

**FL504 Volusia-Flagler Continuum of Care
2016 Emergency Solutions Grant Application**

The Department of Children and Families Office on Homelessness has published the **2016 Emergency Solutions Grant (ESG) Application**. The ESG program is designed as the first step in a continuum of assistance that addresses homelessness and enables the homeless population to move steadily towards independent living. The grant is available at:

http://www.myflorida.com/apps/vbs/vbs_ad_r2.view_ad?advertisement_key_num=126343 or <http://vbs.dms.state.fl.us/vbs/main-menu> or www.state.fl.us/homelessness or under Notices and Announcements at www.vfcontinuum.org.

The 2016 ESG Grant Timeline and Schedule, listing important dates and information relative to this grant, are attached and also available under Notices and Announcements at www.vfcontinuum.org. **The deadline for submitting a local application is May 5th, 2016 by 4:00 PM at 101 N. Woodland Blvd., Suite 401, DeLand, FL.**

A. Funds Available: Up to \$250,000 per Continuum of Care. See Grant for Details.

B. Dates of Service of the Grant: All funds must be expended by June 30, 2017.

C. Match Requirement: The 2016 ESG requires a 100%, dollar-for-dollar cash or in-kind match as set forth in 24 C.F.R. § 576 and the State of Florida.

D. Local Certification - as required by 24 C.F.R. § 576.202, private nonprofit organizations providing **emergency shelter services** under this grant must obtain certification of approval from the unit of local government for the geographic area in which the grant activities will be carried out (see exhibit 10: P. 46 of DCF Grant application # LPZ19).

E. Volusia-Flagler CoC Grant Application Requirements:

1. Application form attached.
2. Budget. (5% administrative costs split between Lead Agency and provider)
3. Description and documentation of required match
4. Agency's most recent audit, board roster and annual budget (if agency has not received funding through Federal CoC grants, DCF/ State grants or VFCCH within the last year.)
6. Executed Commission on Homelessness Coordinated Assessment Agreement
(Attached)

F. Submission Guidelines: Applicants should deliver 11 copies of the packet and one signed copy of the Commission on Homelessness Coordinated Assessment Agreement no later than 4:00PM on May 5, 2016 to VFCCH at the address listed above.

**Commission on Homelessness
FL504 Volusia-Flagler Continuum of Care
2016 Emergency Solutions Grant Application**

Agency Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone No.: _____

Website Address: _____

Please type responses to the following questions and deliver eleven (11) copies (including copies of the most recent audit or financial review, board roster, and annual budget) to the Volusia/Flagler Co. Coalition for the Homeless no later than 4:00 PM on May 5th, 2016. The application packet should include only one (1) signed copy of the Commission on Homelessness Volusia Flagler Coordinated Assessment Agreement.

Note: It is essential that you reference the DCF application LPZ19 when completing the local application on guidance on allowable costs, Match, administration, HMIS, and other requirements under ESG funding (24 C.F.R. § 576).

1. (25 points) Please provide a narrative summary for each component/program that you are applying for to include:
 - A. The proposed activities to be provided using the ESG funds. If you are applying for more than one component (eg. - Emergency shelter and RRH) please complete separate narratives for each).
 - B. Identify the need for the specific component (RRH/Prevention, Emergency Shelter, or Street Outreach) that you are applying for and specific data that drives the need.
 - C. The population and geographic region to be served (unsheltered or street homeless, chronic homeless, homeless veterans, families, or youth, etc.).
 - D. The numbers of individuals or households to be served.
 - E. How program participants are identified and enrolled into the program.
 - F. Describe the proposed activities and how participants are assisted to succeed in the program.

- G. Specify the outcomes and/or performance measures of the program and explain how the measures are the best indicators of success for the population.
 - H. Describe how participants are assisted to obtain employment and/or increase resources or benefits to gain self-sufficiency, if applicable.
 - I. Describe how your agency interfaces and coordinates with other homeless assistance providers, and other systems (Career-Source, DCF, corrections, mental health, substance abuse, health care, foster care) to end homelessness for the population served.
 - J. Describe the best practices, training, or curriculum implemented by the program in the past year or any that will be implemented by June 30, 2016 to increase progress toward success.
 - K. Describe how the proposed activities contribute to the progress toward one or more goals set out in the VFCoC Ten Year Plan www.vfcontinuum.org (under 2015 Emergency Solutions Grant) and/or the Federal Strategy to Prevent and End Homelessness (<https://www.onecpd.info/resource/1796/opening-doors-federal-strategic-plan-to-prevent-end-homelessness-2010/>).
2. (5 points) - Please provide a complete program budget for each separate component (Street Outreach, Emergency Shelter, RRH, Prevention) that you are applying for that includes the sources of all income to be contributed. Each Program will be considered independently). Indicate the source of matching funds as required by Florida Statutes 24 C.F.R. § 576. (100% Match Required)
 3. (10 points) - Continuum of Care Participation. Please describe the participation of agency staff in the CoC. (include leadership roles for the Commission on Homeless and committee participation).
 4. (5 points) - Has your agency returned federal or state funds for homeless housing or services during the last 5 years? If so, please report the year, the amount returned and the reason funds were not fully expended.
 5. (15 points) - Describe the applicant's experience (in detail) in providing housing or services to the homeless or those at-risk of homelessness. Include the following data points

Street Outreach:

- Total number of clients engaged
- Number of clients admitted for services
- Number of clients linked to employment and / or benefits
- Number of days in the program before being housed
- HMIS data quality

RRH/Prevention:

- Cost per family
- Average length of stay in the program
- Successful outcomes/remained in permanent housing
- Follow up number remaining in permanent housing following 3 months
- HMIS data quality

Emergency Shelter:

- Total number of clients served
- Average days in shelter
- Total number of clients discharged to permanent housing
- Total number of clients discharge back to homelessness
- HMIS data quality

6. (5 points) - Describe the agency's experience in administering public funds. Please provide the most recent audit or financial review, a copy of the roster of the Board of Directors, and a copy of the most recent annual budget.
7. (25 points) - Please describe the agency's experience in collecting and using data on services provided to meet outcome and/or performance measures. Does your agency currently participate in the Homeless Management Information System (HMIS) or other database? If your agency does not currently participate in a database, please describe your data collection methods and indicate if you are willing and able to implement use of HMIS for the activities funded under the Emergency Solutions Grant. If your agency has received a corrective action plan related to use of the HMIS, please provide a copy of the plan, and detail the agency's efforts to correct the noted issues. Also indicate whether the agency's corrective efforts have been reviewed and approved by the HMIS coordinator.
8. (10 points) Please provide the 2014-15 CAPER submission for ESG component executed along with copies of timely drawdown submission and year- end report submitted to DCF.

Note:

1. If you are a new agency or an agency that has not applied for funding through VFCCH /CoC or State of Florida/DCF ESG and Challenge grants within the last grant cycle, since march 2015) you will need to submit the most recent audit and copy of financial statements along with this grant.

2. This application and grant requirements are subject to change as a result of corrections or changes to the 2016 ESG Grant made by the Florida Department of Children and Families State Office on Homelessness