



City of Pasadena
Emergency Shelter Grant (ESG)
FY 2013-2014 Request for Proposals

I. Agency Information

Agency Name:		Tax I.D. Number:	DUNS Number:	
Mailing Address:		City:	State:	Zip Code:
Contact Person:	Title:	Phone Number:	E-mail Address:	
Program Contact Person:	Title:	Phone Number:	E-mail Address:	
Financial Contact Person:	Title:	Phone Number:	E-mail Address:	
Person authorized to make organizational commitments:	Title:	Phone Number:	E-mail Address:	
Check One: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> Other: _____				

II. Project Funding

Requested this application _____		Project Name _____	
All other funding _____		Physical Address _____	
Total cost to complete project _____		Zip Code _____	
What is the anticipated project start date? _____			
Will the requested funds be expended between 10/01/11 and 9/30/12? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have previously received CDBG or ESG funding for this project, please list below:			
Funding Source	Entitlement Jurisdiction	Amount	Month/Yr Received
If you are currently pursuing funding for this project from other sources, please list in the space provided:			
Funding Source	Amount	Status-Approved, Pending or Denied	Award Date (month/year)

III. Project Description

Provide a brief description of the proposed **project** (not the organization) and the number of unduplicated persons the project will serve in **each** project year.

Example: ABC Agency will provide case management and job training skills to 40 unduplicated persons in PY2011 and 70 unduplicated persons in PY2012.

IV. Signature

I certify that all information provided in this application is true.

Signature of authorized person listed above _____		Date _____	
Printed Name _____		Title _____	

V. Eligibility Information	
Activity (Choose primary activity)	Primary Homeless Beneficiaries
<input type="checkbox"/> Conversion to emergency shelter <input type="checkbox"/> Major Rehabilitation/Renovation <input type="checkbox"/> Homeless Prevention <input type="checkbox"/> Shelter Operating Expenses <input type="checkbox"/> Essential Services	<input type="checkbox"/> Runaway/throwaway youth <input type="checkbox"/> Battered Spouses <input type="checkbox"/> Chronically mentally ill <input type="checkbox"/> Physically disabled <input type="checkbox"/> Developmentally disabled <input type="checkbox"/> Alcohol dependent individuals <input type="checkbox"/> Drug dependant individuals <input type="checkbox"/> Elderly <input type="checkbox"/> Veterans <input type="checkbox"/> Other _____
Has your organization carried out or attempted this project before? <input type="checkbox"/> Yes <input type="checkbox"/> No When? Start date (MM/YY) _____ End date (MM/YY) _____ How was it funded? _____ Are you aware of other organizations providing similar services/activities in Pasadena? <input type="checkbox"/> Yes <input type="checkbox"/> No Briefly explain how your project is different from similar projects: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

VI. Organizational Experience
<p>Provide an overview of your agency, including: mission statement, year of incorporation, number of years active, years of direct experience, current intake procedures and client eligibility documentation, organizational and project personnel, federal grant management experience, and financial capacity. Provide the agency's organizational chart and a project organizational chart as an attachment.</p> <div style="border: 1px solid black; height: 400px; width: 100%;"></div>

VII. Rehabilitation, Renovation, and Conversion Projects Only

Does the project involve construction? ☐ Yes ☐ No

If the project includes rehabilitation or renovation, is it:

Major rehabilitation or renovation ☐ Yes ☐ No

Minor repairs ☐ Yes ☐ No

Major repairs ☐ Yes ☐ No

Addition or expansion of existing building ☐ Yes ☐ No

Do you have site control? ☐ Yes (date acquired _____) ☐ No

If **Yes**, explain in the space below. If **No**, explain how you intend to secure site control prior to the start of the project.

Does the project involve rehab/renovation or conversion on property not owned by you? ☐ Yes ☐ No

If **Yes**, **attach** documentation showing that you have permission from the property owner to undertake this project.

Is your project site located in Pasadena? ☐ Yes ☐ No

If **No**, explain other HUD entitlement jurisdiction's roles and financial obligations.

Will your project involve temporary or permanent relocation of residents or businesses? ☐ Yes ☐ No

(Include your relocation policy as an **attachment** to this application.)

For any project involving rehabilitation, renovation or conversion, provide a detailed plan of the work to be performed as **attachments** to this application, including:

- Project description
- Proposed amenities and unit features
- Property improvement
- Property survey
- Appraisal information
- Project personnel
- Photo of property/structure
- Construction schedule
- Detailed cost estimates, including date prepared, by whom, preparer's address/phone number
- Other information describing the work to be performed

VIII. Scope of Work

Please state the purpose of the project.

Develop a Need Statement identifying: causes of the problem, the resulting need within the community, and the significance of this project to the beneficiaries/community. Include relevant statistics to support your statement. For conversion projects, indicate the level of community support for the proposed project.

Based on your Need Statement, and using only the space provided, indicate the general project goal that captures the overall outcome your project is seeking to attain.

Example: The ABC Children's Support Center aims to provide a healthier support system for women and their children who are faced with fleeing domestic violence situations by providing 24-hour childcare services.

State how your organization will involve at least one homeless or formerly homeless person(s) in a policy-making function with the organization. For example, including the individual on the Board of Directors, or similar entity or position that considers and sets policy or makes decisions for the organization.

Develop a sound work plan narrative that details the Service Activities the project will undertake to achieve the project's goal. Include the following:

- Service activity plan of action for each service activity to be provided, including service area
- Intake procedures and eligibility documentation, including methods to be used to implement Pasadena's Individual Eligibility Form
- Project location(s) and hours of operation
- Recruitment/marketing plan for clients and volunteers
- Project evaluation plan

Date	Time	Location	Weather	Temperature	Humidity	Wind Speed	Wind Direction	Cloud Cover	Notes
2023-10-27	08:00	Forest A	Clear	15°C	65%	5 km/h	SE	10%	Bird sightings
2023-10-27	12:00	Forest A	Partly Cloudy	22°C	70%	10 km/h	SE	30%	Insect activity
2023-10-27	16:00	Forest A	Clear	18°C	60%	8 km/h	SE	15%	Plant growth
2023-10-28	07:00	Forest B	Foggy	12°C	80%	3 km/h	N	80%	Mammal tracks
2023-10-28	11:00	Forest B	Clear	20°C	75%	12 km/h	SE	20%	Reptile sightings
2023-10-28	15:00	Forest B	Partly Cloudy	25°C	85%	15 km/h	SE	40%	Bird nesting
2023-10-29	09:00	Forest C	Clear	17°C	68%	7 km/h	SE	12%	Plant diversity
2023-10-29	13:00	Forest C	Clear	23°C	72%	9 km/h	SE	18%	Insect diversity
2023-10-29	17:00	Forest C	Clear	19°C	65%	6 km/h	SE	10%	Mammal behavior
2023-10-30	08:00	Forest D	Clear	16°C	70%	5 km/h	SE	15%	Bird migration
2023-10-30	12:00	Forest D	Partly Cloudy	21°C	75%	10 km/h	SE	25%	Insect behavior
2023-10-30	16:00	Forest D	Clear	18°C	68%	8 km/h	SE	18%	Plant health
2023-10-31	07:00	Forest E	Foggy	13°C	82%	4 km/h	N	75%	Mammal tracks
2023-10-31	11:00	Forest E	Clear						

IX. Budget Narrative

Provide a budget narrative for **each** program year. The narrative should explain the total project budget in detail and the budget items in the order they are listed on the budget forms. Please be sure to include the Project Budget and Fiscal Management for each year.

A. Project Budget

Describe the organization's budget, itemized revenues and expenses. Provide an explanation for each line item expense, including all of the following that are applicable:

- Staff and overhead costs
- Rental assistance
- Utility assistance
- Service delivery costs
- Other eligible costs

B. Fiscal Management

Describe the organization's fiscal management, including:

- Financial reporting
- Record keeping
- Accounting systems
- Payment procedures
- Audit requirements

Do not use more than the space provided on each of the following two sheets. Each sheet is labeled at the top for the program year it represents.

Provide the most recent financial audit or certified financial statement as an **attachment**.

Budget Narrative PY2011

Case No.	Case Name	Case Type	Case Status	Case Date	Case Time	Case Location	Case Description	Case Notes	Case Comments
1	John Doe	Case 1	Open	2023-01-01	10:00	New York	Case 1 Description	Case 1 Notes	Case 1 Comments
2	Jane Smith	Case 2	Closed	2023-01-02	11:00	Los Angeles	Case 2 Description	Case 2 Notes	Case 2 Comments
3	Bob Johnson	Case 3	Pending	2023-01-03	12:00	Chicago	Case 3 Description	Case 3 Notes	Case 3 Comments
4	Alice Brown	Case 4	Open	2023-01-04	13:00	San Francisco	Case 4 Description	Case 4 Notes	Case 4 Comments
5	Charlie Davis	Case 5	Closed	2023-01-05	14:00	Seattle	Case 5 Description	Case 5 Notes	Case 5 Comments
6	Diana Prince	Case 6	Pending	2023-01-06	15:00	Portland	Case 6 Description	Case 6 Notes	Case 6 Comments
7	Frank Miller	Case 7	Open	2023-01-07	16:00	San Diego	Case 7 Description	Case 7 Notes	Case 7 Comments
8	Grace Lee	Case 8	Closed	2023-01-08	17:00	San Jose	Case 8 Description	Case 8 Notes	Case 8 Comments
9	Henry Wilson	Case 9	Pending	2023-01-09	18:00	San Antonio	Case 9 Description	Case 9 Notes	Case 9 Comments
10	Ivy White	Case 10	Open	2023-01-10	19:00	San Jose	Case 10 Description	Case 10 Notes	Case 10 Comments
11	Jack Black	Case 11	Closed	2023-01-11	20:00	San Jose	Case 11 Description	Case 11 Notes	Case 11 Comments
12	Karen Green	Case 12	Pending	2023-01-12	21:00	San Jose	Case 12 Description	Case 12 Notes	Case 12 Comments
13	Liam King	Case 13	Open	2023-01-13	22:00	San Jose	Case 13 Description	Case 13 Notes	Case 13 Comments
14	Mia Queen	Case 14	Closed	2023-01-14	23:00	San Jose	Case 14 Description	Case 14 Notes	Case 14 Comments
15	Noah Scott	Case 15	Pending	2023-01-15	00:00	San Jose	Case 15 Description	Case 15 Notes	Case 15 Comments
16	Olivia Taylor	Case 16	Open	2023-01-16	01:00	San Jose	Case 16 Description	Case 16 Notes	Case 16 Comments
17	Peter Hall	Case 17	Closed	2023-01-17	02:00	San Jose	Case 17 Description	Case 17 Notes	Case 17 Comments
18	Quinn Adams	Case 18	Pending	2023-01-18	03:00	San Jose	Case 18 Description	Case 18 Notes	Case 18 Comments
19	Rachel King	Case 19	Open	2023-01-19	04:00	San Jose	Case 19 Description	Case 19 Notes	Case 19 Comments
20	Samuel Lee	Case 20	Closed	2023-01-20	05:00	San Jose	Case 20 Description	Case 20 Notes	Case 20 Comments
21	Tina White	Case 21	Pending	2023-01-21	06:00	San Jose	Case 21 Description	Case 21 Notes	Case 21 Comments
22	Uma Green	Case 22	Open	2023-01-22	07:00	San Jose	Case 22 Description	Case 22 Notes	Case 22 Comments
23	Victor King	Case 23	Closed	2023-01-23	08:00	San Jose	Case 23 Description	Case 23 Notes	Case 23 Comments
24	Wendy Queen	Case 24	Pending	2023-01-24	09:00	San Jose	Case 24 Description	Case 24 Notes	Case 24 Comments
25	Xavier Scott	Case 25	Open	2023-01-25	10:00	San Jose	Case 25 Description	Case 25 Notes	Case 25 Comments
26	Yara Taylor	Case 26	Closed	2023-01-26	11:00	San Jose	Case 26 Description	Case 26 Notes	Case 26 Comments
27	Zoe Hall	Case 27	Pending	2023-01-27	12:00	San Jose	Case 27 Description	Case 27 Notes	Case 27 Comments
28	Adam King	Case 28	Open	2023-01-28	13:00	San Jose	Case 28 Description	Case 28 Notes	Case 28 Comments
29	Bella Lee	Case 29	Closed	2023-01-29	14:00	San Jose	Case 29 Description	Case 29 Notes	Case 29 Comments
30	Chris White	Case 30	Pending	2023-01-30	15:00	San Jose	Case 30 Description	Case 30 Notes	Case 30 Comments
31	Diana Green	Case 31	Open	2023-01-31	16:00	San Jose	Case 31 Description	Case 31 Notes	Case 31 Comments
32	Ethan King	Case 32	Closed	2023-02-01	17:00	San Jose	Case 32 Description	Case 32 Notes	Case 32 Comments
33	Fiona Queen	Case 33	Pending	2023-02-02	18:00	San Jose	Case 33 Description	Case 33 Notes	Case 33 Comments
34	Gavin Scott	Case 34	Open	2023-02-03	19:00	San Jose	Case 34 Description	Case 34 Notes	Case 34 Comments
35	Hannah Taylor	Case 35	Closed	2023-02-04	20:00	San Jose	Case 35 Description	Case 35 Notes	Case 35 Comments
36	Ian Hall	Case 36	Pending	2023-02-05	21:00	San Jose	Case 36 Description	Case 36 Notes	Case 36 Comments
37	Jessica King	Case 37	Open	2023-02-06	22:00	San Jose	Case 37 Description	Case 37 Notes	Case 37 Comments
38	Kyle Lee	Case 38	Closed	2023-02-07	23:00	San Jose	Case 38 Description	Case 38 Notes	Case 38 Comments
39	Laura White	Case 39	Pending	2023-02-08	00:00	San Jose	Case 39 Description	Case 39 Notes	Case 39 Comments
40	Mark Green	Case 40	Open	2023-02-09	01:00	San Jose	Case 40 Description	Case 40 Notes	Case 40 Comments
41	Nancy King	Case 41	Closed	2023-02-10	02:00	San Jose	Case 41 Description	Case 41 Notes	Case 41 Comments
42	Oscar Queen	Case 42	Pending	2023-02-11	03:00	San Jose	Case 42 Description	Case 42 Notes	Case 42 Comments
43	Peter Scott	Case 43	Open	202					