



Carrie Eklund
Central Services Manager
Finance Department

**REQUEST FOR PROPOSALS
EMERGENCY SOLUTIONS GRANT PROGRAM
RFP NO.: 113-HS-005**

1/14/13

Name of Proposing Firm: _____
Address _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-Mail: _____

RFP Opening Time and Date 11:00 a.m., Local Time, Tuesday, January 29, 2013

Proposals will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond: NO
Prevailing Wage NO
Performance Bond: NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

RETURN PROPOSALS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104
Telephone: (815) 987-5560

PROPOSALS SUBMITTED BY FASCIMILE OR E-MAIL WILL NOT BE ACCEPTED

PROPOSAL RESULTS:

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174. or at www.rockfordil.gov

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. **Prevailing Wage.** When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. **Certified Payroll.** All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to certified.payroll@rockfordil.gov.

27. **Substance Abuse Prevention.** When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. **Apprenticeship Requirement.** For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. **Indemnification.** To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
Note: The number of employees must be entered under each category (no check marks)

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature
Title
Firm

Our firm is a:

Minority Business Enterprise	_____	City-Certified?	Yes	_____	No	_____
Women Business Enterprise	_____	City Certified?	Yes	_____	No	_____
Neither	_____					

(Revised 12/21/09)

Emergency Solutions Grant Program
RFP No: 113-HS-005

1.0 Scope

Under the Emergency Solutions Grant Program (ESGP), the U.S. Department of Housing and Urban Development (HUD) has been authorized by Congress to provide funds for the rehabilitation, renovation or conversion of emergency shelters, for operational and essential service expenses of emergency and transitional shelters and for homeless prevention. The City of Rockford Human Services Department will be providing \$45,545 in program funds and \$3,105 in administrative funds available to private not-for-profit organizations providing homeless prevention and rapid rehousing services within the City of Rockford. This allocation is established under the HEARTH Act and as such will have new standards to meet which are outlined in the notice below.

2.0 General Requirements

- 2.1 Vendor Qualifications. No contract shall be awarded except to responsible firms capable of providing the class of service described.
- 2.2 Evaluation. Awards will be made on a competitive basis. The department will review each proposal for completeness and eligibility and the review committee established by the Continuum of Care will review and make award recommendations to the City of Rockford's Human Services Department. City Council will make the final determination on funding awards.
- 2.3 Submittal. An original and two (2) copies of the proposal must be submitted by 11:00 AM on Tuesday, January 29, 2013.
- 2.4 Contact. Prior to the award of contract to the successful vendor, prospective vendors shall contact Jennifer Jaeger at jennifer.jaeger@rockfordil.gov or (815) 962-6624.

3.0 Specific Requirements

- 3.1 Supplement Emergency Solutions Grant funds with an equal or greater amount of funds from other sources. Match source documentation will be required at time of application and will also be monitored throughout the grant term. Match funds must be identified separately in the grantees financial documentation and must demonstrate both receipt of the match funds (in) and expenditure of the match funds for the grant (out).
- 3.2 Assist homeless individuals in obtaining appropriate services essential for achieving independent living such as permanent housing, medical treatment, mental health treatment, counseling, and other federal, state and local assistance available for the homeless.
- 3.3 Ensure that the project has a HUD accepted method to document that those served are homeless and a method to address consumer concerns.
- 3.4 *Limitations on provisions of essential services*. Funds can be used for a new service or quantifiable increase in the level of service above that provided during the immediately previous 12-month period. ***This provision in the legislation prohibits using ESGP funds to replace existing non-profit funding of services.*** However, once a new or increased level of services meets the standards of a new or increased service, then ESGP funds may be used to continue funding that service in subsequent years.
- 3.5 Costs to the applicant for preparation and submission of the application are not allowable under the Emergency Solutions Grant Program.

- 3.6 Eligible Applicants. Any not-for-profit shelter provider may apply for ESGP funds. A not-for-profit organization is defined as a secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1954, making it exempt from taxation, assuring it has an accounting system and a voluntary governing board and practices non-discrimination in the provision of services. An eligible applicant would provide the following:
- 3.6.1 Homeless Prevention services that include housing relocation and stabilization services as well as tenant based rental assistance. These services will focus on preventing households from entering into homelessness.
 - 3.6.2 Rapid Rehousing services that include housing relocation and stabilization services as well as tenant based rental assistance. These services will focus on rapidly rehousing households that are homeless.
- 3.7 Eligible Activities. Emergency Solutions Grant Program funds may be used to implement one or more of the following activities: Homeless Prevention includes activities or programs designed to prevent the incidence of homelessness, such as short-term subsidies to defray rent arrearages for families that have received eviction notices, first month's rent, and case management services to support activities designed to prevent homelessness or rapidly rehouse families. For grant funds awarded to assist families that have received eviction notices, the grantee must demonstrate 1) the inability of the family to make the required payments is the result of a sudden reduction in income, 2) the assistance is necessary to avoid eviction of the family 3) there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time, and 4) the assistance does not supplant funding for pre-existing homeless prevention activities from any other sources.
- 3.8 Ineligible Activities. Emergency Solutions Grant Program funds MAY NOT be used for:
- 3.8.1 Acquisition of real property
 - 3.8.2 Mortgage payments
 - 3.8.3 Property clearance or demolition
 - 3.8.4 Rehabilitation administration
 - 3.8.5 Staff training or fund raising activities associated with rehabilitation
 - 3.8.6 Rehabilitation services performed by a not-for-profit organization, such as preparation of work specifications, loan processing or inspections.
 - 3.8.7 Depreciation Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
 - 3.8.8 Public relations or fund raising
 - 3.8.9 Staff recruitment, training, entertainment, conferences, or retreats
 - 3.8.10 Existing services and staff (services must be new or provided to more persons)
 - 3.8.11 Salary of case management supervisor when not working directly on participant issues
 - 3.8.12 Advocacy, planning, and organizational capacity building
 - 3.8.13 Transportation costs not directly associated with service delivery
 - 3.8.14 Building maintenance and repairs
 - 3.8.15 Direct payments to individuals
 - 3.8.16 Long-term assistance beyond several months
 - 3.8.17 Application for Federal Funds or Un-programmed Funds
 - 3.8.18 Bad debts/late fees
- 3.9 Definition of Homelessness under HEARTH. The final rule maintains these four categories. The categories are: (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.

3.9.1 The link to the final rule and additional information on documentation of homelessness acceptable to HUD can be found at:

https://www.onecpd.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

3.10 Matching Funds

3.10.1 Each grant recipient must supplement, or demonstrate an attempt to supplement, its emergency shelter grant funds with an equal or greater amount of funds from other sources. These funds must be available to the project after the date of the grant award. Match source documentation will be required at time of application and will also be monitored throughout the grant term. Match funds must be identified separately in the grantees financial documentation and must demonstrate both receipt of the match funds (in) and expenditure of the match funds for the grant (out).

3.10.2 The amount available for matching funds purposes must be injected during the grant period. Funds spent prior to the grant award cannot be considered in fulfillment of the match requirement. Potential sources of match may include, but are not limited to, Illinois Department of Healthcare and Family Services Emergency Food and Shelter Program or Federal Emergency Management Agency (FEMA) funds. A potential grant recipient may also include the value of any donated material or building, the value of any lease on a building, any salary aid to staff in carrying out the emergency shelter program in addition to the time and services contributed by volunteers to operate the shelter. Costs that are paid with other HUD funding are not eligible for use as match.

3.10.3 The following provisions apply when determining the value of in-kind contributions:

- Volunteer Services/Labor: Compute the total number of all volunteer hours. For purposes of this application, volunteer labor is to be calculated at \$5.00 per hour. All volunteer hours must be documented and be within the time frame of the grant.
- Buildings/Facilities: Identify the value of any recently donated building to be used as part of the project or lease on a building, by submitting a copy of the appraisal with the application
- Staff: Identify the staff positions, their salary, and qualifications which are committed to carrying out activities related to the Emergency Solutions Grant Program during the grant period.
- Equipment/Supplies: Document current retail or fair market value of donated items. These items can include linens, furniture, food, supplies, appliances, etc.

3.10.4 Each funding source must be designated by name and specific amount. To document each matching contribution, a written letter of commitment must be provided from each source. The letter should contain:

- Language which indicates that funds or in-kind contributions have been committed by individuals or organizations empowered to award the amount.
- A specific dollar amount.
- For any in-kind contributions, an itemization of the contributions and a description of how the value was determined (e.g., number of volunteers, hours worked, etc.).

- Signature of an authorized official.

4.0 Program Requirements

The Emergency Solutions Grant Program contains a number of program and federal requirements which may have an impact on the design or eligibility of a project. Therefore, it is important to be aware of the various limitations, assurances, and requirements associated with the program. ESGP entities funded under HEARTH have new, stricter requirements to meet for performance.

- 4.1 Housing Standards. Rental assistance may only be paid to units passing a Housing Quality Standards (HSQ) inspection. The recipient of these funds must conduct a HSQ inspection of all units prior to issuing any payments. The HSQ form must be kept in the client file and be available for review by city staff. All projects providing rental assistance will be expected to comply with all applicable lead-based paint regulations.
- 4.2 Quality Services and Appropriate Referral Linkages. Homeless individuals must have access to assistance in obtaining appropriate support services. This includes permanent housing, medical and mental health treatment, counseling and similar services essential to achieving independent living. A referral system must be demonstrated to be in place, providing for quality services and aid (whether or not these services are to be provided with grant funds) and ensuring a coordinated approach to serving the homeless).
- 4.3 Program Certification. Under the Emergency Solutions Grant Program the applying organization must certify that the activities as outlined in the RFP are in compliance with the appropriate federal rules and regulations. The certification (Attachment "A") assures conformity with equal opportunity and other federal and state provisions.
- 4.4 Time Frame for Use of Funds. All ESGP funds must be obligated by the City within 180 days (6 months) and expended within 12 months from the date of award. For prevention activities, all funds must be expended within 180 days of grant award. Extension of grant program may be requested by the grantee. However, such request must be made within 180 days of the grantee award date and is subject to the review and approval of the City of Rockford. Be advised that program year extensions and failure to expend ESGP funding on a consistent and timely manner may result in negative scoring under future ESGP RFPs.
- 4.5 Homelessness Prevention and Rapid Re-Housing. At least 50% of households will have their housing stabilized or be safely rehoused within 28 days. **AND** 70% of the above households will continue to be in stable housing at least 90 days following assistance.
- 4.6 Housing Case Management
 - 4.6.1 Special Guidance on Case Management. Sub-recipients using ESG funding to fund Case Management activities must understand and agree to the following special guidance.
 - 4.6.2 Clarifying Case Management vs. Intake/Screening. While acknowledging that case management should remain flexible to best serve the individual needs of households, the following defines basic expectations as to what is provided. This is preceded by a definition of Intake/Screening, another essential function for programs serving the homeless.
 - 4.6.3 Intake/Screening. To provide coordination at the program or community level; and direct financial assistance where appropriate.
 - Record base household information to determine immediate need, and eligibility for other assistance.
 - Assess if a household's needs can be met with financial assistance alone (such as back rent, mortgage arrearage, security deposit), or if more intensive supports are required.

- Provide financial assistance where appropriate.
 - Determine what initial referral may be appropriate (case management, shelter, etc.).
 - Follow-up on initial referral to prevent a household from “falling through the cracks.”
- 4.6.4 Case Management. To provide coordination for the household; to provide more intensive interaction and services for clients deemed unlikely to resolve their housing crisis with short-term financial assistance alone.
- Work closely with the household to acquire and maintain stable housing which is affordable to them.
 - Determine (in consultation with household and other community partners, if applicable) who shall be the lead case manager for the household.
 - Work with participants to develop a housing plan, set goals, and help participants stay on course.
 - Employ best practices to help the household identify its strengths and opportunities, as well as underlying issues which may have led to homelessness, or could undermine success if not addressed.
 - Provide information and encouragement for the household (or members of the household) to avail themselves of other appropriate services or take appropriate action to address barriers.
 - Maintain a relationship with household, identifying the appropriate level of support without creating over-dependence. This includes providing -- when appropriate -- follow-up case management for higher-risk families after they have moved into permanent housing.
- 4.6.5 Case management performance measures include the following
- At least 90% of homeless households referred for case management will meet with a case manager or housing advocate within 3 days of the referral.
 - Within 90 days of referral, at least 50% of households will have at least 1 adult in the household who is employed **OR** has enrolled in an educational or training program, **OR** has qualified for income benefits such as TANF, SSI or G.A.
 - Within 120 days of referral, at least 70% of households receiving case management from the Grantee will be stabilized in transitional or permanent housing. **AND** At least 70% of those households will remain stably housed for at least 90 days.
 - To establish baseline data, sub-recipients will report on the number of new residents, the number of residents exiting the program, and the average length of stay. Sub-recipients shall also submit a monthly ESGP report from a database. For the purposes of this grant, a "safe or complete exit" shall be defined as one of the following: College, friends, home with family or staying with relatives, independent living, Job Corps, military, residential treatment/rehab.
 - In the event that a sub-recipient’s performance falls below 75% of a stated target, the sub-recipient, in conjunction with the City of Rockford will develop a performance improvement plan. Continued failure to meet performance measures may result in loss of fees or cancellation of the grant agreement.

5.0 Administrative Requirements

The not-for-profit provider will be required to report fiscal and project data on a monthly basis to the City of Rockford Department of Human Services. All financial, statistical, property, materials, supplies, and supporting documentation must be retained for a period of three years from the termination of the grant period. The following administrative requirements apply to the Emergency Solutions Grant Program:

- 5.1 Progress Reports. Monthly progress reports (Attachment “B”) and a year-end report will be required by the department. These reports will outline client statistics. Also, requests for payment must be submitted monthly and may only include expenses incurred after the date of the Agreement. The

department reserves the right to request additional information to further clarify or document activities as may be necessary. The monthly reports are due by the 15th of each month. The annual report will be due within 30 days of the end of the program year. Agreements between the department and grantees must be executed within fifteen (15) days of receipt.

- 5.2 Financial Management Standards. The grantee is accountable for all funds received under this program. The grantee must maintain accountability over all funds, equipment, property and other assets under the grant as required by the department. Records shall be kept which detail the expenditures of grant funds and accurately document such expenditures. Financial management must meet the standards outlined in the ESGP Desk Guide and the relevant OMB (Office of Management and Budget) regulations for non-profit organizations.
- 5.3 Compliance. The department will evaluate agencies funded under this program on-site periodically throughout the grant period. The project will be evaluated for compliance with the terms and conditions of the grant document. Grantees are expected to comply with both ESGP rules and regulations and City of Rockford processes and rules related to the ESGP and Continuum of Care.
- 5.4 Audits. The grantee will be responsible for having an annual audit of all grant records. Such audit must be performed by an independent public accountant, certified and licensed by the authority of the State of Illinois. The grant audit should be conducted as part of the grantee's annual audit. Any grantee determined to have misused grant funds (i.e. fraud and abuse, noncompliance with this program, noncompliance with terms and conditions of the grant document) as a result of an audit, shall be ineligible to apply for and receive funds under this program.
- 5.5 Special Conditions and Terms. For successful applicants, the department reserves the right to specify special grant conditions and terms of the grant agreement. It further reserves the right to establish the amount of the grant award. Grant-related expenses may be incurred only after the date of the grant award, and after all grant conditions have been met.
- 5.6 Participation in Continuum of Care. All ESGP award recipients must participate in the Mayors' Task Force on Homelessness as a member agency.
- 5.7 Participation in HMIS All ESGP award recipients must participate in the City of Rockford's Homeless Management Information System (HMIS). Participation will include, but is not limited to entry of homeless individuals with either identified or de-identifiable demographic information and usage of the case management functions and electronic agency to agency referrals. Training will be provided for those agencies who are not currently users on the system. Failure to participate in HMIS will constitute grounds for immediate de-obligation of ESGP award. Exception to this rule will be made for organizations whose primary focus is to serve victims of domestic violence. Organizations which are exempt will still be required to furnish requested de-identified information.
- 5.8 Previous Performance of grantees. If an applicant has been awarded ESGP funds within the past three years, the City of Rockford Human Services Department will provide the review committee with copies of the applicant's performance report (ESGP Monthly report summary) and with documentation of the applicant's use of funds limited to whether the applicant met its spending obligations in a timely manner.
- 5.9 Additional Documentation. The department reserves the right to request additional documentation as necessary.

2011 ROUND TWO HEARTH EMERGENCY SOLUTION GRANT PROGRAM APPLICATION
ESGP APPLICANT PROJECT INFORMATION

Legal Name of Applicant:

Type of Organization:

Not-For-Profit Organization Unit of General Local Government

Faith-based Organization: Yes No

Federal Employer Identification Number (FEIN):

Contact Name:

Contact Phone: Fax:

Contact Email Address:

Agency Website:

Agency Mailing Address:

Wheelchair Accessible: Yes No

AMOUNT OF ESGP FUNDING REQUESTED:	\$
TOTAL AMOUNT OF MATCH:	\$
TOTAL COST OF PROJECT	\$

ESGP SUBMISSION CHECKLIST

All ESGP applications will be screened for completeness. Applicants must complete and submit this checklist with the application.

- Letter of Transmittal from Executive Director
- One (1) original and two (2) copies of the completed application
- Completed Submission Checklist
 - Completed Applicant Project Information Page
 - Project Narrative
 - Community Need
 - Proposed Use of Grant Funds
 - Operations
 - Project Budget
 - Financial Management
 - Homeless Consumer Participation
 - Attachment A, Certification
 - Attachment B, Monthly Report Sample
 - Attachment C, Verification of Match Commitment
 - Attachment D, IRS Letter of Not-For-Profit Status
 - Attachment E, Fire Inspection
 - Attachment F, Health Inspection
 - Attachment G, Support Letters
 - Attachment H, Non-Discrimination Policy
 - Attachment I, Staff Grievance Policy
 - Attachment J, Shelter Rules & Regulations
 - Attachment K, Client Grievance Procedures
 - Attachment L, Client Termination Policy

PROJECT NARRATIVE

On a separate piece of paper, please include all information requested, when applicable. All projects should be planned for a maximum of 12 months.

Organization and Services Provided

1. Briefly describe your organization's history and mission. Include information on the current staff size (FTE) and the educational background and experience of key management staff.
2. Provide information about the board of directors and/or advisory council, such as the regularity of meetings, list of subcommittees and the regularity of their meetings and how the board has utilized recommendations from a homeless representative to change the organization's policies, practices, or services.
3. Describe:
 - a. The type(s) of services currently provided, focusing on services provided to the homeless or persons at risk of homelessness.
 - b. The total number of persons served annually. Include number of singles, number of households and the number of persons in families to be served.
 - c. The target group(s) served.
 - d. The location of office(s) or shelter(s) providing assistance. Location includes the cities and/or counties to be served through the proposed ESGP project.
4. If applicable, describe any formal or informal restrictions on services provided and the basis for these restrictions.

Previous Funding (if applicable)

1. Describe how previous ESGP funds improved or increased the services available from your organization.
2. Describe other sources of funds acquired during previous two years. Additionally, describe efforts made to develop other funding sources and provide information on new funding received from these efforts.

COMMUNITY NEED

On a separate piece of paper, address the COMMUNITY needs of the homeless population in your service area and describe the agency-specific needs and gaps in services that you will address if the ESGP proposal is funded.

Provide a description of the specific community need(s) or gaps in services that your organization will address if the proposed ESGP project is funded. Specify the services that will be provided and state whether the service is currently not provided in the community or is not being adequately provided by the existing service delivery system.

Services provided through ESGP funds are usually the early steps in a Continuum of Care (COC) for persons who are homeless. The COC model uses a community-based process to envision, organize and plan a coordinated, systematic approach to address homelessness. The process should be as inclusive as possible, which means all agencies and organizations that provide services to homeless persons should be involved regardless of whether they are requesting ESGP funding. Homeless and/or formerly homeless persons should also be involved to the greatest extent possible.

Is your organization an active, participating member in a local Continuum of Care?

Yes No

If no, please provide an explanation:

How many of CoC meetings were attended by staff from your organization in 2012?

What Homeless Task Force committee did your organization participate in during 2012?

If no, please provide an explanation:

PROPOSED USE OF GRANT FUNDS

A detailed description of the project for which you are requesting funding. Include the following information in the description. Attach pages as necessary.

1. Define the population being served. Include demographic information on the population that will benefit from ESGP funding.
2. How many persons do you plan to assist with ESGP services?
3. Based on the proposed ESGP budget, provide a description of:
 - a. *Homelessness Prevention* – Describe the type(s) of prevention activities to be provided with ESGP funds. Also, include a detailed implementation plan which includes:
 - (1) Staff positions that will be responsible for providing the homelessness prevention activities;
 - (2) The criteria that will be used to determine eligibility to receive assistance;and,
 - (1) The method which will be used to determine if the applicant meets the federal requirements.
4. Describe how your organization will involve a homeless or formerly homeless individual in a policy level role.

OPERATIONS

Hours of Operation (check all that apply): Year round 7 days/week
 24 hours/day

If hours of operation are other than the above, explain:

Current fiscal year (cumulative unduplicated count):

Eligibility:

BUDGET INFORMATION

The budget for this project was previously approved by HUD. No more than 10% can be moved between budget lines excluding administration which cannot be changed.

The following details the complete budget for this project.

EMERGENCY SOLUTION GRANT PROGRAM

12-MONTH BUDGET

Emergency Solutions Grant Subtotal	Emergency Shelter	\$0
	<i>Renovation</i>	\$0
	<i>Operation</i>	\$0
	<i>Essential Services</i>	\$0
	<i>URA Assistance</i>	\$0
	Street Outreach	\$0
	HMIS	\$0
	Rapid Rehousing	\$28,897.00
	Housing Relocation & Stabilization	\$4,334.00
	Tenant Based Rental Assistance	\$24,563.00
	Project Based Rental Assistance	\$0
	Homeless Prevention	\$16,948.00
	Housing Relocation & Stabilization	\$2,089.00
	Tenant Based Rental Assistance	\$14,700.00
	Project Based Rental Assistance	\$0
	Administration	\$3,105.00
	Emergency Solutions Grant Subtotal	\$48,650.00

FINANCIAL MANAGEMENT

	YES	NO	N/A
1. Do the accounting records for the organization (or agency) identify the source and use of all funds, including information on: A. all grant awards received B. authorizations or obligations of the awards received C. un-obligated balances D. assets and liabilities E. program income F. total actual outlays or expenditures to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the accounting records of the agency supported by adequate source documentation such that the combination of source documentation and accounting records could provide a complete audit trail, documenting when a purchase was requested and by whom, how it was formally approved, what funds were used to pay for it, when it was paid and for how much?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your agency use employee timesheets that demonstrate a full pay period of hours and that allow employees to track grant funded time spent on ESGP-related activities separately from time spent and funded from other resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the agency have a system in place for maintaining its financial records for four years or until any litigation, claim, audit, or other action involving the records has been resolved, whichever comes later?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the agency have a current financial policy and procedure manual that covers basic accounting procedures such as those for recording financial transactions, for maintaining accounting records, and for approving grant funded expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOMELESS CONSUMER PARTICIPATION

Documentation of the active participation of a homeless or formerly homeless individual on the governing board or other equivalent policymaking entity which makes policies and decisions regarding any facility, service, or other assistance is a requirement for organizations applying for ESGP funds as per 24 CFR Part V, 576.56 (b) (1).

Name of Organization: _____

1. Does the organization have representation of a Homeless or Formerly Homeless member on the Board of Directors or other equivalent Policymaking Entity?

- Yes, homeless representative serves on the Board of Directors.
- Yes, homeless representative serves on a Policymaking Entity.
- No

2. The number of homeless or formerly homeless representatives on the Board of Directors or policymaking entity:

3. The name of the Policymaking Entity is:

4. a. Does the Policymaking Entity consider and make policies and decisions regarding any facility, service, or other assistance provided by your organization?

- Yes
- No

b. If yes, explain the types of policies and decisions regarding the facility, services, or other assistance which are made by the Policymaking Entity and how policies and decisions made by the Policymaking Entity are forwarded to the Board of Directors and what happens after.

ATTACHMENT A
CERTIFICATION

ATTACHMENT B
ESGP MONTHLY REPORT

ATTACHMENT C
DOCUMENTATION/VERIFICATION OF MATCH COMMITMENT

ATTACHMENT D
IRS Letter of Not-For-Profit Status (if applicable)

ATTACHMENT G
CURRENT LOCAL SUPPORT LETTERS (minimum of 3 written within last 12 months)

ATTACHMENT H
WRITTEN ORGANIZATIONAL NON-DISCRIMINATION POLICY

ATTACHMENT I
WRITTEN STAFF GRIEVANCE POLICY

ATTACHMENT J
WRITTEN SHELTER RULES & REGULATIONS (if applicable)

ATTACHMENT K
WRITTEN CLIENT GRIEVANCE PROCEDURES

ATTACHMENT L
WRITTEN CLIENT TERMINATION POLICY, INCLUDING APPEAL PROCESS

CERTIFICATION

_____ (not-for-profit), which is applying to the City of Rockford for funding through the Emergency Solutions Grant Program from the U.S. Department of Housing and Urban Development, hereby assures and certifies that:

1. It will conduct its Emergency Solutions Grant Program activities in conformity with non-discrimination and equal opportunity requirements and with other applicable federal and state regulations;
2. It shall agree to comply with all applicable federal and state regulations in regard to environmental impact of the project;
3. It will minimize displacement as a result of activities assisted with HUD Emergency Solutions Grant Program funds, and assist persons actually displaced as a result of such activities;
4. It will provide the required matching supplemental revenue and provide evidence of the match at the time of initial draw down;
5. It will ensure the provision of a drug free workplace in accordance with the Drug Free Workplace Act of 1988;
6. It will ensure that, to the maximum extent practicable, homeless individuals and families were involved in constructing, renovating, maintaining and operating facilities assisted under the ESGP Program, and in providing services for occupants of these facilities;
7. It will ensure that if an individual or family violates program requirements, their assistance may be terminated in accordance with an established formal process which recognizes the rights of the individual affected, and which may include a hearing;
8. It will develop and implement procedures (a copy of which must be submitted to the City), to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the Emergency Solutions Grant Program. Further, that the address or location of any family violence shelter project assisted under the Emergency Solutions Grant Program will not, except with written authorization of the person or persons responsible for the operation of such shelter, be made public;
9. It will ensure the compliance with Section 504 of the Rehabilitation Act of 1973: The not-for-profit agrees to comply with the appropriate provisions of regulations (24CFR Part 8 and 24CFR Part 8.11 through 8.14), and any amendment to the Act and/or regulations, and shall not discriminate against otherwise qualified applicants for employment on the basis of handicap or as defined in said Act, nor shall the facility discriminate in employment upgrading, demotion or transfer; recruitment advertising layoff or termination; rates of pay or other forms of compensation; and selection training, including apprenticeship based on a handicapping condition;
10. It will ensure that homeless individuals will be given assistance in obtaining appropriate supportive services including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living and other federal, state, local and private assistance available for such individuals in the community;
11. It will ensure that the homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries;

12. It will ensure that any building for which Emergency Solutions Grant Program amounts are used must be maintained as a shelter for the homeless for not less than a three-year period, or for not less than a ten-year period if the grant amounts are used for major rehabilitation or conversion of the building;
13. It will ensure that any renovation carried out with ESGP assistance shall be sufficient to ensure that the building involved is safe and sanitary and that any work shall be completed following the Residential Lead-Based Paint Hazard Reduction Act of 1992; it shall also ensure that no work is started prior to the completion on an environmental review.
14. It will ensure that any other activities carried out with ESGP assistance including acquisition, leasing, support services and operating also complies with the regulations of the Residential Lead-Based Paint Hazard Reduction Act of 1992;
15. It will ensure that any building for which Emergency Solutions Grant Program amounts are used for shelter operations and essential services that it will provide services or shelter to homeless individuals and families for as long as the federal assistance is received; and
16. It will ensure the cooperation of staff and the availability of all records to the City of Rockford, Human Services Department, 555 N. Court St., Rockford, IL.

_____, _____, is hereby authorized
 Name of Executive Director/Official/Board Member Title

to submit this certification to the City of Rockford.

Signed: _____
 Name: _____
 Title: _____
 Date: _____

Attachment B

City of Rockford
Emergency Solutions Grant Program
Monthly Report

Agency Name:

Month Reported:

Year:

Report Prepared by:

Housing and Services

Indicate program(s) and service(s) offered:

- | | |
|---|--|
| <input type="checkbox"/> Outreach | <input type="checkbox"/> Drop-In Center |
| <input type="checkbox"/> Food Pantry | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> HIV/AIDS Services |
| <input type="checkbox"/> Alcohol/Drug Program | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Homeless Prevention |
| <input type="checkbox"/> Other: | |

Actual number of individuals for each subpopulation served (can be duplicate):

Month YTD

- Chronically Homeless
- Severely Mentally Ill
- Chronic Substance Abuse
- Person with HIV/AIDS
- Elderly
- Veterans
- Victims of Domestic Violence

Racial/Ethnic Characteristics:

(The number reported under Hispanic ethnicity should also be reflected in the Total column.)

Race	Monthly Total	Monthly Hispanic	YTD Total	YTD Hispanic
White				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaska Native and White				
Asian and White				
Black/African American & White				
Am. Indian/Alaska Native and Black/African Am.				
Other Multi Racial				

Total Persons and Households Served

Number of current participants: _____

Number of new participants this month: _____

	Homeless Prevention				Rapid Rehousing				Total			
	Persons Month	Persons GTD	HHlds Month	HHlds GTD	Persons Month	Persons GTD	HHlds Month	HHlds GTD	Persons Month	Persons GTD	HHlds Month	HHlds GTD
Adults												
Children												
Total												

By Service Provided

	Homeless Prevention				Rapid Rehousing				Total			
	Persons Month	Persons GTD	House holds Month	Hous ehold s GTD	Persons Month	Persons GTD	House holds Month	House holds GTD	Persons Month	Persons GTD	HHlds Month	HHlds GTD
Rental Assistance												
Stabilization (Case Management)												
Entered Case Management within 3 days												
Households with employment or education/training or public income benefits within 90 days												
Households housed within 28 days of intake												
Households still housed 90 days after being housed												

Exit Information for those leaving the program (after all financial and case management support ends)

	Homeless Prevention				Rapid Rehousing				Total			
	Persons Month	Persons GTD	HHlds Month	HHlds GTD	Persons Month	Persons GTD	HHlds Month	HHlds GTD	Persons Month	Persons GTD	HHlds Month	HHlds GTD
Permanent Supportive												
Rental by client, no subsidy												
Rental by client, VASH												
Rental by client, other												
Owned by client, no subsidy												
Owned by client, with subsidy												
Staying with family-permanent												
Staying with friends-permanent												
Emergency Shelter												
Transitional Shelter												
Staying with family-temporary												
Staying with friends-temporary												
Hotel/Motel												
Place not meant for human habitation												
Psychiatric Hospital												
Substance Abuse Treatment Center												
Hospital (non psych)												
Jail, Prison or Juvenile facility												
Foster Care												
Other												
Deceased												
Don't know/refused												
Missing information												
TOTAL												