

ESG Shelter Application

Award Year 2018-2019



Contact Information

Full Legal Organization Name	DUNS#	
Street Address	Federal ID#	
City	State	Zip
County	Phone	

Organization President / Executive Director	
Phone Number	E-Mail Address

Contact Person (if different)	Title
Phone Number	E-Mail Address

Organizational Information

Organization Type (check only one program)

- Emergency Shelter (overnight) Domestic Violence Shelter
 Day Shelter (does not allow overnight stay)

Are households experiencing domestic violence the primary population served in your shelter program?

- Yes
 No

If you are a day shelter, are the clients you serve predominantly homeless and where do they sleep?

Brief description of your organization including summary of programs and services offered:

Are you applying for Rapid Rehousing as part of your Shelter award? **RRH activities are available to agencies who do not have an ESG funded Rapid ReHousing program in their region.**

- Yes No

Is this your agency's first time applying for ESG funds?

- Yes No

For applicants that did not receive a 2017-18 State ESG award, does your shelter program meet an unmet need in your county? Meeting an unmet need is defined as meeting a housing need that is not offered by another shelter program in your area.

- Yes No

Does your agency currently have an operating shelter?

- Yes
- No

If yes, what is the current funding source?

If yes, how many clients are you currently serving and what is your maximum capacity?

If the shelter program will be new to your agency give a brief description of your program plan. **Please note that if approved, additional information may be requested prior to funding.**

Funding and Budget (Maximum request is \$60,000 / \$25,000 for new applicants)

Funding Amount Requested	Proposed Number Served	Is your organization receiving city ESG funds?	If yes, check all that apply:
		Yes	Outreach
		No	Shelter
			Rapid Re-housing

Proposed Service Area (list counties or cities)

Proposed Budget (a more detailed budget will be included in the agreement)

Essential Services:

Shelter Operations:

Total Budget amount:

RRH activities are available to agencies who do not have an ESG funded Rapid ReHousing program in their region. Fill in the amounts below only if applying for Rapid ReHousing under Shelter award.

Rapid Rehousing Housing-
Housing Relocation Services:

Rapid Rehousing Rental
Assistance:

Total Amount:

Threshold Requirements

1. Applicant must be a private non-profit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code). **Documentation of this status must be submitted with the application.**

501(c) yes
no

2. Does your organization have any unresolved findings from IHCD or HUD or any state or federal recaptured funds due to non-compliance?

- Yes, please explain
- No

Explanation: **(Please provide supporting documentation)**

3. In order to ensure that the Continuum of Care is obtaining feedback from all of our partners and incorporating that feedback into our goals and work, your attendance and participation in the regional planning council is needed and helps ensure we are listening to all of our state-wide partners. **Did a staff, board member or affiliate from your organization attend at least 75% of your Regional Planning Council on the Homeless meetings in calendar year 2017? Certificate of Attendance with Regional Planning Council on Homeless attendance must be submitted with the application.**

Yes

No

4. Is your organization located in the Balance of State Continuum of Care (IN-502)? **All counties except Marion are eligible to apply**

Yes

No

5. Did your city/region have a street count in the 2018 Point in Time Count? Contact PIT Coordinator in your Region for information?

Yes

No, please explain

Explanation:

6. If your shelter program houses children under 18, does your shelter program ever use the age or gender of a child as a basis for denying a family's admission to the shelter?

Yes

No

If yes, please explain:

7. Does your program include mandatory services for clients as a requirement for assistance?

Yes

No

If yes, please explain:

8. Do 100% of all shelter program clients meet HUD's definition of homeless ? **(See HUD's homeless definition in Section B of the RFP)**

Yes

No

If no, please explain:

9. In accordance with 24 CFR 576, the Applicant must describe how it will make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis and describe how it will take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, The Applicant is also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons. Please describe below.

Description of non-discrimination policy:

IHCDA use only - Threshold review

Board of Directors (total possible points for this section - 10)

How frequently does the Board meet?

Scoring Section (IHCDA use only)

Is there a written set of policies and procedures for the Board?

Scoring Section (IHCDA use only)

Yes

No

Does the Board have an active fiscal oversight committee?

Scoring Section (IHCDA use only)

Yes

No

Give a brief description of the oversight committee responsibilities

(IHCDA use only)

Total Score for this section

Financial Management (total possible points for this section - 25)

How many years experience does your organization have with federal grants?

Scoring Section (IHCDA use only)

5 or more years

3-5 years

1-3 years

Less than 1 year

Per the grant agreement, if a sub-recipient expends \$750,000 or more in federal awards during the sub-recipient's fiscal year, it must submit its single audit to IHCDA. If the sub-recipient expends less than \$750,000 in federal awards, it must submit its audited financial statements or 990 (IRS Form 990, (Return of Organization Exempt from Income Tax)). Does your agency have a system in place to ensure this requirement is met?

Scoring Section (IHCDA use only)

Yes

No

In the Financial Accounting System are the following books of account used?

Scoring Section (IHCDA use only)

General Ledger

Cash disbursements (check register)

Cash Receipts (deposits received)

Fixed Assets

Are financial records maintained in a software system?

What software system is used?

Scoring Section (IHCDA use only)

Yes

No

Are passwords used to access the financial system?

Scoring Section (IHCDA use only)

Yes

No

Is there an off-site back-up system?

Scoring Section (IHCDA use only)

Yes

No

How many years are fiscal records maintained? **HUD ESG regulations require 5 years**

Are the individuals who handle the organization's funds bonded? **A copy of the Bond insurance must be submitted with the application. The declaration page is sufficient.**

Scoring Section (IHCDA use only)

Yes

No

List the name and title of the staff person responsible for the following tasks? **IHCDA requires at least 3 people be involved in these 4 fiscal duties.**

Opens Mail

Deposits checks and cash

Posts cash receipts

Reconciles checkbook with bank statements

Scoring Section (IHCDA use only)

Did you agency have more than \$500.00 in unused funds from your 2016-2017 award?

If yes, how much?

Scoring Section (IHCDA use only)

Yes

No

What is your planned source for your required 100% match of ESG funds?

Documentation must be submitted with the application. See instructions for guidelines. If your match will be cash or a grant a copy of that award letter from that source would be the required documentation.

Scoring Section (IHCDA use only)

Does your agency have a system in place to accurately track, report and document the required match for your grant award? **Give a brief description below:**

Scoring Section (IHCDA use only)

Yes

No

Description:

(IHCDA use only)

Total Score for this section

Program Services and Coordination (total possible points for this section - 25)

Does case management staff develop housing plans with residents? (A housing plan allows residents to identify housing related goals and the steps necessary to achieving them.)

Scoring Section (IHCDA use only)

Yes, housing plans are used to set goals and track progress

No, we don't use housing plans

SOAR training is a best practice model. Does your shelter have any SOAR trained staff or an MOU with an agency in your community that works with your clients to connect them with mainstream services? **(A copy of the MOU must be included with the application to receive the point.)**

Scoring Section (IHCDA use only)

Yes

No

If your program serves families, please describe how you will ensure that all school-age children are connected with McKinney-Vento services within their school. (The Department of Education requires all schools to have a McKinney-Vento liason and funding is provided to assist with transportation.)

**How will your program coordinate and integrate with other programs targeting the homeless in your proposed service area to prevent and end homelessness?
Please select the programs that your agency is coordinating with below.**

PSH	Section 8
HUD-VASH	Education for Homeless Children & Youth Grants
Projects for Runaway and Homeless Youth	Healthcare for the Homeless
Projects for Assistance in Transition from Homelessness (PATH)	Services in Supportive Housing Grants
Emergency Food & Shelter Program	Homeless Veterans Reintegration Program
VA Homeless Providers Grant & Per Diem Program	Healthcare for Homeless Veterans Program
Veterans Justice Outreach Initiative	Supportive Services for Veterans Families (SSVF)
Supportive Housing for Persons with Disabilities (Section 811)	Grants for the Benefit of Homeless Individuals
Assistance for Victims of Sexual Assault & Domestic Violence	City ESG Funding

Include a brief description:

Scoring Section (IHCDA use only)

How will your program coordinate and integrate with mainstream resources like health, social services, employment, education, and youth programs for which families and individuals who are homeless may be eligible?

Public housing programs (section 9 of US Housing Act of 1937)	Health Center Program (42 CFR part51c)
Section 8 tenant-based or project-bases assistance	HOME Investment Partnerships Program
TANF Temporary Assistance for Needy Families)	Health Center Program
Supportive Housing for Persons with Disabilities (Section 811)	State Children's Health Insurance Program (SCHIP)
Head Start	Mental Health & Substance Abuse Block Grants
Services funded under the Workforce Investment Act	Medicare
Medicaid	SSI
SSDI	Food Stamps
WIC	

Include a brief description

Scoring Section (IHCDA use only)

Is your agency entering data into HMIS/ DV Client Track within 5 days?

Scoring Section (IHCDA use only)

Yes

No

Is your agency participating in Coordinated Entry?

Scoring Section (IHCDA use only)

Yes

No

On average, how many referrals does your agency make/ receive per month?

(IHCDA use Only) Total score for this section

Scoring Section (IHCDA use only) Issues/ Missing documentation

Scoring Section (IHCDA use only) Conditional Funding issues noted

Scoring Section (IHCDA use only) - Total Applicant Score

Supporting Documentation Checklist

(The following items should be returned with your application via E-mail)

Letter of 501(c) non-profit status determination.

Certificate of Attendance with local Regional Planning Council on Homeless meetings. Must have attended 75% of meetings in calendar year 2017 to meet threshold. Completed certification form should be returned with application.

Letter of Match Commitment

List of current Board of Directors including each member's name, employer, e-mail address, phone number and term commitment.

Copy of accounting policies & procedures

General Liability Insurance documentation (Summary page showing coverage is all that is needed)

Fidelity Bond Insurance documentation (should be equal to 1/2 of the total annual funding provided by the state and should cover all employees/ board members handling funds)

Copy of Workers Compensation and Unemployment Insurance (summary page only)

Copy of Automobile Insurance if applicable

MOU with SOAR trained agency in your area if applicable

Copy of current building fire inspection (passed) dated within the last year

Copy of current building health inspection (passed) dated within the past year or official exemption

Articles of Incorporation (new applicants only)

Certification and Signature Page

***** 2 Bonus points will be awarded to all agencies who completed the HIC survey on or before Nov 20, 2017*****