



2009-2010 EMERGENCY SHELTER
GRANT PROGRAM



**As Presented to the Board on:
November 6, 2008**

Proposed Applications Due the First Working Day of March 2009
and 2010
By 5:00 p.m. Central Time



P.O. Box 1237 • Pierre, SD 57501-1237
(605) 773-3181/TTY (605) 773-6107
FAX (605) 773-5154
www.sdhda.org

Alternate formats of this document are available upon request. Please write or call SDHDA at the address or phone number found on the front cover.

Equal Opportunity
Housing and
Employment



**STATE OF SOUTH DAKOTA
2009-2010 EMERGENCY SHELTER GRANTS PROGRAM
ADMINISTRATIVE PLAN**

I. SCOPE

This Emergency Shelter Grants Program (ESGP) Administrative Plan shall set forth the policies and procedures and selection criteria for administering the ESGP on a state-wide basis in the State of South Dakota.

The South Dakota ESGP has been designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, and to help meet the cost of operations and provide certain essential social services to homeless individuals, so that they will have access not only to safe and sanitary shelter, but also to the supportive services and other assistance they need to improve their situations. The ESGP is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

South Dakota anticipates having approximately \$342,000 available under the ESGP for FY 2009 and FY 2010. The final amount will be determined by subtracting the 5 percent available for administration from the amount allocated by the U.S. Department of Housing and Urban Development (HUD).

This administrative plan is in conformance with the approved State of South Dakota Consolidated Plan. All efforts will be carried out in accordance with 24 CFR Part 576.

II. DEADLINES

The State of South Dakota will advertise and make available ESGP applications to units of general local government and to private, nonprofit organizations where local government certification of approval of the proposed project will be obtained.

Complete applications from local units of government and nonprofit organizations are due to the South Dakota Housing Development Authority by 5:00 p.m. Central Time, on or before the first working day of March 2009 and 2010, of each year, with project selection made on or before May 31st. The application deadline is firm as to the *date* and *hour*. SDHDA will not consider any incomplete applications or applications received after the deadline. Applicants should take this into account and submit applications as early as possible to avoid risk brought about by unanticipated delays or delivery-related problems. In particular, applicants intending to mail applications must provide sufficient time to permit delivery on or before the deadline date and hour. Acceptance by the post office or private mailer does not constitute delivery. Facsimile (FAX), COD, and postage due applications will not be accepted. A copy of the application

form is attached as Exhibit A. A certification of local approval for non-profit organizations is attached to the application. The certification must be executed and returned with the completed application. Upon project selection, an award letter and grant agreement will be forwarded to each sub-recipient detailing a description of the activities funded, award conditions and the grant offer. Execution of the agreement is to be completed by a representative of the sub-recipient and the state grantee (SDHDA). The funds will be considered obligated as of the date of the award letter.

III. DEFINITIONS

HUD defines homelessness using the following definition: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings or on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more that 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

IV. Homelessness Documentation

All individuals and/or families who receive services under the ESGP must meet the definition of homeless. HUD encourages ESGP sub-recipients to maintain adequate documentation to determine the eligibility of persons served by HUD's homeless assistance programs. The following guide provides recommendations on documentation of homelessness.

The degree of documentation of homelessness depends on the type of short-or long-term shelter provided. Projects providing short-term emergency shelter or support services only need a lower standard of proof of the person's prior living situation. This documentation will be reviewed during the on-site audits conducted by SDHDA and HUD.

Short-Term Emergency Shelter/Services

Situation	Documentation
Persons living on the street	Projects may provide short-term shelter and/or services - such as outreach, food, health care, and clothing - to persons who reside on the streets or who are otherwise homeless. In these cases, it is not feasible to require documentation for each person obtaining such services offered by the project. It is sufficient for the grantee/recipient staff to confirm that the persons served, indeed, reside on the street or are otherwise homeless.

Long-Term Emergency Shelter/Transitional Housing

Situation	Documentation
Persons living on the street or in short-term emergency shelter	Information should be obtained to indicate that the participant is living on the street or in short-term emergency shelter. This may include names of organizations or outreach workers who have assisted them in the past, whether the client receives any general assistance checks and where the checks are delivered, or any other information regarding the participant's activities in the recent past that might provide documentation. If unable to verify that the person is living on the street or in short-term emergency shelter, the participant or a staff person may prepare a short written statement about the participant's previous living place. The participant should sign the statement and date it.
Persons coming from transitional housing for homeless persons	Obtain written verification from the transitional housing staff that the participant has been residing at the transitional housing facility. The verification should be signed and dated by the referring agency personnel. Also obtain written verification that the participant was living on the streets or in an emergency shelter prior to living in the transitional housing facility (see above for required documentation for emergency shelter), or was discharged from an institution or evicted from a private dwelling prior to living in the transitional housing and would have been homeless if not for the transitional housing (see below for required documentation for eviction from a private dwelling).
Persons being evicted from a private dwelling	Obtain evidence of formal eviction notice indicating that the participant was being evicted within a week before receiving homeless assistance. Also obtain information on the participant's income and efforts made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. If the participant's family is evicting, a statement describing the reason for eviction must be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, obtain a signed and dated statement from the participant describing the situation. The grantee/recipient must make efforts to confirm that these circumstances are true and have written verification describing the efforts and attesting to their validity. The verification should be signed and dated.
Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Obtain written verification from the institution's staff that the participant has been residing in the institution for less than 31 days and information on the previous living situation. See above for guidance.
Persons being discharged from a longer stay in an institution	Obtain evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance. Obtain information on the income of the participant, what efforts were made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.
Persons fleeing domestic violence	Obtain written verification from the participant that he/she is fleeing a domestic violence situation. If a participant is unable to prepare verification, the grantee/recipient may prepare a written statement about the participant's previous living situation for the participant to sign and date.

V. ELIGIBLE APPLICANTS

To be eligible to receive a grant from SDHDA under the ESGP, an applicant must be:

- A. A unit of general local government within the state; or
- B. A private nonprofit organization that:
 - 1. Is incorporated as a private, nonprofit organization under the laws of the State of South Dakota; and
 - 2. Has a tax-exempt ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986.
- C. A primary religious organization is eligible for ESGP if they agree to provide all eligible activities under this program in a manner that is free from religious influences and in accordance with the principles, as outlined in 24 CFR Part 576.22.

VI. ELIGIBLE PROGRAM ACTIVITIES

Only those applications certifying that Emergency Shelter Grant amounts will be used for the following *eligible activities* will be considered.

- A. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless. Plans for renovation or rehabilitation of an historic structure (as determined by the South Dakota Historical Society) will be reviewed and subject to comment by the South Dakota Historical Society prior to any disbursement of funds.
 - 1. Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Includes labor, materials, tools and other costs of improving buildings, including repair due to deferred maintenance, replacement of principal fixtures/components, security devices, alterations, incidental additions, enhancements, energy efficiency improvements and structural accessibility.
 - 2. Major Rehabilitation means rehabilitation costs in excess of 75 percent of the value of the building before rehabilitation.
 - 3. Conversion means a change in the use of a building to an emergency shelter for the homeless where the cost of conversion exceeds 75 percent of the value of the building before conversion.

- B. Payment of shelter Operating expenses such as maintenance/repair, insurance (for the building and its contents only), utilities, furnishings/appliances, food, rent, security, fuels and other operation expenses (excluding staff salaries and administrative costs).
- C. Developing and implementing homeless prevention activities. Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):
 - 1. Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
 - 2. Security deposits or first month's rent to permit a homeless family to move into their own apartment;
 - 3. Mediation programs for landlord-tenant disputes;
 - 4. Legal service programs for the representation of indigent tenants in eviction proceedings;
 - 5. Payments to prevent foreclosure on a home; and
 - 6. Other innovative programs and activities designed to prevent the incidence of homelessness.

If grant funds under this section are to be used to assist families that have received eviction notices or termination of utility services, the following conditions must be met:

- A. The inability of the family to make the required payments must be due to sudden reduction in income;
- B. The assistance must be necessary to avoid eviction of the family or termination of services to the family;
- C. It must be reasonable to suspect that the family will be able to resume payments within a reasonable period of time; and
- D. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.

Homeless prevention activities are capped at 30 percent of SDHDA's total allocation.

For homeless prevention activities, the recipient organization MUST evidence the use of funds were necessary to prevent homelessness. Documentation must include evidence of an eviction, foreclosure, or utility termination notice(s) and

evidence that the inability to pay was unforeseen. Evidence would include, for example, notice of termination from the utility provider, court documents indicating that eviction was imminent or foreclosure documents indicating that foreclosure proceedings were pending. Unforeseen loss of income can be documented by the loss of a job, the inability to work due to illness or another similar event. Homeless prevention funds cannot be reimbursed to the recipient organization without these documents, or a waiver from SDHDA.

VII. MATCHING FUNDS

Each sub-recipient must match its Emergency Shelter Grant amounts with an equal amount of funds received from sources other than this program and other federal programs. Matching funds must be provided after the date of the grant award to the sub-recipient. Funds used to match a previous ESGP grant may not be used to match a grant under this allocation.

A sub-recipient may comply with this requirement by providing documentation of supplemental funds of their own, or supplemental funds or voluntary efforts provided by any local government or private entity. Matching funds may include the following:

- A. The value of any donated material or building, the value of which will be determined by SDHDA using any method reasonably calculated to establish a fair market value;
- B. The value of any lease on a building, the value of which will be determined by SDHDA using any method reasonably calculated to establish a fair market value;
- C. The time and services contributed by volunteers to carry out the Emergency Shelter Grant Program determined at the rate of \$5 per hour.

The Cranston-Gonzales National Affordable Housing Act eliminates the match requirement for up to \$100,000 annually. SDHDA will approve requests for waivers of the matching requirement for individual sub-recipients who are least capable of providing SDHDA with matching funds. These sub-recipients must be:

- A. Located in areas of racial/ethnic concentration; or
- B. Located in areas of low income concentration; or
- C. Newly formed nonprofit organizations.

Areas of racial/ethnic concentration are defined as those counties with 500 or more minority persons and with 20 percent or more of its population comprised of minority individuals. Areas of low-income concentration are defined as those counties having more than 40 percent of its population in poverty. A newly-formed nonprofit is defined as an

organization that received its 501 (c)(3) tax exempt ruling from the IRS within the last 3 years.

VIII. USE AS AN EMERGENCY SHELTER

Any building for which Emergency Shelter Grant funds are used for one or more of the eligible rehabilitation activities must be maintained as a shelter for the homeless for not less than a three-year period or, if the grant amounts are used for major rehabilitation or conversion of the building, for not less than a ten-year period.

The three and ten-year period will start as follows:

- A. In the case of a building that was not operated as an emergency shelter for the homeless before receipt of grant amounts under this application, on the date of initial occupancy as an emergency shelter for the homeless; or
- B. In the case of a building that was operated as an emergency shelter before receipt of grant amounts under this application, on the date the grant amounts are first obligated to the shelter.

The ESGP sub-recipient using program funds to provide maintenance and operating costs must carry out the assisted activities for the period during which the assistance is provided. A substitute site or shelter may be used during this period, so long as the same general population is served.

Using emergency shelter grant amounts for homeless prevention activities does not trigger any period of use requirements.

IX. BUILDING STANDARDS

Any building for which Emergency Shelter Grant funds are used for renovation, conversion, or major rehabilitation must meet local government safety and sanitation standards.

X. ASSISTANCE TO THE HOMELESS

Homeless individuals and families must be given assistance in obtaining:

- A. Appropriate supportive services, including permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
- B. Other federal, state, local, and private assistance available for such individuals.

XI. OTHER FEDERAL REQUIREMENTS

All sub-recipients will be required to certify compliance with requirements of Section 576.79 concerning:

- A. Nondiscrimination and Equal Opportunity;
- B. Applicability of OMB Circulars;
- C. Lead-based Paint;
- D. Conflicts of Interest;
- E. Use of Debarred, Suspended, or Ineligible Contractors;
- F. Flood Insurance;
- G. Coastal Barriers;
- H. Drug Free Workplace Act of 1988;
- I. Audit; and
- J. Intergovernmental Review.

All sub-recipients will be required under Section 832 (e)(2) of the Cranston-Gonzales National Affordable Housing Act to provide confidentiality of victims of family violence and the location of shelters for such persons. To assist in this requirement, SDHDA requests the applicants to remove from all requisition forms and documentation attached thereto, the names of any clients assisted.

All sub-recipients will be required to certify that they will involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESGP, and in providing services for occupants of these facilities.

In addition, all sub-recipients will be required to certify that they will administer, in good faith, a policy designed to ensure that the homeless facility is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

Consistent with the other goals and objectives of the ESGP, sub-recipients must assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted under the ESGP. Organizations considering acquiring or moving to a

facility that is not vacant must contact SDHDA staff early in the decision making process to obtain technical assistance regarding the federal relocation requirements.

Sub-recipients will terminate assistance to any individual or family violating the ESGP requirements in accordance with a formal process established by the sub-recipient. The process will recognize the rights of the individuals and may include a hearing.

Certification forms for the above items will be provided to sub-recipients for execution once grant selections have been made.

XII. CONSOLIDATED PLAN

SDHDA has certified that the ESGP plan is consistent with the State of South Dakota's Consolidated Plan; however, applications received from either Sioux Falls or Rapid City must include a certification that the activities proposed are consistent with their respective local Consolidated plans. A copy of the certification form to be used is attached to the application.

XIII. SELECTION CRITERIA

Priority will be given to those applications requesting funding for rehabilitation necessary for the health and safety of the residents or for the ongoing viability of the facility. Maximum grant amounts will be **\$30,000** while the minimum amount will be **\$3,000**.

Due to the demand for the funds, grants will be awarded based upon the following:

- A. Need for Renovation/Rehabilitation
- B. Need for the Emergency Shelter in the Service Area
- C. Past Performance of the Sub-Recipient
- D. Cost Effectiveness
- E. Other Support

A committee of state employees, who work with or have some knowledge of homeless programs, will review the applications along with SDHDA staff. The review committee consists of representatives from the Governor's Office, the Department of Health, the Department of Education, the Department of Labor, the Department of Human Services, the Department of Social Services, and the South Dakota Housing Development Authority.

When making final selections, the review committee may make a grant award for less than the amount applied for or for fewer than all of the activities identified in the application, based on the demand for grant amounts, the extent to which the respective activities address the needs of the homeless, and the reasonableness of the costs proposed.

The review committee reserves the right to award ESGP funds to any applicant or deny ESGP funds for any applicant if it determines, in its sole discretion, the project is unacceptable based on, but not limited to the following:

- A. Comments of officials of local governmental jurisdictions,
- B. Information regarding the fact that a particular market is saturated with emergency units and/or services,
- C. The likelihood that the applicant may not comply with ESGP requirements in a timely manner,
- D. The applicant's (including any related party's) lack of or unacceptable prior experience and performance related to awards, project management, and compliance with emergency shelters or other related services, or
- D. Desirability of site based on site inspection.

XIV. GRANT ADMINISTRATION

Sub-recipients will be responsible for ensuring that all grant amounts are administered in accordance with the requirements of 24 CFR Part 576 and other applicable laws.

Grant funds will be considered obligated once the award letter has been sent to the sub-recipient. A grant agreement will be sent under separate cover detailing the sub-recipient's requirements and responsibilities, including those required for the environmental review. The sub-recipient will be required to sign and return the grant agreement to SDHDA.

The grant agreement will indicate the activities and the corresponding approved funding amounts by category. Line items in the cost summary report may be adjusted from the proposed amount to reflect actual expenses within each of the three categories, without prior approval. However, prior written approval is needed from SDHDA to vary from the totals in each of the four categories or to expend funds for activities other than as specified in the approved grant agreement.

South Dakota will have an estimated \$342,000 less 5 percent for administration, available under the ESGP. The 5 percent is available for ESGP general administration for SDHDA and shall be shared 50/50 with local governments funded by SDHDA. Local governments

willing to administer the funds in their locality must assume responsibilities related to administration (including environmental review), recordkeeping, monitoring, etc.

XV. METHOD OF PAYMENT

Requests for payment must be received by SDHDA on or before the tenth of each month. Requests must be submitted in a format approved by SDHDA, and must include a breakdown of expenses, a breakdown of matching expenses, and a breakdown of matching sources. Copies of all expenses and sources must be submitted for verification purposes. Lack of documentation or explanation may result in a delay in payment. Sub-recipients are encouraged to send draw requests to SDHDA on a minimum of a quarterly basis.

Advance payments may be requested for a working capital advance for 30 days' cash needs or an advance of \$3,000, whichever is greater. Thereafter, the sub-recipient will be reimbursed for the amount of its actual cash disbursement needs. If a sub-recipient requests a working capital advance, it must base the request on a realistic, firm estimate of the eligible activity costs to be disbursed over the 30-day period.

XVI. RECORDKEEPING

The sub-recipient will be required to keep records necessary to document compliance with the provisions of the grant agreement and all applicable laws and regulations governing the Emergency Shelter Grants Program. Such records shall be made available to SDHDA staff monitoring and providing technical assistance to the sub-recipient.

XVII. SANCTIONS

If SDHDA determines that a sub-recipient is not complying with the requirements of the ESGP or other applicable federal laws, SDHDA will take appropriate action, which may include the following:

- A. Issue a warning letter;
- B. Condition a future grant;
- C. Direct the sub-recipient to stop incurring costs with grant amounts;
- D. Require the return of some or all of the grant amounts;
- E. Reduce (de-obligate) the level of funds the sub-recipient would otherwise be entitled to receive; or

F. Elect to make the sub-recipient ineligible for future grants.

Any grant amounts that become available to SDHDA as a result of a sanction under this Section of the ESGP Administrative Plan will be made available (as soon as practicable) to other sub-recipients for use within the same time periods prescribed for its original use.

XVIII. EXPENDITURE OF GRANT FUNDS

Each sub-recipient must spend all of its grant amounts including homeless prevention funds within **18 months** from the date of the award.

If sub-recipients have grant funds remaining from prior ESGP allocation year; the sub-recipient must expend the prior funds before utilizing the new allocation.

Sub-recipients demonstrating a need for additional ESGP funds may be placed on a waiting list for any de-obligated funds that may become available. Please provide to SDHDA a written request to be placed on the waiting list along with documentation of how additional ESGP funds would be utilized. You must be able to demonstrate an immediate need for the funds. The proposed activity and time frame to complete the activity will assist in determination of additional awards.

EXHIBIT A
STATE OF SOUTH DAKOTA
2008 EMERGENCY SHELTER GRANT APPLICATION
(Submit one application for each project requested)

SECTION I. GENERAL INFORMATION

A. Name of Applicant _____

Nonprofit Organization Unit of Local Government

P.O. Box _____
Street Address _____
City and Zip Code _____
County _____
Contact Person _____
Title _____
Phone Number _____ FAX _____
E-mail Address _____

B. Funds Requested _____
(This amount should equal the total on page 11)

SECTION II. ELIGIBILITY

- A. Do you have a policy designed to ensure that the homeless facility is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries and employees?
YES ____ **(attach document)** **NO, explain:** _____

- B. Can you ensure that activities conducted under this program conform to the nondiscrimination and equal opportunity requirements contained in CFR Part 576.23(b)?
YES, explain: _____
NO, explain: _____
- C. Do you have a policy to ensure the confidentiality of victims of family violence and the location of shelters for such persons?
YES ____ **(attach document)** **NO, explain:** _____

- D. If recipient is a primarily religious organization, do you agree to provide all eligible activities under this program in a manner that is free from religious influences in accordance with part 576.57(a)(1)(2)? **YES** **NO** **N/A**

SECTION III. ELIGIBILITY OF REHABILITATION CONVERSION AND RENOVATION ACTIVITIES

(Complete this section if your ESGP funding request includes renovation, rehabilitation, or conversion activities.)

- A. Do rehabilitation, conversion, or renovation activities involve a building on the National Register of Historic Places, a building located in a Historic District, a building immediately adjacent to a property listed on the National Register, or building deemed to be eligible for inclusion on the National Register by the State Historic Preservation Officer? **YES NO N/A**
- B. If you have answered YES to A, have the final plans and specifications for the rehabilitation project been approved by the STATE Historic Preservation Officer? **YES NO N/A**
- C. Will the estimated value of the improvements exceed 75 percent of the appraised value of the building before the improvements are made? **YES NO N/A**
- D. If the answer is YES to C, will your agency provide assurance that the building will remain an emergency shelter for the next 10 years? **YES NO N/A**

NOTE: If answered NO to D, stop here and do not submit an application.

E. Performance Outcome Measurements

Performance measurement is a tool to capture information about program performance to determine how programs and activities are meeting established needs and goals. SDHDA must report this information to the US Department of Housing and Urban Development (HUD).

1. Racial/Ethnic Characteristics

Annual Number (not percentages) Please indicate the characteristics of the clients served from 1/1/2007 to 12/31/07 (INCLUDING RESIDENTIAL AND NON-RESIDENTIAL SERVICES)

	Total	Hispanic
White:	_____	_____
Black/African American:	_____	_____
Asian:	_____	_____
American Indian/Alaskan Native:	_____	_____
Native Hawaiian/Other Pacific Islander:	_____	_____
Asian & White:	_____	_____
Black/African American & White:	_____	_____
Am. Indian/Alaskan Native & Black African Am:	_____	_____
Other Multi-Racial:	_____	_____
Total:	_____	_____

**The total annual count (including residential and non-residential services) on the ESG Racial/Ethnic Characteristics must match the total annual count from the ESG Beneficiaries.*

2. ESG Beneficiaries

Please further define the clients served based on the **annual number** (not percentages) of persons served from 1/1/2007 to 12/31/2007:

Annual Number (not percentages) of individual households (Singles) from 1/1/2007 to 12/31/2007

Unaccompanied 18 and over	Male_____	Female_____	Total_____
Unaccompanied under 18	Male_____	Female_____	Total_____

Annual Number (Not percentages) from 1/1/07 to 12/31/07 of households with children headed by:

Single 18 and over	Male_____	Female_____	Total_____
Single under 18	Male_____	Female_____	Total_____
Two Parents 18 and over			Total_____
Two Parents under 18			Total_____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN:

Total_____

List the number of clients for each subpopulation you served from 1/1/07 to 12/31/07. If you served subpopulations that fit more than one category, you may place overlapping numbers (duplicate persons) on the appropriate lines.

Chronically Homeless* (Emergency Shelter only): _____
 Severe Mentally Ill: _____
 Chronic Substance Abuse: _____
 Other Disability: _____
 Veterans: _____
 Persons with HIV/AIDS: _____
 Victims of Domestic Violence: _____
 Elderly: _____

**The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.*

List the number of persons (not percentages) served in Emergency or Transitional Shelters during the time period of 1/1/07 to 12/31/07.

Shelter Type	Number of Persons Housed
Barracks:	_____
Group/Large House:	_____
Scattered Site Apartments:	_____
Single Family Detached House:	_____
Single Room Occupancy:	_____
Mobile Home/Trailer:	_____
Hotel/Motel:	_____
Other:	_____
Total:	_____

RESIDENTIAL (EMERGENCY OR TRANSITIONAL SHELTERS) from 1/1/07 to 12/31/07

Annual Number Adults Served: _____
 Annual Number of Children Served: _____
 TOTAL: _____

NON-RESIDENTIAL SERVICES

Annual Number of Adults and Children Served: _____

***The total annual count (including residential and non-residential services) on the ESG Beneficiaries must match the total annual count from the Racial/Ethnic Characteristics.**

F. During the past year what percent of your clients reached successful outcomes? (i.e. permanent housing, mainstream resources) What percentage had you anticipated? How do you explain any substantial differences? What do you anticipate for the coming year?

G. How many homeless persons have made the transition to permanent housing between 1/1/07 to 12/31/07? _____(Provide a narrative as to how you came to this number and attached any supportive documentation)_____

H. **Service Area** - Identify the organization's proposed service area(s) by name, location, city or town, or county. Indicate the approximate population of your service area.

SECTION V. HOMELESS NEEDS

(Answer all items - use separate sheet if necessary)

1. How many homeless persons are there in your service area? (Attach/explain data source information)

SECTION VI. SUMMARY OF FUNDS REQUESTED

Instructions for completing the Summary of Funds Requested

Please complete as accurately and completely as possible. Failure to do so may result in a reduction or denial of funding. Request only those funds expected to be expended over a 12-month period. **Round to the nearest \$1.00.** Refer to page 3 of the Administrative Plan for a list of eligible program activities.

I. A. Renovation-rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Includes labor, materials, tools and other costs of improving buildings, including repair due to deferred maintenance, replacement of principal fixtures/components, security devices, alterations, incidental additions, enhancements, energy efficiency improvements and structural accessibility.

B. Major Rehabilitation-rehabilitation costs in excess of 75 percent of the value of the building before rehabilitation.

C. Conversion-a change in the use of a building to an emergency shelter for the homeless where the cost of conversion exceeds 75 percent of the value of the building before conversion.

II. Operating Expenses-payment of maintenance, operation (including administration but excluding staffing costs) rent, repair, security, fuels, equipment, insurance, utilities and furnishings.

III. Homeless Prevention-activities or programs to prevent homelessness, including (but not limited to):

- a) Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices
- b) Security deposits or first month's rent to permit a homeless family to move into its own apartment
- c) Mediation programs for landlord-tenant disputes
- d) Legal services programs for the representation of indigent tenants in eviction proceedings
- e) Payments to prevent foreclosure on a home
- f) Other innovative programs and activities designed to prevent the incidence of homelessness

SUMMARY OF FUNDS REQUESTED

See page 11 for instructions to complete this form.

Name of Agency: _____

	Requested	*Approved
I. REHABILITATION, CONVERSION, and RENOVATION ACTIVITIES		
A. Renovation		
B. Major Rehabilitation		
C. Conversion		
TOTAL REHABILITATION		
II. OPERATION		
A. Maintenance/Repair		
B. Insurance		
C. Utilities		
D. Furnishing/Appliances		
E. Food		
F. Other Operations (Specify)		
TOTAL OPERATIONS		
IV. HOMELESS PREVENTION ACTIVITIES		
V. TOTAL ALL ACTIVITIES		

* SDHDA will fill in the approved column with the authorized amount.

**Homeless Prevention Funds cannot exceed 30 percent of the total grant requested.

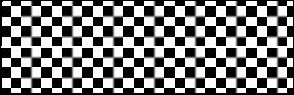
SECTION VII. TOTAL BUDGET FOR OPERATIONS AND SERVICES

INSTRUCTIONS for completing the attached Total Budget for Operations and Services. Please complete as accurately and completely as possible to reflect organization's activities, resources, and expenditures. Failure to do so may result in a reduction or denial of funding.

Resources: Project the amounts to be received during the next year.

Expenses: Project the amounts to be expended over the next year.

TOTAL BUDGET FOR OPERATIONS AND SERVICES

Anticipated Resources	Amount Projected for 2008
1. United Way	
2. VOCA (Victims of Crime Assistance)	
3. DASA (Domestic and Sexual Abuse Grant)	
4. ESG (Emergency Shelter Grants) This must equal your total request	
5. Marriage License Fees	
6. City/County Government Contribution	
7. FEMA (Emergency Food and Shelter Program)	
8. Documented Cash Contributions	
9. FVPS (Family Violence and Prevention)	
10. STOP Violence Against Women Grants	
11. Other Resources (specify) _____	
12. Other Resources (specify) _____	
Total Resources	
Projected Expenses	
1. Renovation	
2. Rehabilitation	
3. Maintenance	
4. Insurance	
5. Utilities/Fuels	
6. Furnishings/Appliances	
7. Food	
8. Security	
9. Staff Salaries	
10. Rent/Mortgage Payment	
11. Other Operating Expenses	
12. Supportive Services	
13. Administration	
14. Other Expenses (specify) _____	
Total Expenses	

Anticipated In-Kind Contributions for 2008

SECTION VIII. ATTACHMENTS

Please attach the following items.

1. Bylaws and/or constitution
 Attached
 Submitted last year; no change since then
2. Articles of Incorporation
 Attached
 Submitted last year; no change since then
 we are a public, not a nonprofit agency
3. Documentation of 501(c)(3) status from the U.S. Internal Revenue Service
 Attached
 Submitted last year; no change since then
 We are a public, not a nonprofit agency
4. Local Government Certification
 Attached
5. Organizational chart of the Agency Board and staff
 Attached
 Submitted last year; no change since then
6. Certification of Consistency with local Consolidated Plan (Rapid City & Sioux Falls applicants only)
 Attached
7. Bids - at least 2 competitive bids for renovation/rehabilitation activities
 Attached
 No renovation/rehab. funds requested
8. Copy of the purchase or lease agreement(s) for the building(s) currently used as a shelter and/or office space.
 Attached
 Submitted last year, no change since then
9. Shelter pictures of any renovation activities (inside and/or outside)
 Attached
10. Provide evidence of financial accountability such as a recent audit or annual accounting with balance sheets.
 Attached

SECTION IX. CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining funds under the Emergency Shelter Grant Program and is true and complete to the best of the Applicant's knowledge and belief. The Applicant shall not, in the provisions of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap. Verification of any of the information contained in this application may be obtained from any source named herein.

I certify that I am authorized to execute this application on behalf of the Applicant.

Signature

Date

**EMERGENCY SHELTER GRANTS PROGRAM
LOCAL GOVERNMENT CERTIFICATION
BY THE CHIEF EXECUTIVE OFFICER**

I, _____, (Name and Title) duly authorized to act on
behalf of the _____ (Name of Jurisdiction) hereby
approve the following projects(s) proposed by _____

(Name of Nonprofit) which is (are) to be located in:

(Name of Jurisdiction):

By: _____
(Name and Title)

(Date)

(Signature)

**CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN
(Applications from Sioux Falls and Rapid City Only)**

I, _____, (name and title) authorized to act on behalf of _____(City) certify that the activities proposed by _____ (name of applicant or recipient) are consistent with the Consolidated Plan submitted by _____ (City) on _____ (date), to the Department of Housing and Urban Development.

(Name)

(Title)

(Signature)

(Date)