

ESG APPLICATION INSTRUCTIONS FOR FOR PROGRAM YEAR 2012 - 2014 PROPOSALS

Clackamas County, acting through its Community Development Division, will be accepting proposals until 6:00 p.m. on Thursday, December 15, 2011 for the use of Emergency Shelter Grant funds which the County anticipates receiving during the 2012, 2013 and 2014 program years. Proposals can be delivered directly or by mail to the Community Development Office at the following address:

Chuck Robbins, Director
Clackamas County Community Development Division
2051 Kaen Road – Suite 245, Oregon City, Oregon 97045

In order to be considered for funding, three copies of each project proposal must be received by the Community Development Division by the above referenced deadline date. Post marked proposals will be accepted that are dated December 15, 2011. E-Mailed proposals will not be accepted. The Community Development Division is located in the Public Services Building on Kaen Road in Oregon City.

The principal objective of the ESG Program is to fund projects that improve the quality of existing emergency shelters for the homeless. Eligible activities include Renovation, Major Rehabilitation or Conversion; Essential Services; Shelter Operations; and Homeless Prevention.

Successful proposals must meet the following general requirements (Checklist):

1. _____ Include a signed and dated ESG Application Summary Information sheet
2. _____ Detailed answers for all Proposal Questions
3. _____ Must be an eligible activity. (See Funding Policies)
4. _____ Must meet a high priority need.(See Funding Policies)
5. _____ Advances the Health Housing, and Human Services Department Goals.
6. _____ Include a detailed operating budget.
7. _____ Include a detailed Summary of Funds.
8. _____ Source of Matching Funds identified.
9. _____ Homeless Persons Methods of Involvement Form included.

Evaluation criteria are described in the Community Development Funding Policies which are part of the County's Housing and Community Development Consolidated Plan. Project selection criteria generally address priority needs, and agency experience and capacity.

**** Please review the Community Development Funding Policies available at the Community Development Office or on our website: <http://www.clackamas.us/cd/>.**

ESG APPLICATION INSTRUCTIONS FOR FOR PROGRAM YEARS 2012 - 2014 PROPOSALS

1. Project Title: _____
2. Legal Name Organization: _____
3. Organization Mailing Address (name, street, city, zip code):

4. State Corporation Number: _____
5. Federal Tax ID Number: _____
6. Primary Contact Person for this Application:

Department and Title: _____

Direct Phone Number: _____ Email: _____

7. Secondary Contact Person for this Application:
Direct Phone Number: _____ Email: _____

8. Total amount of proposed project or program cost: _____

9. Amount of ESG Funds Requested for this Project: \$ _____

10. Total Number of Persons Who Directly Benefit from this Project: _____

11. Project Information:

Eligible Activity(ies) - Select all that you are applying for:

- | | | |
|--|---|---|
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Major Rehabilitation | <input type="checkbox"/> Essential Services |
| <input type="checkbox"/> Maintenance/Operation | <input type="checkbox"/> Homeless Prevention | <input type="checkbox"/> Administration |

12. Statement of Understanding:

"I certify that I have reviewed this application in its entirety and that, to the best of my knowledge and belief, all of the information provided in this application is true. I also certify that I am officially authorized to represent the submitting organization by its governing board in the filing of this application."

Signature of Authorized Representative: _____ Date: _____

Printed Name: _____ Title: _____

ESG APPLICATION 2012 - 2014 PROPOSAL QUESTIONS

Answer all of the following questions:

1. Include years of service, type of service(s) provided, targeted population, the history of service provided to your community, qualifications of agency staff and location of services.
2. Provide an adequate description of the scope of activities proposed and how these will benefit the homeless population? Does the proposed activity directly address the community need identified? Is there a measurable impact on the locality?
3. Explain your administrative capability to manage ESG funds and comply with all the Federal and State requirements.
4. Provide a copy of the most current annual operating budget for the shelter. The budget must include expenses and revenues.
5. How many persons do you anticipate will receive services from this award?
6. Describe how client eligibility and homelessness is determined and documented.
7. Have you been audited or monitored by any funding provider in the last two years? If so, when, by whom, and are there any unresolved findings?
8. Complete Summary of Funds Requested form.
9. Complete the attached Methods of Involving Homeless Persons Form.

SUMMARY OF ESG FUNDS REQUESTED

	Requested ESG funds	Match Funds	Match Funding Source
<i>Rehabilitation, Conversion and Renovation Activities</i>			
Renovation			
Major Rehabilitation			
Conversion			
Total Rehabilitation			
<i>Operation</i>			
Maintenance Repair			
Insurance			
Utilities			
Furnishing/Appliances			
Food			
Other Operations (specify)			
Total Operations			
<i>Essential Services</i>			
Permanent Housing Referral			
Mental Health/Counseling			
Staff Salaries for Essential Services			
Other Services (specify)			
Total Essential Services			
<i>Total Essential Services</i>			
<i>Total Administration</i>			
<i>Homeless Prevention Activities</i>			
Total All Activities			

Methods of Involving Homeless Persons in Operations and Maintenance

ESG Subrecipient: _____

Check all of the following methods of involving homeless persons in the operations and maintenance of your facility, and in the provision of services that you are currently using or will be using in fiscal year 2012:

- Suggestion Box
- Chore List for Residents
- Clients Assist with Children's Program
- Clients Assist with Parenting Classes
- Clients Assist with Vocational Training
- Clients or Former Clients Serve on Board
- Regularly Scheduled House Meetings
- Exit Interview

Other (Be Specific)
