficiaries of the program to attend any religious activity sponsored by the organization?	YES	NO