



**Maggie Brooks**  
*County Executive*

**2010 Emergency Shelter Grants Program  
Application for Funding  
Due Date: February 12, 2010**

**Submit completed application and current insurance certificates  
no later than February 12, 2010 at 5:00 p.m. to the following:**

**Monroe County Community Development  
8100 CityPlace • 50 West Main Street  
Rochester, NY 14614**

**Phone: 753-2011 • Fax: 753-2028**

**Email: [cshafer@monroecounty.gov](mailto:cshafer@monroecounty.gov)**

To complete this application as a Word document, “click” into the blank spaces or use the tab key to move through the document. The entire application is formatted as a series of tables.

<b>General Information</b>	
Name of Applicant / Organization	
Contact Person (Name & Title)	
Address	
Phone	
Fax	
Email	
<b>Project Information</b>	
Project / Program Name	
Project Address	
Amount of ESG Funds Requested	
<b>Brief Project Description and Proposed Beneficiaries:</b> (A detailed Scope of Services and program budget must be attached)	

*The applicant certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.*

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Signature

Date

The objectives of the Emergency Shelter Grants (ESG) program are to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services and to help prevent homelessness.

Shelters and other service providers use ESG funding for the following four categories of eligible activities:

<b>Emergency Shelter Grants (ESG) Program Eligible Activities</b>
Please ensure that the proposed project meets at least one of the following eligibility criteria:
<p><b>Renovation, rehabilitation and conversion</b> of buildings for use as emergency shelters or transitional housing for the homeless</p> <ul style="list-style-type: none"> <li>• Existing buildings only – no new construction</li> <li>• No acquisition, clearance or demolition</li> <li>• Use restriction for 10 years for renovation and 3 years for rehabilitation or conversion</li> </ul>
<p><b>Essential Services</b> to address needs of homeless persons (including staff salaries to provide services)</p> <ul style="list-style-type: none"> <li>• Limited to 30% of total ESG grant to County</li> <li>• Services must be new or quantifiable increase in level of service above that provided during the immediately previous 12-month period</li> </ul>
<p><b>Operational Costs</b> related to the provision of emergency and transitional housing (ie. Maintenance, operations, insurance, utilities and furnishings)</p> <ul style="list-style-type: none"> <li>• Salaries and fringes cannot exceed 10% of total grant for project (this 10% cap does not apply to maintenance and security salary costs)</li> <li>• Strictly for operation of shelter/housing</li> </ul>
<p><b>Homeless Prevention activities</b> that provide financial assistance and supportive services to prevent homelessness (ie. Short-term subsidies for rent, utilities, etc.)</p> <ul style="list-style-type: none"> <li>• Limited to 30% of total ESG grant to County</li> <li>• No service to homeless persons</li> <li>• No long term assistance (beyond several months)</li> <li>• No direct payments to individuals</li> </ul>

A detailed description of the above eligible activities is available upon request.

**Applications must contain, at a minimum:**

1. **A detailed Scope of Services** outlining the project to be undertaken and under which of the four above eligible activities the project falls. The Scope of Services should also contain information on anticipated program outcomes including demographic information on the population being served by the program and the types of activities being provided

2. **A budget** for the proposed project detailing total project costs, ESG funds requested and sources of all matching funds. ESG funds require match with an equal amount of funds from other sources.