**(Insert Agency Name)**

APPLICATION

 **for**

**Emergency Solutions Grant (ESG)**

**Macon-Bibb County**

**Economic & Community Development Department**

**PROGRAM YEAR 2018**

**Deadline is January 9, 2018 – 5:00 p.m.**

ESG funding is made possible by the US Department of HUD and is administered by the Local government, Economic and Community Development Department.

##### ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

**200 Cherry Street, Suite 300**

**Macon, Georgia 31201**

**(478) 751-7190, TDD (478) 803-2306, FAX (478) 751-7390**

[**http://www.maconbibb.us/economic-community-development/**](http://www.cityofmacon.net/citydept-ecd-neighborhoods)

**EMERGENCY SOLUTIONS GRANT (ESG)**

##### MACON-BIBB COUNTY - ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

**PROGRAM YEAR 2018**

**APPLICATION**

# TABLE OF CONTENTS

Required Documents Check list – All Applicants

1. Agency Information \_\_\_\_\_

1. Agency Background and Experience \_\_\_\_\_
	* Organization Chart

1. Agency/Organization Capacity \_\_\_\_\_

1. Statement of Need

1. Project Description \_\_\_\_\_
* Program Implementation Schedule

1. Program Delivery \_\_\_\_\_

1. Coordination \_\_\_\_\_
	* Performance Measures
		+ Program Goals and Objectives Chart
2. Leveraging Other Funds \_\_\_\_\_

1. Additional Support Documents \_\_\_\_\_\_

#### REQUIRED DOCUMENTS CHECKLIST:

**GENERAL REQUIRED DOCUMENTS**

1. **Application complete, approved, and signed by Executive Director or Board**

**President**

 2. **Complete and accurate Program Year 2018 ESG Budget Forms**

**\_\_\_\_\_** 3. **Current 501(c)(3) status (attach documentation) of business(must have been**

 **fully operational for 2 years)**

 4. **Annual financial statement and/or most recent audit, Management letter and Agency Response**

\_\_\_\_\_ 5. **Proposed service/program/project meets one of the ESG Objectives**

\_\_\_\_\_ 6. **Conflict of Interest disclaimers from each member of the Board of Directors**

\_\_\_\_\_ 7. Organization By-Laws

\_\_\_\_\_ 8. List of Board of Directors and officers (including address) and Meeting Schedule

\_\_\_\_\_ 9. Articles of Incorporation

\_\_\_\_\_ 10. Résumés of:

* + - * 1. Executive Director;
				2. Fiscal Officer;
				3. Program Administrator/significant staff

\_\_\_\_\_ 11. Organizational Chart with employee names and titles

\_\_\_\_\_ 12. Job descriptions with pay scales for ESG funded positions.

\_\_\_\_\_ 13. Procedures for selecting contractors/consultants.

\_\_\_\_\_ 14. Quotes for any equipment or real property to be leased or purchased.

\_\_\_\_\_ 15. Maps showing area served and census tract

\_\_\_\_\_ 16. Letters of commitment from other funding sources. All applicants must provide at least

 a 100% match consisting of documented non-McKinney resources. In addition to cash,

 match may include the value of any lease on a building, the actual value of professional

 services, any salary paid to staff to carry out the project, and the value of volunteer hours

 should equal the cost necessary to provide the services in question.

#### AGENCY INFORMATION *(please refer to page 15 of application instructions)*

I. Project Title:

Organization or Agency: Fed. I.D. #

Address: Zip Code:

Contact Person(s):

Telephone No: Fax No: E-mail:

Date of Most Recent Audit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DUNS Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: $

Matching Funds: $

In-Kind Contributions: $

II. In two sentences, concisely describe your project and how it addresses one of the following ESG priorities: (1) Reduce the unsheltered count within the Balance of State entitlement; (2) Create and increase stable housing outcomes by placing homeless individuals and families in permanent housing; (3) Prevent homelessness for individuals and families; (4) Increase long term stability for clients in permanent housing.

 III. Total number of individuals expected to be served by program being proposed

 IV. Is the program located in an ESG target low-moderate area (L/MA)?  Yes  No

 Census Tract:

Census Tract information located at:

Location of proposed service/program/project:

 Street Address:

Neighborhood/Area to be served by program/project:

 V. Has your organization previously been awarded ESG funds?  Yes No

If yes, did the organization meet all obligations under the previous contract?      Yes       No

If no, please explain why not:

Has your organization previously carried out services/programs/projects similar in nature to the proposed service/program/project?       Yes       No

License to operate (if applicable) please attach copy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the organization have liability coverage? If so, in what amount and with what insurance agency?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the organization have fidelity bond coverage for principals on staff who handle the organization's account? If so, in what amount and with what insurance agency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the organization subscribe and utilize the Homeless Management Information System HMIS) for data collection and reporting purposes?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **AGENCY BACKGROUND AND EXPERIENCE:** (*please refer to pages 15-16* *of application instructions)*

 I. Background and Experience *(expand the following sections as needed)*

II. Conflict of Interest forms

III. Agency's annual financial information

1. **AGENCY CAPACITY:** *(please refer to page 16 of application instructions)*

 I. Administrative organization and capacity

 II. Staff and Agency experience

D. STATEMENT OF NEED: *(please refer to page 17 of application instructions)*

**E. PROJECT DESCRIPTION**:*(please refer to page 17 of application instructions)*

**PROGRAM/PROJECT IMPLEMENTATION SCHEDULE** *(please refer to page 18 of application instructions)*

**(PY 2018)**

List the key steps or activities required for the conduct of the proposed program. Check the month(s) in which each step or activity will occur.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Implementation Steps | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | **Feb.** | Mar. | Apr. | May | June |
| Step 1: |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 2: |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 3: |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 4: |  |  |  |  |  |  |  |  |  |  |  |  |
| Step 5: |  |  |  |  |  |  |  |  |  |  |  |  |

**F. PROGRAM DELIVERY:** *(please refer to page 20 of application instructions)*

 I. Describe program goals and objectives.

 II. Program Goals and Objectives chart.*(please refer to pages 22-25 of application instructions)*

 **(Each program goal requires a separate chart- see page 10 for template.)**

 III. Agency Experience with the specific services proposed for ESG support (HMIS, etc.)

 IV. Describe responsibilities of staff, volunteers and consultants in this program/project.

 V. Résumés and Job Descriptions

 VI. Organization chart of staff

 VII. Long-term plans for sustaining the proposed program/project.

**PROGRAM/PROJECT GOALS AND OBJECTIVES See** *instructions pages 20-23 of application instructions.***)**

## A. Program Name:

**B. Program Goal(s):**

**PROGRAM/PROJECT OBJECTIVES:**

|  |  |  |  |
| --- | --- | --- | --- |
| Program Objective: | Expected Outcomes: | Indicators: | When Measured: |
| Activities | Person Responsible | Due Date |
| 1)  |  |  |
| 2)  |  |  |
| 3)  |  |  |
| 4)  |  |  |

**G. COORDINATION:***(please refer to page 24 of application instructions)*

#### H. LEVERAGING OTHER FUNDS: *(please refer to page 24 of application instructions)*

|  |  |  |
| --- | --- | --- |
| FUNDING SOURCE | **AMOUNT ($)** | USES |
| \*FUNDING SOURCES – COMMITTED |
| LOCAL |
|       | $  |       |
|       | $       |       |
| **FEDERAL** |
|       | $       |       |
|       | $       |       |
| STATE |
|        | $       |       |
|       | $       |       |
| FUNDING SOURCES – PENDING |
| LOCAL |
|       | $       |       |
|       | $       |       |
| **FEDERAL** |
|       | $       |       |
|       | $       |       |
| STATE |
|       | $       |       |
|       | $       |       |

**\*Note: Please attach documentation from funding source(s) of committed funds to these project/programs.**

**I. ADDITIONAL SUPPORT DOCUMENTS** *(please refer to page 25 of application instructions)*

**Checklist:** Please mark the forms enclosed in this application. Only submit forms which are relevant to the agency or the program for which this application is written. (Delete irrelevant forms to maintain pagination.)

\_\_\_\_\_\_ Resolution of Application **(Required for all applications)**

\_\_\_\_\_\_ Conflict of Interest Forms from each member of the Board of Directors **(Required for all**

 **applications)**

\_\_\_\_\_\_ Conflict of Interest Disclosure Forms **(Required,** if relevant**)**

\_\_\_\_\_\_ Conflict of Interest Disclosure Form Attachments **(Required,** if relevant**)**

\_\_\_\_\_\_ Acknowledgement of Religious Organization Requirements **(Required for all applications**

 **from religious organizations.)**

**EMERGENCY SOLUTIONS GRANT (ESG)**

**Macon-Bibb County - Economic & Community Development Department**

**PROGRAM YEAR 2018**

**APPLICATION**

##### RESOLUTION

I, the Certifying Representative of (*name and title)* authorize the application for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*name of nonprofit*) and use of funds from the Macon Bibb County Economic and Community Development Department for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations.

Signature of Certifying Representative Date

Printed Name of Certifying Representative Telephone Number

Job Title of Certifying Representative

**EMERGENCY SOLUTIONS GRANT (ESG)**

**Macon-Bibb County - Economic & Community Development Department**

**Program Year 2018**

##### APPLICATION

CONFLICT OF INTEREST

Federal Law (24 CFR 85.36 for governments, 24 CFR 84.42 for private non-profits) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Emergency Solutions Grant…or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

I hereby certify that the information provided on the Conflict of Interest Disclosure Form(s) is true and accurate to the best of my knowledge. I also certify that to the best of my knowledge and belief, no staff member of the Board of Director's, nor officer of

 (agency) is currently, nor has been within one year of the date of this application, employed by the local government or as an employee of the Economic and Community Development Department, nor serves as an elected official of the local government (Macon Water Authority, Board of Commissioners, Court Clerk, Judge, etc.). In cases where an elected official may serve on the board of the agency, the officials’ department and position will need to be disclosed on the Conflict of Interest Document Disclosure form.

I further attest that no staff member, member of the Board of Director's, nor officer of the applicant agency, is a business partner or immediate family member of a County employee, a member of the Economic and Community Development Department, or an elected member of the local government.

Funds requested will not be used to pay the salaries of any of the applicant agency's staff nor will the applicant agency award a subcontract to any individual who is or has been within one year of the date of this application a county employee, a member of the Economic and Community Development Department, or a member of the local government.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE FORM**

|  |
| --- |
| **Conflict of Interest Regulation**. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted with federal funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from an assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Client #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor/Vendor#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract, funding or providing assistance. The term “Conflict Of Interest” refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising professional judgment in following the rules and regulations of the program. Please **check** the appropriate box for each question and complete the attachment if indicated. This form (with Attachments, if required) must be completed and returned to your Program Representative.

**A. Family Relationships:**

Do you have a family member directly or indirectly involved or employed with YOUR ORGANIZATION that creates a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation provided above?

 YES NO (if YES, please complete Part A of the Attachment)

**B. Program Relationships:**

Are you involved in any other activity directly or indirectly with YOUR ORGANIZATION that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation provided above?

 YES NO ( if YES, please complete Part B of the Attachment)

**C. Business Relationships:**

Are you or a family member (spouse, child, stepchild, parent, sibling, or domestic partner) involved as an investor, owner, employee, consultant, contractor, or board member with an entity that has a contractual relationship with YOUR ORGANIZATION to provide goods or services, sponsor development activities and/or receive referrals from YOUR ORGANIZATION?

 YES NO (if YES, please complete Part C of the Attachment)

**D. Gifts for Personal Use:**

To the best of your knowledge, have you or your family members accepted gratuity gifts, or special favors from someone that is doing business with or proposing to do business with YOUR ORGANIZATION?

 YES NO (if YES, please complete Part D on Attachment)

To the best of your knowledge, have you or your family members made any donations or gifts, or provided special favors to YOUR ORGANIZATION or any employee of the YOUR ORGANIZATION who exercises or may exercise any functions or responsibility with respect to the activities involving your award, contract or program assistance.

 YES NO (if YES, please complete Part D on Attachment)

# E. Legal Proceedings and Debarment

Have you been involved in any fraud, antitrust or criminal proceedings as a defendant (other than a minor traffic offense) or been debarred, suspended or otherwise excluded by a duly authorized regulatory agency or had a transaction with any such agency terminated for any reason?

 YES NO (if YES, please complete Part E on Attachment)

 I have read and understand the Conflict of Interest Disclosure Form and have disclosed all information required by this disclosure, if any, in an attached statement. I agree to comply with any conditions or restrictions imposed by the agency to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly if relevant circumstances change. I understand that this Disclosure Form is not a confidential document.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE FORM**

**ATTACHMENT**

|  |
| --- |
| **Conflict of Interest Regulation**. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted with federal funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from an assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Client #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor/Vendor#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you answered YES to any question on the previous page, please complete the relevant section(s) below. If you answered

No to All questions, you may discard this attachment. Give your completed form to your Program Representative.

|  |
| --- |
| PART A: FAMILY RELATIONSHIPS |

1. Name of your family member (s) directly or indirectly involved or employed at YOUR ORGANIZATION:

2. Do any of your family members work in the program area? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Are any of your family members elected officials or members of the Local Housing Authority Board of Commissioners? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| PART B: PROGRAM RELATIONSHIPS |

1. Activities: Name and describe the activity and/or program that you are directly or indirectly involved with:
2. Have you used the name of YOUR ORGANIZATION, or their resources (facilities, personnel, or equipment), or confidential information in connection with the activity and/or program?

 YES NO if YES, describe the resource used:

|  |
| --- |
| PART C: BUSINESS RELATIONSHIPS |

Please complete this section for each business relationship, or attach a separate explanation of business and research activities.

1. Name of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Categorize the business’ relationship with YOUR ORGANIZATION.

 Consultant or advisor

 Research activities

 Business or referrals

 Other contractual or business relationship

Briefly, describe the business, or licensing activity:

1. Have you used YOUR ORGANIZATION’s name, resources (facilities, personnel, or equipment), or confidential information in connection with the activity?

 YES NO if YES, describe the resource used:

4. Who is involved with the business? Check all that apply:

 Yourself

 Your family member (name and relationship) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the position or involvement (check all that apply):

 Owner/Investor

 Board Member

 Employee/Manager

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Are you receiving any type of compensation? No Yes: If yes, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Who at YOUR ORGANIZATION oversees the relationship with this business?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| PART D: GIFTS FOR PERSONAL USE: |

1. What was the dollar value of the gift (s) you or your family member received or donated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who was the donor or donee of the gift? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the donor’s or donee’s relationship with YOUR ORGANIZATION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| PART E: LEGAL PROCEEDINGS AND DEBARMENT |

Describe any legal proceedings or debarment situations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT OF RELIGIOUS ORGANIZATION REQUIREMENTS**

1. In accordance with the First Amendment of the United States Constitution - "faith based principles set forth at 24 CFR 576.406," - ESG assistance may not, as a general rule, be provided to primarily religious entities for any activities, including secular activities.
2. The following restrictions and limitations therefore apply to the use of ESG funds by any provider which represents that it is, or may be deemed to be, a religious or denominational institution or an organization operated for religious purposes which are supervised or controlled by, or operates in conjunction with, a religious or denominational institution or organization.
3. Any religious entity that applies for and is granted ESG funds for public service must agree to the following:
4. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
5. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
6. It will provide no religious instruction or counseling, conduct no religious worship or service, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services;
7. ESG funds may not be used for the acquisition of property or the construction or rehabilitation (including historic preservation or removal of architectural barriers) or structures to be used for religious purposes or which will otherwise promote religious interests.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE SPECIFIC REQUIREMENTS AND THAT ELIGIBILITY OF MY ORGANIZATION'S PROJECT DEPENDS UPON COMPLIANCE WITH THE REQUIREMENTS CONTAINED IN THIS ATTACHMENT.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME / TITLE OF SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF ORGANIZATION

#####

**EMERGENCY SOLUTIONS GRANT (ESG)**

**Macon-Bibb County - Economic & Community Development Department**

**PROGRAM YEAR 2018**

**TABLE OF CONTENTS**

1. **Budget Itemization Form**(s)(please see page 27 of application instructions)
2. **Budget Narrative of Proposed Expenditures**(please see page 27 of application instructions)
3. **Budget Summary Form** (please see page 29 of application instructions)

BUDGET ITEMIZATION SHEET\*

# Project Operator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year 2018 Date Submitted \_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Line Item Number** | Line Item Breakdown Eligible Category - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Category Amount |
| **Total Project Cost** | ESG Funds | **Other Funds** | **Sources of Match** | **In-kind Match Funds** |
|   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Total Amount: | $ | $ | $ |  | $ |

\*Copy this sheet as many times as is necessary for your budget itemization.

BUDGET SUMMARY SHEET

# Project Operator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year 2018 Date Submitted \_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line Item Number** | Line Item BreakdownEligible Category-\_\_\_\_\_\_\_\_\_\_\_ | ESG Funds | Other Funds | Sources of Match Funding | **In-Kind Match Funds** | Total Funds |
|  |  | $  | $ |  |  | $ |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Total ESG Funds  | $  |  |  |  |  |
|  | Other Funds: |  | $ |  |  |  |
| **Total Funds:** | $ |