

CITY OF OKLAHOMA CITY
PLANNING DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT
420 W. Main Street-9th Floor
Oklahoma City, OK 73102



EMERGENCY SOLUTIONS GRANT
2019-2020 ESG

FUNDING
APPLICATION



Agency: _____ DUNS Numbers: _____

Project Name: _____

Agency Contact Person: _____

Email Address: _____ Phone: _____

Agency Address: _____

Proposed Activities/Budget: (Select ALL that apply)

Street Outreach

Emergency Shelter

Prevention/TBRA/Services

Rapid re-housing/TBRA/Services

Centralized Intake

Amount Requested:

Estimated number of persons to be served:

Estimated number of households to be served:

Choose the primary population to be served by the project:

Describe the source and amount of match to be provided for this project:



Checklist of Required Documents

Organizations currently being funded by the ESG Program do not need to submit documents No. 2, 9, 10, or 11.

1. Fiscal Year Agency Operations Budget
2. Documentation of 501(c)(3) status from US Internal Revenue Service
3. Documentation of active SAM registration with current information
4. Documentation from www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct the organization's Code of Conduct complies with 2 CFR part 200 and is on file with HUD. If not, attach Code of Conduct.
5. Organizational Chart
6. Current list of Board of Directors
7. Most recent Fiscal Year Audit, if applicable
8. Minutes from the past two board meetings
9. Drug-Free Workplace Policy
10. Nondiscrimination and equal opportunity policy as it pertains to consumers
11. Admission/Intake Policy
12. Match Documentation
13. Renewing projects only - HMIS Generated APR (May 1, 2018-April 30, 2019)



1. Describe the proposed program and services to be provided. Include your agency's experience in operating similar program. Is there a documented need for this service?



2. If the applicant serves families, please describe how all children are connected with McKenney-Vento services within their school. N/A if your project does not serve minors.

3. Briefly discuss eligibility requirements including intake processes and requirements for clients upon entering program.

4. What percentage of your program discharges in the last calendar year were involuntary? Provide examples and reasons for discharge. **NEW PROJECTS:** please use existing program information.



5. If applicable, describe how this project will work with the consumers to develop **individual** service plans specific to the consumer's needs. Include linkages to mainstream services and employment.

6. Describe how your agency will involve homeless consumers in the operating of the ESG funded project. Include if your agency has a homeless or persons on the Board of Directors.



7. Project Performance – Using the APR data complete the table below
 (NEW PROJECTS: On a separate document include a narrative response on how your project will address housing stability and increasing the non-cash benefits of your consumers)

a. Housing Stability	1. Enter Total number from “Total persons exiting to positive housing destinations” from Q23c.	
	2. Enter the “Number of Stayers” from line 8 of Q5a.	
	3. Add lines 1 + 2 together	
	4. Enter the “Number of Persons Served” from line 1 of Q5a.	
	5. Divide Line 3 by Line 4 and convert to percentage	
b. Increase Non-Cash Benefits	1. Enter the number of persons who had any source of non-cash benefit at start in Q20a.	
	2. Enter the number of person who had any source of non-cash benefit at latest annual assessment in Q20a.	
	3. Enter the number of persons who had any source of non-cash benefit at exit in Q20a.	
	4. Add lines 2 + 3 together and then subtract line 1.	
	5. Enter the “Number of Persons Served” from line 1 of Q5a.	
	6. Divide Line 4 by Line 5 and covert to percentage	
c. Number Served	1. Is the “Number of Persons Served” from line 1 of Q5a consistent with the number proposed in the application?	
	If not, please explain	



8. Housing First/Low Barrier

	Yes	No
Does the project require a background screening prior to project entry?		
Does the project prohibit persons with certain criminal convictions from entering the project?		
Does the project require participants to be clean and sober prior to project entry or during project stay?		
Does the project require participants to take alcohol/drug tests?		
Does a positive alcohol/drug test result in termination from the project or require participant to participate in substance abuse treatment and/or detox to resume project services?		
Does the project require participants to have a mental health evaluation prior to project entry?		
Does the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance as a condition of participation?		
Does the project require participants to have an income at time of project entry?		
Does the project require participants to obtain income as a condition of remaining in the project?		
Does the project require participants to participate in supportive services as a condition of continued services?		
Does the project require participants to be "progressing" in their goals to remain in the project?		
Does the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity and/or gender expression?		
Does the project include any requirements, outside of those typically found in a lease agreement or in "community living" conduct rules?		
Do project participants have to travel to the agency's office(s) to receive the majority of their services, including case management, after they are housed?		
Does the project prohibit any member of a household, based on age, gender, biological relationship and/or marital status, from residing together at the project?		
Enter the Total # of "Yes" and "No" responses		



1. HMIS Data Quality - Using the APR data complete the table below
(NEW PROJECTS: On a separate document include a narrative response on how your project will meet the data standards of the CoC)

Identifiable Information Data Quality	Enter "Overall Score" from Q6a.			
Veteran Status Data Quality	Enter "% of Error Rate" for "Veteran Status" from Q6b.			
Project Start Date Data Quality	Enter "% of Error Rate" for "Project Start Date" from Q6b.			
Head of Household Data Quality	Enter "% of Error Rate" for "Relationship to Head of Household" from Q6b.			
Disabling Condition Data Quality	Enter "% of Error Rate" for "Disabling Condition" from Q6b.			
Destination Data Quality	Enter "% of Error Rate" for "Destination" from Q6c.			
Income at Entry Data Quality	Enter "% of Error Rate" for "Income and Sources at Start" from Q6c.			
Income at Annual Assessment Data Quality	Enter "% of Error Rate" for "Income and Sources at Annual Assessment" from Q6c.			
Income at Exit	Enter "% of Error Rate" for "Income at Sources at Exit" from Q6c.			
Timeliness Data Quality	Enter Values from "Q6e – Data Quality: Timeliness"			
		Project Entry	Project Exit	Total
	0 Days			
	1-3 Days			



	4-6 Days			
	7-10 Days			
	11+ Days			
	Total Number of Entries			
	Add Totals from "0 Days" and "1-3" Days and Divide by the Total Number of Entries to determine the % of entries entered within 72 hours.			

10. Financial and Monitoring (**NEW PROJECTS:** On a separate document include a narrative response on how your project will expend funds, include your agency's plan for providing services on a reimbursement basis.)

In the projects most recently ended grant year, what percentage of funds were expended?	
Percentage of funds used for Housing vs. Supportive Services	
Did the project submit all reimbursement requests at least quarterly during the most recently ended grant term?	
Did the project provide documentation for the match required per ESG regulations?	
Did the project have any findings or concerns in the most recent monitoring?	
In the projects most recently ended grant year, what was the cost per person served?	

11. Collaboration

The agency is an active member of the Coalition to End Poverty and has consistent representation at CCMS, Veterans CCM, Family CCM or Youth CCM.	
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