

SANTA CRUZ COUNTY HOMELESS ACTION PARTNERSHIP

Request for Applications

FY 2017 Emergency Solutions Grants

Prepared by Homeless Action Partnership Staff

August 2017 (Updated Version)

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I. Overview of Local Santa Cruz ESG Funding

Overview

The State of California Department of Housing and Community Development (HCD) Emergency Solutions Grant (ESG) program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless.

This year, the State ESG program comprises both (1) federal ESG funds, and (2) funds from the new California ESG Program (intended to complement and augment the federal ESG Program). In addition, the program continues under HCD's redesigned process. For non-entitlement areas such as Santa Cruz County, the ESG program will be administered by HCD through the Balance of State (BoS) Allocation. Under the redesigned ESG, Continuums of Care (CoC) play an integral role in recommending provider applications to compete for funds within their Regional Competition and in recommending provider applications for the noncompetitive Rapid Rehousing Set-Aside. Thus ESG applicants in Santa Cruz County participate in the ESG process coordinated by our CoC, the Santa Cruz County Homeless Action Partnership (HAP).

Under the redesigned ESG program, applicants in the Santa Cruz County service area may apply for projects in the noncompetitive Rapid Rehousing Set-Aside and/or Regional Competition as described below. HCD's preliminary estimated ESG Allocations for Santa Cruz County are as follows

\$193,445 – estimated allocation from new California (CA) ESG funds, plus

\$350,572 – estimated from federal ESG funds

\$544,017 – estimated Santa Cruz County total allocation

These estimated allocations are for planning purposes - the total actually awarded to Santa Cruz County projects may be lower or higher depending upon scoring and success in the Regional Competition. Grants are will be for a two-year expected to begin in late 2017.

Per local HAP policy, at least 50% of the available funding must be spent on Rapid Re-Housing projects. The remaining 50% may be spent on Emergency Shelter, Rapid Re-Housing, Street Outreach, or Coordinated Entry projects. The minimum and maximum grant amounts per application are as follows:

Program Component	Minimum Grant Amount	Maximum Grant Amount
Regional Competition	\$75,000	\$200,000 ¹
Noncompetitive Rapid Rehousing Set-Aside	No minimum	\$272,008

Prior to completing the State of California ESG Balance of State Application, please review the Homeless Action Partnership's (HAP) funding policies and standards for the ESG Program. All materials are available at:

[http://www.sccoplanning.com/PlanningHome/Housing/County-WideHomelessPrograms/HAP\(HomelessActionPartnership\)-ContinuumofCare.aspx](http://www.sccoplanning.com/PlanningHome/Housing/County-WideHomelessPrograms/HAP(HomelessActionPartnership)-ContinuumofCare.aspx)

A. Noncompetitive Rapid Rehousing Set-Aside

Fifty-percent of the estimated funds available (\$272,008) will be allocated to the Noncompetitive Rapid Rehousing Set-Aside. Within this allocation pool, the HAP will select up to two projects to receive a portion of these funds exclusively for Rapid Rehousing (RR) projects. HCD will administer these contracts with providers.

¹ Coordinated Entry activities are capped at a maximum of 20% of the applicant's CA ESG request. Coordinated entry costs that involve capital development activities, such as real property acquisition, construction, or rehabilitation activities, **are not** eligible costs under CA ESG.

B. Regional Competition

Remaining funds within the BoS Allocation will be divided into three regional allocations pursuant to 8404 (a) (3). Projects within the Santa Cruz County CoC service area will compete in the Bay Area Region. The maximum amount of funding available in the Regional Competition is an estimated \$575,690.²

The HAP will recommend up to two projects to compete for funds in the regional competition. These selected applicants will need to complete the HCD ESG application and NOFA process and are responsible for meeting all HCD ESG NOFA timelines, which are separate from this RFA.

Federal and State ESG Requirements

It is the responsibility of each applicant applying for ESG funding to become familiar with the HUD ESG regulations (Federal register Vol. 76, No. 233, Dated Monday, December 5, 2011). These regulations can be found on the HUD Exchange web site at <https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>.

In addition to Federal regulations, applicants must familiarize themselves with the State ESG regulations including Core Practices and Performance Standards, NOFA, and application materials, which can be found at <http://www.hcd.ca.gov/financial-assistance/emergency-solutions-grant-program/> and <http://www.hcd.ca.gov/housing-policy-development/housing-resource-center/reports/fed/docs/2016-17-State-of-California-Draft-Annual-Action-Plan-master.pdf>.

Technical Assistance

If you have questions regarding the local HAP process or need technical assistance, please contact the HAP consultant, Tony Gardner, at (415) 458-2460 or tonygardnerconsulting@yahoo.com.

Questions regarding the State ESG NOFA and application can be directed to:

- Janette Schaake, HCD NOFA Representative (916) 263-2331, Janette.schaake@hcd.ca.gov
- Connie Mallavia, (916) 263-2711, Connie.Mallavia@hcd.ca.gov
- Cheryl Jeffreys, (916) 263-6422, Cheryl.Jeffreys@hcd.ca.gov.

² This is the total amount we expect to be available in the Bay Area Region Allocation after the noncompetitive Rapid Rehousing Set-Asides of each county are deducted.

Local ESG Timeline

State HCD issues ESG NOFA and application materials	August 1, 2017
Local ESG RFA Released	August 3, 2017
State HCD holds applicant workshops	August 8, 2017, 8:30 AM – 12:00 PM
Deadline to submit local applications to HAP staff for CoC Board Review	Wednesday, August 30, 2017 2 PM
HAP Board meets to review and approve ESG rating and ranking and recommendations to State Dept. of HCD	September, 6, 2017 10:30 AM – ending time TBD
Deadline for applicants to submit State ESG application to State Dept. of HCD for Regional Competition	September 15, 2017, 5:00 PM
Deadline for submission by HAP staff to State Dept. of HCD of local CoC recommendations packet	September 15, 2017, 5:00 PM
State Dept. of HCD announces ESG awards	November/December 2017
State Dept. of HCD issues Standard Agreements with ESG awardees.	January/February 2018

Local ESG Application Format

- A. Please use the attached application template for local applications. **Applicants will also need to complete the separate State ESG application and follow all HCD deadlines.**
- B. Please be succinct in all responses and observe word limits wherever noted.
- C. No supplemental and/or supporting materials will be accepted, unless noted in the application.
- D. Please submit one electronic copy of your application via e-mail to: tonygardnerconsulting@yahoo.com and Julie.conway@sancruzcounty.us. No need to submit paper copies.
- E. Again the deadline for local applications is **Wednesday, August 30th, at 2 pm.**

Local ESG Application Threshold Requirements

1. The application must be submitted by the deadline.
2. The applicant is an eligible applicant as described in Section IV of the State ESG NOFA.
3. The application requests must be within the allowable amounts (see above).
4. Proposed activities are eligible pursuant to Section III of the State ESG NOFA.
5. Site control is documented for any application proposing ES activity.
6. The application adopts the HAP’s system-wide written standards for the proposed activity.
7. The applicant meets the State’s dollar-for-dollar match requirement for the federal ESG component.
8. The applicant agrees to participate in the HAP’s HMIS (or comparable system for domestic violence providers)
9. The applicant agrees to participation in the HAP’s Coordinated Entry System.

Local ESG Objective Rating Criteria

Applications that meet the above threshold requirements will be rated using the following criteria.

Applicant Experience	Points will be provided for length of experience implementing the proposed project activities or activity similar to proposed project. Points will be deducted for previous disencumbered ESG grants, unresolved ESG monitoring findings, and late ESG annual reports.	20
Program Design	Quality of the proposed program in delivering activities to participants consistent with HCD Core Practices and CoC Program Standards. Items such as Housing First commitment; provider guidelines governing activity operations; program rules for clients; the reasonableness of program staffing patterns and the activity budget relative to program design, target population, and local conditions; and collaboration with community partners will be considered.	20
Need for Funds/Local Priority	The project meets HAP ESG funding priorities.	10
Impact & Effectiveness	Current projects will be evaluated based on performance outcomes from prior year. New projects will be evaluated on proposed performance outcomes, along with a reasonable plan to support proposed outcomes. The performance measures for all projects will be: 1) Average length of stay for leavers; and 2) Percentage of leavers exiting to permanent housing.	30
Cost Efficiency	Projects will be evaluated based on the average cost per exit to permanent housing based on the total ESG project budget and the number of exits to permanent housing.	10
Meets Objectives of the Local Homelessness Plan	Projects will be evaluated based upon the extent they identify and address specific strategic priorities described in the local homelessness plan: <i>All In – Toward a Home for Every Santa Cruz County Resident</i>	10
Total Points Available		100

HAP Funding Priorities

The HAP has established the following local housing priorities for the ESG funding competition. In addition to meeting one of the identified housing priorities in the table below, all projects seeking funding must:

- 1) Maximize the use of mainstream benefits
- 2) Meet the State’s ESG Program Core Practices (summary attached), including:
 - a. Participation in Coordinated Entry
 - b. Emphasis on Housing First, including ensuring low-barrier assistance.

Priority Level	Focus Area
High	<ul style="list-style-type: none">• New and existing rapid re-housing programs.• New and existing rapid re-housing or emergency shelter projects that include coordinated entry funding• Sustaining of existing emergency shelter programs (including day shelters that meet the HUD definition of emergency shelter), which are high performing and provide appropriate supportive services and linkages to other community resources.
Medium	<ul style="list-style-type: none">• Sustaining of existing emergency shelter programs (including day shelters that meet the HUD definition of emergency shelter), which are medium performing and provide appropriate supportive services and linkages to other community resources.
Low	<ul style="list-style-type: none">• Sustaining of existing emergency shelter (including day shelters that meet the HUD definition of emergency shelter), which are low performing or do not provide appropriate supportive services and linkages to other community resources.• Stand alone street outreach projects.• All other projects.

HAP Process for Rating, Ranking, and Recommendations

The rating, ranking, and recommendations process will include the following steps:

- The HAP Governance Board will carry out the rating, ranking, and recommendations process. HAP Governance Board members are chosen by the HAP, must be non-conflicted, and must have knowledge of homelessness and homeless subpopulations in Santa Cruz County.
- Board members will review projects with the best interest of homeless persons in mind.
- Board members will sign a statement declaring that they have no conflict of interest, or recuse themselves.
- HAP staff will verify that the above threshold requirements are met.
- Board members, with staff assistance, will evaluate, score, and rank proposals using a matrix scoring tool.
- Final ranking and scoring for projects will be put in writing and provided to the applicants. No more than 2 projects will be recommended for the noncompetitive Rapid Rehousing Set Aside, and no more than 2 projects will be recommended for the Regional Competition.
- HAP staff will submit the HAP Board recommendations and required documentation to the State Dept. of HCD.

Thank you, and if you have questions, please do contact Tony Gardner at (415) 458-2460 or tonygardnerconsulting@yahoo.com or Julie Conway at (415) 454-5162 or Julie.conway@snatcruzcounty.us.

Attachments:

1. Summary of ESG Program Core Practices
2. Local ESG Written Standards
3. Local Application Form for ESG Funding

II. Attachments

Summary of State ESG Program Core Practices

Participation in Coordinated Entry

ESG-funded activities will use a Coordinated Entry system established by and consistent with the protocols of the CoC (CoC) for the Service Area in which that program operates. Participation in Coordinated Entry will do the following reflected in the CoC Written Standards:

- Comprehensive and coordinated access to assistance regardless of where the person is located in the CoC Service Area. Should be easy to navigate with protocols to ensure immediate access to assistance;
- Prioritized access to assistance for people with the most urgent and severe needs, including, but not limited to, survivors of domestic violence. ESG-funded activities shall seek to prioritize people who:
 - i) Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings;
 - ii) Have experienced the longest amount of time homeless;
 - iii) Have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own; and
 - iv) For Homelessness prevention activities, people who are at greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless.

Emphasis on Housing First Approach

All ESG-assisted projects will use Housing First practices as reflected in the CoC Written Standards, and progressive engagement and assistance practices, including the following:

- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
- Allowing participants to choose the services and housing that meets their need, as practical;
- Connecting participants to services available in the community that foster long-term housing stability;

Rapid Rehousing and Homelessness Prevention Terms of Assistance

- Rapid Rehousing activities funded within the same CoC Service Area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the CoC and approved by the Department; and
- Homeless prevention activities funded within the same CoC Service Area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the CoC and approved by the Department.

Progressive Engagement Approach

- The approach will offer financial assistance and supportive services in a manner that offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis;

Cultural Competency

- All service providers receiving CA ESG funds shall take actions to create an effective, welcoming and affirming environment for all program participants and employees, including but not limited to persons of different races, ethnicities, religions, sexual orientations, gender identities, and gender expressions.

Local ESG Written Standards

For CA-508 Watsonville/Santa Cruz City and County Continuum of Care

The Homeless Action Partnership (HAP) has developed the following standards for the Santa Cruz County Continuum of Care (CoC). They are intended to guide Emergency Solutions Grant (ESG) funded project within the CoC. Each ESG-funded project may have its own program rules or focus, but they must all align with these standards.

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG and CoC. The policies and procedures must be consistent with the recording keeping requirements and definitions for "homeless" and "at-risk of homelessness," as applicable, in the federal ESG and CoC regulations at 24.CFR 576.2 and 24 CFR 576.500 (b-e),

Agencies receiving ESG funds will ensure that all prospective participants are homeless or at-risk of homelessness under the required definitions and that all participants' total family income is less than 30% of the area median income. All agencies receiving ESG Funds will follow state and federal documentation guidelines to prove homeless, at-risk and income eligibility. Agencies will either develop internal documentation forms, or utilize ESG mandated forms as available and appropriate. Agencies will ensure that participant documentation of eligibility is recorded and maintained in accordance with state and federal guidelines.

To qualify as "homeless" or "at-risk of homeless" households will meet one of the following definitions:

HOMELESS:

A. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or general purpose local government programs for low-income individuals); or
3. 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 place not meant for human habitation immediately before entering that institution.

B. An individual or family who will imminently lose their primary nighttime residence, provided that: 1. The primary nighttime residence will be lost within 14 days of the date of Application for homeless assistance; 2. No subsequent residence has been identified; and 3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

C. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

1. Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).
2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of Application for homeless assistance;
3. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
4. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

D. Any individual or family who:

1. Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
2. Has no other residence; and

3. Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing

AT RISK OF HOMELESSNESS

A. An individual or family who:

1. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
2. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the Homeless definition in this Section; and
3. Meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the Application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - a. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of Application for assistance;
 - b. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or general purpose local government programs for low-income individuals;
 - c. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; 34
 - d. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - e. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

B. A child or youth who does not qualify as homeless under this Section, but qualifies as homeless under Section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), Section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), Section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), Section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or Section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

C. A child or youth who does not qualify under this section, but qualifies as homeless under Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

It is the intent of these standards for each ESG-funded agency to be aware of and comply with any changes or updates made to the above definitions. The latest HUD information on these definitions is available at: <https://www.hudexchange.info/programs/esg/>.

INCOME

Only households who have an income below 30% of area median income will be eligible for services under ESG funding. Current income limits can be found at: <http://www.huduser.org/portal/datasets/>. Income eligibility will be documented through the collection of pay stubs, benefit statements and third party statements whenever possible. All agencies will follow guidance from federal and state regulations in the development, implementation and monitoring of ESG income eligibility documentation requirements. Agencies will utilize internal, state and/or federal forms for record keeping as available and appropriate.

GENERAL RECORDKEEPING GUIDELINES

Documentation of participants' homelessness situation and income is an important aspect of ESG project management. ESG recipients are required to maintain adequate documentation of homelessness status and income to determine the eligibility of persons served by ESG. The documentation must meet current HUD standards for documentation as updated from time-to-time, and is typically obtained from the participant or a third party at the time of referral, entry, intake or orientation to the ESG-funded project. A copy of the documentation should be maintained in the client file. Specific documentation requirements provided by ESG should be followed closely by the agency. For the latest HUD Guidance, see: <https://www.hudexchange.info/programs/coc/toolkit/determining-and-documenting-homelessness/>.

2. Standards for targeting and providing essential services related to street outreach.

Any agency seeking ESG funds for outreach will be asked to develop a written standard for the HAP's review. The agency must design an outreach plan that contains targeting strategies built around both a general outreach plan and one targeted to the unique niches that the partners fill. This plan will include:

1. A listing of the target groups
2. How you have determined that this target group contains eligible participants
3. How you will outreach to this target group
4. What are the challenges of reaching each target group
5. What minimal information that will be provided including information and referral for housing related needs

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless longest.

Admission to emergency shelter facilities will be limited to those who meet the Federal definition of “homeless,” inclusive of the homeless categories listed below:

(1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (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; and (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.

Upon initial contact with the point-of-entry, homeless persons will be screened by intake staff to determine appropriate diversion tactics. Diversion tactics may range from immediate case management assistance in determining available and unutilized resources, to referrals for existing homelessness prevention and/or rapid re-housing programs.

If diversion is not possible and emergency shelter is necessary, the maximum length of stay will be no longer than 6 months. No person or persons who are facing or suspect they may face a threat of violence will be discharged into an unsafe condition. Emergency shelter workers will work in collaboration with functional needs support service providers to arrange safe accommodations for those who are or may be facing a threat of violence. Those who are in danger of a violent crime or feel they may be will be entered into a secure database system that is comparable to HMIS. All other emergency shelter admissions will be entered into HMIS.

All persons discharged from emergency shelters will have their exit status entered into either HMIS or a comparable database, and will be provided discharge paperwork as applicable or upon request.

Under the coordinated entry process, homeless persons who are determined through assessment to have the highest barriers to housing – due to a myriad of factors including tri-morbidity, history of chronic homelessness, etc. – will be prioritized for existing housing resources and paired with existing supportive services to increase the likelihood of staying successfully housed.

4. Policies and procedures regarding participation in the CoC coordinated entry system and compliance with ESG program core practices

Coordinated Entry

All ESG-funded programs are required to participate in the CoC’s coordinated entry system and comply with all federal and ESG coordinated entry requirements. In addition, all ESG-funded programs are required to comply with State of ESG Core Practices, available at 25 CCR 8409.

The CoC’s coordinated entry system will be designed to be easy to navigate, to ensure immediate access to assistance, and to provide comprehensive and coordinated access to assistance regardless of where the person is located in the CoC. In addition it prioritizes access to assistance for people with the most urgent and severe needs, including, but not limited to:

- Survivors of domestic violence;
- Persons who are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings;
- Persons who have experienced the longest amount of time homeless;

- Persons who have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own; and
- For Homelessness prevention activities, people who are at greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless.

Emphasis on Housing First

All ESG-funded will use Housing First (and progressive engagement practices), including the following:

- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
- Allowing participants to choose the services and housing that meets their need, as practical;
- Connecting participants to services available in the community that foster long-term housing stability;
- Offering financial assistance and supportive services in a manner that offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis.

5. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter: coordinated entry and ESG program core practices

Under the CoC's coordinated entry system, the VI-SPDAT is the standardized assessment tool that will be used by all ESG-funded programs to assess, prioritize, and reassess participants needs for essential services related to emergency shelter, as well as for referral to the most appropriate housing and service interventions.

The first tier of assessment occurs as they access our service area's 2-1-1 program, where qualified advocates will assist those seeking services. In keeping with Federal guidelines, our service area is committed to prioritizing those who are experiencing chronic homelessness, homeless veterans, and families with children who are experiencing a homeless condition.

Upon determination of the appropriate program for referral, the next tier of assessment will involve more complex case management services to be performed by representatives of the program to which the persons were referred.

Under coordinated entry, VI-SPDAT re-assessment will be at least once per year for participants who remain homeless that long. In addition, program participants will meet with case managers throughout their participation in the program, and will have regular progress assessments or evaluations. Participants will also be given the opportunity to provide assessment and feedback of programs as well. Each organization receiving ESG funding will be required to have a provable system of program evaluation. Additionally, participating agencies in our service area's Continuum of Care will share their experiences providing clients services, and refine service delivery based on feedback from service providers as well as participants.

6. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.

Any ESG applicant and/or grantee will be expected to participate in our service area's CoC, known as the Homeless Action Partnership (HAP), and will work collaboratively to coordinate funding that addresses the needs of the entire CoC. To meet these goals, the CoC requires that all ESG applicants and/or grantees:

- 1) Participate in the CoCs coordinated entry system. Coordinated entry provides a standardized means for clients to access emergency shelter (including essential services), prevention, and rapid re-housing programs; a common assessment tool – the VI-SPDAT – for client information related to identification, needs, barriers, and risks; and a process for referral or clients to other needed homeless assistance, mainstream, and housing providers.
- 2) Ensure that staff members coordinate as needed regarding referrals and service delivery with staff members from other CoC agencies in order to ensure that services are not duplicated and clients can easily and efficiency access the services they need.

- 3) Ensure that staff members participate in any CoC trainings related to improving coordination among continuum members and relating to implementation of the coordinated entry system.

7. 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 assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless

ESG-funded agencies will prioritize eligible individuals and families based on need.

A key component of the coordinated entry system is screening and assessment (using the VI-SPDAT) to determine if basic eligibility criteria for homelessness / at risk of homelessness and income are met and to thoroughly explore each family or individual's situation and pinpoint their unique housing and service needs. Based upon this assessment, each family or individual is referred to and provided with the housing intervention and services most appropriate for their needs and situation.

Households who are deemed eligible based on basic eligibility criteria may receive either rapid re-housing services or homeless prevention services based on housing status at time of initial intake. Not all agencies will necessarily provide all types of ESG services, or have a particular funded service immediately available. If appropriate, individual agencies will refer potential eligible households to other ESG participating agencies, or alternate resources, if they are unable to provide services.

Households that are assessed to be homeless, and that meet the income standards, are eligible for rapid rehousing services. Housing receiving a moderate acuity score on the VI-SPDAT assessment are prioritized for rapid rehousing.

Households that are assessed to be at risk of homelessness, and that meet the income standards, are eligible for homelessness prevention services. Additional risk factors for prioritizing limited assistance include: Seniors, families with dependent children, former foster youth, chronically homeless, veterans, victims of domestic violence, and medically vulnerable individuals.

Each ESG Agency will be responsible for serving potential participants that are referred through the coordinated entry system in order of referral, with provisions for priority service for eligible households prioritized through coordinated entry by the CoC.

Homeless Prevention Households will be re-certified for continued eligibility every 3 months. Rapid Re-Housing Households will be re-certified annually.

8. Standards for determining what percentage or amount, (if any), of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance.

Each ESG-funded agency will be responsible for determining income as a basis of eligibility for services. As part of this income determination the relevant staff person will ascertain the amount that the household is able to contribute towards rental payments. Factors to consider may include: Potential upcoming income increases / decreases, family size, availability of other resources to meet costs and other factors as determined by the agency staff in consultation with the household.

Due to the great variety of circumstances among homeless and at risk families and individuals in Santa Cruz County, the CoC has determined that each individual prevention or rapid rehousing program may (within ESG or other funder requirements) decide internally if they will charge participants a set percentage of income, a set percentage of actual rent, or a set dollar amount while receiving ESG services, or if they will provide a phased payment plan dependent on individual household circumstances. Individual agencies may also decide to not have participants pay any rental costs while receiving services. In keeping with the State ESG core practices, the program should use a progressive engagement and assistance approach.

Each participant and landlord will receive written verification of the amount and duration of assistance provided by the agency and rent to be paid by the participant. Income to be calculated includes: wages of adults in household, cash benefits, child support and self-employment income. Employment income of children, non-cash benefits and sporadic gifts will not be counted as available income in determining rental payments.

As the overall goal of ESG funding is to ensure that households are able to maintain housing independently it is important that each Agency properly assess potential households to ensure that they are a good match for the program, and to refer them to more extensive supports as available if the household is not likely to be able to maintain housing costs independently.

9. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid rehousing assistance; 3-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a 3-year period.

Again, due to the great variety of circumstances among homeless and at risk families and individuals in Santa Cruz County, the CoC has determined that each individual prevention or rapid rehousing program may set a maximum number of months that a Program Participant may receive rental assistance, or a maximum number of times that a Program participant may receive rental assistance. In keeping with the State ESG core practices, the program should use a progressive engagement and assistance approach. The total period for which any participant may receive services must not exceed 24 months in three years. However, no family may receive more than a cumulative total of eighteen months of rental assistance, including any rental assistance paid in arrears.

Short-term and medium-term rental assistance must follow requirements as listed in 24 CFR, section 576.106.

Each agency will perform initial screening to determine the number of months that a client will initially receive a commitment of rent assistance including payments in arrears. This initial commitment will be in writing and verified by the agency representative and the participant. Factors to take into consideration during the initial commitment are the participant's ability to pay rent in the immediate month and subsequent months such as anticipated change in income, time necessary to recover from unexpected expenses, etc.

Short-term rental assistance may begin as soon as an applicant and a unit have been approved.

As the program participant is nearing the end of their initial commitment of assistance, the caseworker will contact the household to assess their need for continued assistance. After a review of the participant's continued eligibility, the caseworker will make a recommendation regarding the receipt of additional rental assistance, and this recommendation will be forwarded to the supervisor for review and approval. In addition to this analysis of additional assistance requirements, each participant will need to recertify each three month period providing the required, completed sections of the application forms and back-up verification documents.

Over the course of program participation, the caseworker will continue to meet with the household on an as needed basis, and will re-determine the eligibility of the household at least every three months. In the event that a program participant reaches 12 months of rental assistance, their unit will be re-inspected for continued compliance with rent reasonableness and habitability standards.

Rent may be paid in arrears as long as it allows the client to remain in their unit or move to another unit. Rental months paid in arrears are included in the maximum number of assistance months.

10. Standards for determining the type, amount, and duration of housing stabilization and/or relation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a 3-year period. Housing stability case management is limited as specific on pp. 75979-80 of the federal regulations.

Each agency will perform initial screening to determine the number of months that a client will initially receive a commitment of assistance including direct assistance payments and stabilization services. This initial commitment will be in writing and verified by the agency representative and the participant. Factors to take into consideration during the initial commitment are the participant's ability to pay rent or obtain housing in the immediate month and subsequent months, such as anticipated change in income, time necessary to recover from unexpected expenses, etc.

Consistent with program limits in 24 CFR 576.105 (c), ESG-funded programs may determine the type, maximum amount and duration of housing stabilization and relocation services for individuals and families who are in need of homelessness prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes. In keeping with the State ESG core practices, the program should use a progressive engagement and assistance approach.

As the program participant is nearing the end of their initial commitment of assistance, the caseworker will contact the household to assess their need for continued assistance. After a review of the participant's continued eligibility, the caseworker will make a recommendation regarding the receipt of additional rental assistance, and this recommendation will be forwarded to the supervisor

for review and approval. In addition to this analysis of additional assistance requirements, each participant will need to recertify each three month period providing the required, completed sections of the application forms and back-up verification documents.

Additional requirements:

- a. Household(s) must have an annual income below 30 percent of median family income for the geographic area.
- b. Program Participants must meet with a case manager at least once a month for the duration of assistance, except where funding under Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVSP) prohibits the sub-recipient from making shelter or housing conditional upon the receipt of
- c. Program Participants must be assisted, as needed, in obtaining appropriate supportive services, like mediation or mental health treatment or services essential for independent living; and mainstream benefits like Medicaid, SSI, or TANF.
- d. Except for housing stability case management, the total period for which any Program Participant may receive service costs must not exceed 24 months during any three-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family. (24 CFR, Section 576.105).
- e. Homelessness Prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR, section 576.105, the short-term and medium-term rental assistance requirements in 24 CFR Section 576.106, and the written standards and procedures established under 24 CFR Section 574.400.
- f. Security Deposits: ESG funds may pay for a security deposit that is equal to no more than two months' rent. (24 CFR, Section 576.105(a)(2)).
- g. Last Month's Rent: If necessary to obtain housing for a Program Participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the Program Participant's total rental assistance, which cannot exceed 24 months during any three-year period. (24 CFR, Section 576.105(a)(3)).
- h. Utility Payments: ESG funds may pay for up to 24 months of utility payments per Program Participant, per service, including up to six months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the Program Participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No Program Participant shall receive more than 24 months of utility assistance within any three-year period. (24 CFR, Section, 576.105(a)(5)).
- i. Housing Stability Case Management: ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a Program Participant who resides in permanent housing or to assist a Program Participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed thirty days during the period the Program Participant is seeking permanent housing and cannot exceed 24 months during the period the Program Participant is living in permanent housing. (24 CFR, Section, 576.105(b)(2)).
- j. Maximum Amounts and Periods of Assistance: The recipient may set a maximum dollar amount that a Program Participant may receive for each type of financial assistance under 24 CFR, Section, 576.105, paragraph (a). The sub-recipient may also set a maximum period for which a Program Participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any Program Participant may receive the services under paragraph (b) of this section must not exceed 24 months during any three-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family. (24 CFR, Section, 576.105(c)). The agency may set a maximum number of months that a Program Participant may receive rental assistance, or a maximum number of times that a Program participant may receive rental assistance. The total period for which any participant may receive services must not exceed 24 months in three years. However, no family may receive more than a cumulative total of eighteen months of rental assistance, including any rental assistance paid in arrears.

Short-term and medium-term rental assistance must follow requirements as listed in 24 CFR, section 576.106.

The following eligibility requirements must be followed.

Short and Medium-Term Rental Assistance:

- a. Compliance with Fair Market Rent (FMR) Limits and Rent Reasonableness: Rental assistance is prohibited from being provided for a housing unit, unless the total rent for the unit does not exceed the fair market rent established by HUD, as provided under 24 CFR Part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR Section 982.507. These rent restrictions are intended to make sure that Program Participants can remain in their housing after their ESG assistance ends.
- b. Compliance with Minimum Habitability Standards: The revised habitability standards (shelter and housing standards) incorporate lead-based paint remediation and disclosure requirements. The revised standards for emergency shelters require all shelters to meet minimum habitability standards. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation standards, as applicable, include energy efficient appliances and materials. If ESG funds are used to help a Program Participant remain in or move into permanent housing, that housing must meet habitability standards.
- c. Rental Assistance Agreement and Lease Standards: The rental assistance agreement must set forth the terms under which rental assistance will be provided.
- d. Each Program Participant receiving rental assistance must have a legally binding, written lease (between Program Participant and the owner) for the rental unit, unless the assistance is solely for rental arrears.
- e. Project-based rental assistance leases must have an initial term of one year.
- f. No rental assistance can be provided to a household receiving rental assistance from another public source for same time period (except 6 months of arrears).
- g. Rental assistance may not be provided to Program Participants who are currently receiving replacement-housing payments under the Uniform Relocation Assistance (URA).
- h. The rental assistance agreement held by sub-recipients must contain the same payment due date, grace period, and late payment penalty requirements as the Program Participant's lease.
- i. The sub-recipient must make timely payments to the owners in accordance with the rental assistance agreement.
- j. The sub-recipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.
- k. Under Homelessness Prevention, the total period for which any sub-recipient may receive services must not exceed 24 months during any three-year period.
- l. Under the Short-Term and Medium-Term Rental Assistance, the agencies may set a maximum amount or percentage of rental assistance that a Program Participant may receive, a maximum number of months that a Program Participant may receive rental assistance, or a maximum number of times that a Program Participant may receive rental assistance. The sub-recipient may also require Program Participants to share in the costs of rent.
- m. Short-Term and Medium-Term Rental Assistance Use with Other Subsidies: Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a Program Participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance through other public sources.
- n. Short-Term and Medium-Term Rental Assistance may not be provided to a Program Participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.
- o. Short-Term and Medium-Term Rental Assistance: Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR Section 982.507.
- p. Short-Term and Medium-Term Rental Assistance Lease: Each Program Participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the Program Participant and the owner. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written

lease if the agreement gives the Program Participant an enforceable leasehold interest, under state law, and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks.

11. Participation in HMIS.

Any agency seeking ESG funding will be required to agree to participate in the Santa Cruz County Homeless Management Information System by collecting and entering required data on all clients to be served in its ESG-funded program(s). Each agency receiving ESG funds will ensure that data on all persons served and all activities assisted under ESG are entered into the Santa Cruz County HMIS, in accordance with HUD's standards on participation, data collection, and reporting, and in accordance with locally approved HMIS policies and procedures. Such agencies must also participate in CoC HMIS Technology Committee meetings.

If the ESG funding recipient is a domestic violence agency, or other Victim Services Provider as defined in VAWA and related federal law, the recipient is prohibiting from entering client data into HMIS, but must instead entered such data into a comparable data system as defined in applicable HUD guidance.

Local Santa Cruz County Application for 2017 ESG Funding

I. Summary Project Information

A. Agency Information

Agency Name:	
Agency Address:	
Primary Contact Person:	Title:
Telephone Number:	E-Mail Address:

B. Competition Type

Check the competition you are seeking funding under:

Non-Competitive RRH Set-Aside, or

Regional Competition

C. Project Component

Check the ESG-eligible component that this project will primarily address:

Street Outreach Standalone

Emergency Shelter

Rapid Re-Housing

Does the project include funds for Coordinated Entry? **Y or N** For HMIS? **Y or N**

D. Project History

Has this project been funded by HCD before?

Yes

No

E. Project Summary

Provide a summary of the project, covering the following: the community need that these services will address, the target population and core services delivered, the average number of services a participant will receive, average length of time the participant will receive services and length of time the project has been in operation (limit to 500 words).

F. Project Services Provided

Check additionally related services this project directly provides. Please select any that apply:

<input type="checkbox"/> Short- to Medium-Term Rental Assistance	<input type="checkbox"/> Case Management
<input type="checkbox"/> Financial Literacy/Assistance	<input type="checkbox"/> Tenancy Education
<input type="checkbox"/> Meals, Transportation, or Personal Items	<input type="checkbox"/> Housing Location services
Other Services (Please list):	

II. PROJECT DETAIL

A. Project Design

Please describe the project design and include the following (*limit to 250 words total*):

1. Length of average project enrollment.
2. What is a successful project exit? What will the participant be expected to achieve by receiving the services?
3. Follow up (if any) of exited participants.

B. Project Outreach

Describe the target population for this project and include the following (*limit to 250 words total*):

1. What outreach strategies are used to reach the target population?
2. How are participants referred into the program?

C. Project History and Readiness

Please complete the following

Experience Type	Number of Years Experience
How many years of experience does the Applicant have operating the program activity proposed in the application?	
How many years does the Applicant have experience operating a similar activity? Note: The similar activity must be a 'like' activity. (For example , CalWORKs RR is similar to ESG RR; the Section 8 Housing Choice Voucher Program is similar to RR).	

Briefly describe the project history and any material changes and include the following (*limit to 250 words total*).

1. If this project has been operating one year or less, please discuss its stage of project growth or readiness.
2. If this project has been operating longer than one year, describe any material changes that have affected the project along with associated impact(s) that have taken place over the past two years.
3. If the project is anticipated to materially expand or contract in size during FY 2017-18 please describe changes to service levels and number of unduplicated participants to be served.

For applicants who have received funding in the State's ESG program in the past three years the following will be considered:

- Whether the HCD has terminated or disencumbered ESG funding.
- Whether the applicant has any unresolved HCD monitoring findings in ESG.
- Whether the applicant has submitted annual reports to HCD in a timely manner for ESG grants.

List all State HCD ESG contracts received and information for the bulleted items above from 2014 – present:

HCD ESG Contract #	Terminated and/or Disencumbered ESG contracts	Unresolved monitoring findings	Name and year of the annual report(s) submitted late

D. Mainstream Resources

Describe how your agency would ensure that program participants are assisted in obtaining mainstream services and financial assistance, including housing, social services, employment, education, and youth programs for which participants may be eligible (*limit to 250 words total*).

E. Project Outcomes

Please (1) state the number of individuals and the numerical or percentage outcome *that were achieved* in the year from October 1, 2015 – September 30, 2016. **Please attach an HMIS report for this period supporting the number of individuals served and outcomes stated**; (2) the number of individuals and the numerical or percentage outcome *that will be achieved* in the first program year estimated January 1, 2018 – December 31, 2017, and (3) describe how the project will achieve the outcomes.

Housing Indicator	Quantitative Measure Individuals who achieved the indicator from October 1, 2015 – September 30, 2016	Quantitative Measure Individuals who will achieve indicator	Project Goal Briefly describe how your project will work towards achievement the specified Housing Indicator
Average length of project stay for leavers	_____ Average length of stay in days	_____ Average length of stay in days	
Percentage of leavers exiting to permanent housing	_____ % of leavers exiting to PH	_____ % of leavers exiting to PH	

1. Describe how your agency will evaluate this project’s performance and make needed adjustments to service delivery. Note any participant involvement that is included in evaluating the services (*limit to 250 words total*).

III. PARTICIPANT INFORMATION

A. Households Served Number of Unduplicated Households projected to be served by the project during the grant period of October 1, 2017 to September 30, 2019.

**Projected Number of Households To Be Served
1/1/18 – 12/31/19**

_____ Households

B. Population and Subpopulation (if any) Served Describe the population and any subpopulations to be served, including their needs (*limit to 250 words total*).

IV. PROGRAM REQUIREMENTS

Limit each response below to 250 words each.

A. Coordinated Entry

Does your agency intend to participate in Coordinated Entry (including making referrals to and accepting referrals from Coordinated Entry)? Please describe how.

C. Housing First/Progressive Engagement and Assistance

Does the agency or project utilize a Housing First/Progressive Engagement and Assistance approach? Please describe.

D. Meets Objectives of Local Homelessness Plan

Describe the extent to which your project meets the strategic priorities of *All In – Toward a Home for Every Santa Cruz*

County Resident. Identify the specific strategic priorities that will be address and describe how they will be addressed.

V. PROJECT FINANCING AND BUDGET

Cost Components	Fed ESG Request 50%	CA ESG Request 50%	Total ESG Budget 100%
Street Outreach Project Standalone			
Essential Services			
HMIS Costs if any (Max. 10% of Total ESG Request)			
Coordinated Entry Costs if any (Max. 20%/State ESG allocation -\$38,689)			
Admin (max. 5% CA ESG Request)			
Emergency Shelter Project			
Essential Services			
Shelter Operations			
Homeless Prevention Costs if any (Max. 10% of Total ESG Request)			
Street Outreach Costs if any (Max. 10% of Total ESG Request)			
HMIS Costs if any (Max. 10% of Total ESG Request)			
Coordinated Entry Costs if any (Max. 20%/State ESG allocation -\$38,689)			
Admin (max. 5% CA ESG Request)			
Rapid Rehousing Project			
Rental Assistance			
Housing Relocation & Stabilization			
Homeless Prevention Costs if any (Max. 10% of Total ESG Request)			
Street Outreach Costs if any (Max. 10% of Total ESG Request)			
HMIS Costs if any (Max. 10% of Total ESG Request)			
Coordinated Entry Costs if any (Max. 20%/State ESG allocation -\$38,689)			
Admin (max. 5% CA ESG Request)			
TOTALS			

Please list any proposed subcontracts included in the above budget:

Sub-contracting agency	Proposed use of funds	Amount

Please describe what specific staff and non-staff items and amounts are included in your budget and why these costs are reasonable and necessary (*limit to 250 words total*).

Thank you very much for your application!

Please submit one electronic copy of your application via e-mail to: tonygardnerconsulting@yahoo.com and Julie.conway@sancruzcounty.us. No need to submit paper copies.

Again the deadline for local applications is **Wednesday, August 30th, at 2 pm.**

Don't forget to attach an HMIS report for households served and outcomes for 10/1/15 – 9/30/16.