



REQUEST FOR FISCAL YEAR 2012
EMERGENCY SHELTER GRANT (ESG) FUNDS

*In 2011, the City of Lakewood will receive \$97,506 in
ESG funding*

PART I – GENERAL INFORMATION

AGENCY:	<u>Domestic Violence and Child Advocacy Center</u>
ADDRESS:	<u>PO Box 5466, Cleveland, OH 44101</u>
TELEPHONE (day):	<u>216-688-7281</u>
CONTACT PERSON:	<u>Linda Dooley Johaneck</u>
TITLE:	<u>Chief Executive Officer</u>
EMAIL ADDRESS:	<u>ljohaneck@dvcleveland.org</u>
PROJECT/ACTIVITY NAME:	<u>Emergency Shelter</u>
GRANT REQUEST AMOUNT:	<u>\$31,500</u>

TYPE OF ELIGIBLE ACTIVITY:

- | | |
|---|--|
| <input type="checkbox"/> ESSENTIAL SERVICES | <input type="checkbox"/> HOMELESS PREVENTION |
| <input type="checkbox"/> SHELTER RENOVATION | <input checked="" type="checkbox"/> OPERATION & MAINTENANCE OF SHELTER |

See end of application for definition and explanation of allowable activities

PART II – PROGRAM DESCRIPTION

Use another sheet of paper to complete the answers to Part II. Please limit your narrative to no more than one (1) page for each section of Part II.

1. PROBLEM/NEED IDENTIFICATION

BRIEFLY DESCRIBE THE SPECIFIC PROBLEM OR NEED ADDRESSED BY THE PROGRAM. USE OF DATA OR STATISTICS IN THE DESCRIPTION IS STRONGLY ENCOURAGED. EXPLAIN ANY PREVIOUS ACTIONS TAKEN TO ADDRESS THIS NEED.

2. STRATEGY STATEMENT

PROVIDE A BRIEF DESCRIPTION OF HOW THE PROGRAM WILL ADDRESS THE PROBLEM OR NEED IDENTIFIED ABOVE. THIS SECTION SHOULD DETAIL THE ACTIVITIES TO BE EXECUTED. IT SHOULD SPECIFICALLY DESCRIBE AND QUANTIFY THE SERVICES TO BE PROVIDED AS A RESULT OF THE EXPENDITURE OF EMERGENCY SHELTER GRANT (ESG) FUNDS.

INCLUDE AN OBJECTIVE THAT IS A SPECIFIC MEASURABLE OUTCOME EXPECTED IF THE REQUEST FOR FUNDS IS APPROVED.

IDENTIFY AND DESCRIBE ANY OTHER ACTIVITIES ADMINISTERED BY THE AGENCY THAT COMPLEMENT OR SUPPORT THE PROGRAM FOR WHICH FUNDING IS REQUESTED.

IS THIS PROGRAM NEW OR A CONTINUATION OF AN EXISTING ONE?

INDICATE PROGRAM(S) AND SERVICE(S) WITH AN X:

- | | |
|--|---|
| <input checked="" type="checkbox"/> EMERGENCY SHELTER FACILITIES | <input type="checkbox"/> TRANSITIONAL SHELTER |
| <input type="checkbox"/> VOUCHERS FOR SHELTERS | <input type="checkbox"/> OUTREACH |
| <input type="checkbox"/> DROP-IN CENTER | <input type="checkbox"/> SOUP KITCHEN/MEAL DISTRIBUTION |
| <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 _____ | |

3. PLEASE LIST THE CLIENT ELIGIBILITY CRITERIA OF THE PROGRAM.

A. Homeless Single Women

B. Homeless Women with Children

C. Single Women seeking immediate respite from domestic violence

D. Women with Children seeking immediate respite from domestic violence

E.

F.

PART III – ANTICIPATED BENEFITS

1. WHAT IS THE TARGET POPULATION? (homeless individuals; homeless adults with children, or individuals at risk of homelessness, etc.)
The target population is women and children who are homeless due to domestic violence.

2. TOTAL NUMBER OF LAKEWOOD RESIDENTS TO BENEFIT FROM THIS PROJECT: 18

3. HOW DID YOU DERIVE THE TOTAL NUMBER OF RESIDENTS TO BENEFIT FROM THIS PROJECT?
During the intake process Domestic Violence & Child Advocacy Center (DVCAC) obtains a housing history and most recent permanent address which determines residency. Projections are based on use patterns over the past two years. Lakewood residents are a priority for shelter space based on ESG funding received from the City of Lakewood. If there is no safe space in shelter alternative arrangements are made to secure safe housing until space becomes available.

DVCAC has a strong presence in the Lakewood Municipal Court via the Advocacy Program. DVCAC also advertises services within the social service community and through Lakewood Hospital, where many victims present.

4. IF THIS IS AN EXISTING PROGRAM, PROVIDE AN UNDUPLICATED COUNT OF THE NUMBER OF LAKEWOOD RESIDENTS DIRECTLY SERVED PER YEAR FOR THE PAST TWO CALENDAR YEARS: 2010: 12 2011: 4 have been served so far during 2011, another 6 are anticipated
5. PERCENTAGE OF PROGRAM'S LAKEWOOD CLIENTS TO TOTAL NUMBER OF PROGRAM CLIENTS: 3%
6. ANTICIPATED PERCENTAGE INCREASE IN THE NUMBER OF LAKEWOOD RESIDENTS SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: NO INCREASE IS PROJECTED%

ANTICIPATED PERCENTAGE INCREASE IN THE TOTAL NUMBER OF CLIENTS SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: NO INCREASE IS PROJECTED %

7. ON WHAT BASIS DO YOU ANTICIPATE AN INCREASE IN CLIENTELE?
N/A
9. IS THERE ANY OTHER AGENCY SERVING LAKEWOOD RESIDENTS WITH A SIMILAR PROGRAM?
 No Yes (If yes, please list the agency and program.) _____

PART IV – FINANCIAL SUMMARY

1. **FEDERAL REGULATIONS GOVERNING THE EMERGENCY SHELTER GRANT PROGRAM REQUIRE THAT FUNDING RECIPIENTS MUST PROVIDE A DOLLAR-FOR-DOLLAR MATCH OF THE ESG FUNDING PROVIDED BY HUD¹.** PLEASE INDICATE IN THE TABLE BELOW THE GRANT AMOUNT REQUESTED, BROKEN DOWN BY EXPENDITURE CATEGORY, THE MATCHING FUNDS PROVIDED BY THE AGENCY FOR THE PERIOD COVERED IN THE APPLICATION, AND THE TOTAL FOR EACH BUDGET LINE ITEM.

EXPENDITURE LINE ITEMS	GRANT REQUEST AMOUNT	AGENCY MATCHING FUNDS*	TOTAL
ESSENTIAL SERVICES			
Salaries/Wages	0	186,000	86,000
Fringe Benefits	0	42,780	19,780
Other	0	0	0
SUB-TOTAL	\$0	\$228,780	\$228,780
SHELTER OPERATION AND MAINTENANCE			
Rent	0	6,000	6,000
Insurance	0	6,250	6,250
Contractual Services	13,508	0	13,508
Utilities	3,000	12,000	15,000
Telephone	6,000	6,600	12,600
Housekeeping Supplies	2,100	5,000	7,100
Furnishings	0	2,490	2,490
Maintenance	4,292	2,160	6,452
Other	2,600	0	2,600
SUB-TOTAL	\$31,500	\$40,500	\$72,000
CAPITAL PROJECT			
Renovation/Rehab	\$	\$	\$
HOMELESS PREVENTION (specify at left)			
SUB-TOTAL	\$	\$	\$
TOTAL	\$31,500	\$269,280	\$300,780

* NOTE: IN CALCULATING THE AMOUNT OF MATCHING FUNDS, THE APPLICANT MAY INCLUDE, AMONG OTHER EXPENDITURES: 1) THE VALUE OF DONATED MATERIAL, A BUILDING OR THE VALUE OF ANY LEASE ON A BUILDING CALCULATED ACCORDING TO A REASONABLE METHOD THAT ESTABLISHES A FAIR MARKET VALUE, AND 2) THE TIME AND SERVICES CONTRIBUTED BY VOLUNTEERS AT THE RATE OF \$5.00 PER HOUR. FUNDS FROM OTHER LOCAL, STATE, AND NON-ESG FEDERAL SOURCES MAY BE COUNTED AS MATCH.

¹ Per 24 CFR 576.51

2. PROGRAM FUNDING COMPOSITION: IDENTIFY THE ANTICIPATED SOURCES OF TOTAL FUNDING FOR THE PROGRAM IN THE TABLE BELOW.

FUNDING SOURCE	AMOUNT
ESG – CITY OF LAKEWOOD REQUEST	31,500
ESG – OTHER	92,000
OTHER FEDERAL	
STATE GOVERNMENT	
LOCAL GOVERNMENT	100,000
PRIVATE	
CLIENT FEES	
OTHER (SPECIFY: _____)	77,280
TOTAL PROGRAM BUDGET	\$300,780

PART V – AGENCY INFORMATION

1. NON-PROFIT AGENCIES SHOULD SUBMIT ONE COPY OF EACH OF THE FOLLOWING DOCUMENTS:
 - A. ONE (1) COPY OF THE ORGANIZATION’S ARTICLES OF INCORPORATION
 - B. ONE (1) COPY OF THE ORGANIZATION’S IRS TAX EXEMPT STATUS DETERMINATION LETTER. ENTER TAX EXEMPT ID NUMBER HERE: 34-1278377
 - C. CURRENT LIST OF THE ORGANIZATION’S BOARD OF DIRECTORS OR TRUSTEES, AND THEIR AFFILIATIONS.
 - D. ONE (1) COPY OF THE ORGANIZATION’S MOST RECENT ANNUAL REPORT
 - E. ONE (1) COPY OF THE ORGANIZATION’S MOST RECENT AUDITED ANNUAL FINANCIAL STATEMENT.
2. WHAT IS THE GEOGRAPHICAL AREA OF SERVICE FOR YOUR AGENCY? Cuyahoga County
3. INDICATE WHAT TYPE OF ORGANIZATION YOU ARE
 - ____ Public Agency
 - ____ Faith Based Non-Profit
 - X Other Non-Profit
4. IS THE AGENCY LICENSED OR ACCREDITED? No Yes (If yes, by whom?)
DVCAC’s Emergency Shelter program is subject to a variety of inspections, licenses and requirements. These requirements are put forth by funding sources, governmental residential program guidelines and the City of Cleveland Fire Department. DVC undergoes mandatory yearly safety inspections conducted by the City of Cleveland Fire Marshal. Several of our funding sources also conduct

yearly health and safety inspections. These include the Ohio Department of Education and the Cuyahoga County Marriage License Funding Committee. The City of Cleveland has also provided DVCAC with a monthly self check health inspection form. The Shelter Director, in conjunction with the Maintenance Coordinator conduct regular internal reviews of needed repairs with those impacting health or safety made top priority.

5. DOES THE AGENCY HAVE PROCESSES IN PLACE FOR SERVING BENEFICIARIES WHO DO NOT SPEAK ENGLISH? No Yes IF YES, PLEASE DESCRIBE.
DVCAC employs five staff who are fully bilingual in Spanish and English. 2 of whom work directly within the Emergency Shelter Program. DVCAC also employs one staff person who is bilingual English/French. DVCAC subscribes to a 24 hour language line service and works closely with culturally specific community based organizations to arrange for translation and insure that cultural beliefs and norms are understood , respected, and incorporated in service provision.
6. DOES THE AGENCY FORMALLY EVALUATE AND MEASURE THE EFFECTIVENESS OF THIS PROGRAM? No Yes
 If “no,” please provide further explanation. If “yes,” describe the evaluation process: DVCAC records and monitors program statistics on a monthly basis. Statistics include number of participants, residential care days, USDA approved meals served and groups attendance. Each program participant has a confidential file and progress on goals, as well as staff services provided are recorded daily. Participants are also asked to fill out an exit interview prior to exiting the program. The survey asks for feedback and ratings on services received and the degree to which programming and the overall shelter experience were helpful.
7. HOW WILL THE AGENCY MODIFY THE PROGRAM IF FULL FUNDING IS NOT RECEIVED?
DVCAC is strongly committed to the Emergency Shelter Program and to providing a safe place for women and children in need of immediate respite from domestic violence. DVCAC is supported by a wide range of governmental and private funding sources. DVCAC will continue to creatively and aggressively pursue sources of funding to meet the budget for this program.
8. PLEASE EXPLAIN ANY SIGNIFICANT CHANGES IN AGENCY FUNDING SOURCES IN THE LAST TWO (2) YEARS:
Domestic Violence Center received Byrne Recovery Act Funding in 2010, and Byrne JAG funding in 2011 which helped us to maintain Justice System Advocacy programming. Domestic Violence Center also received a Fatherhood Initiative grant from Cuyahoga County which has allowed us to maintain Visitation Center services in the face of other cuts. Domestic Violence & Child Advocacy Center has also prioritized increasing event revenue and individual donations. These strategies are proving successful and during 2010 DVC was able to increase individual and event revenue by 18%.

9. WHAT NEW STRATEGIES ARE BEING DEVELOPED AND/OR EXPLORED TO GENERATE NEW SOURCES OF FUNDS?

Domestic Violence Center is excited to announce that their board approved an affiliation agreement to consolidate operations with Bellflower Center for Prevention of Child Abuse. Domestic Violence Center (DVC) and Bellflower Center for Prevention of Child Abuse (BC) have been working together for two years, sharing office space and combining our expertise. Both agencies participated in the Cuyahoga County Human Service Restructuring Pilot Project and as a result of this project entered into a board approved affiliation in February, 2011 with the goal of a full merger. This is a merger of strength not need, and will build organizational capacity to serve victims of abuse via an integrated continuum of services, increased accessibility, new revenue streams, cost savings/avoidance and other financial efficiencies. The combined agency has begun to consolidate operations and to build community awareness of the joined organization now known as the "Domestic Violence & Child Advocacy Center".

10. WHAT STEPS HAVE BEEN TAKEN IN THE PAST YEAR TO MAKE THE AGENCY MORE COST EFFECTIVE?

Domestic Violence Center and Bellflower Center for the Prevention of Child Abuse were strong agencies separately - and together we have a more balanced financial portfolio of revenue streams. Domestic Violence & Child Advocacy Center is developing a combined strategic fundraising plan, including a major donor campaign, an endowment, and planned giving initiatives to enhance our ability to effectively secure revenues in the future. The combined agency is also benefiting through cost-saving and cost-avoidance measures totaling \$121,000 to date. The combined agency has already saved \$50,000 on health insurance costs and \$15,000 on finance costs. An additional \$15,000 will be saved in Hotline costs by June of 2012. The merger has also created opportunities for significant cost avoidance – Domestic Violence Center was able to save \$50,000 annually by avoiding having to hire a separate Development Director. The agencies were also able to save \$6,000 per year in rent costs for needed office space by utilizing existing space held by each organization, establishing an Eastside– Westside presence at no additional cost.

IF THIS REQUEST IS ACCEPTED FOR FUNDING, THE APPLICANT MUST BE WILLING TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND CITY REQUIREMENTS, AND ENTER INTO A FUNDING AGREEMENT WITH THE CITY OF LAKEWOOD.

APPLICANT CERTIFIES THAT: *TO THE BEST OF MY KNOWLEDGE AND BELIEF, DATA CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT. THIS APPLICATION HAS BEEN DULY AUTHORIZED BY THE APPLICANT'S APPROPRIATE BOARD OF TRUSTEES, BOARD OF DIRECTORS, OR CHIEF EXECUTIVE OFFICER.*

SUBMITTED BY: LINDA DOOLEY JOHANEK

SIGNATURE: _____

TITLE: CHIEF EXECUTIVE OFFICER

DATE: 07/18/2012

SUBMIT:

- ONE UNSTAPLED **ORIGINAL AND**
- **ONE ELECTRONIC COPY**

OF APPLICATION AND ATTACHMENTS BY **NOON, MONDAY, July 18, 2011** TO:

EMMA PETRIE BARCELONA
DEVELOPMENT OFFICER
PLANNING & DEVELOPMENT DEPARTMENT
CITY OF LAKEWOOD
12650 DETROIT AVENUE
LAKEWOOD, OHIO 44107
(216) 529-7680
FAX: (216) 529-5907
EMMA.BARCELONA@LAKEWOODOH.NET

ATTACHMENTS CHECKLIST

- PART II, QUESTION 1 – PROBLEM NEED/IDENTIFICATION
- PART II, QUESTION 2 – STRATEGY STATEMENT
- ARTICLES OF INCORPORATION (IF APPLICABLE)
- IRS TAX EXEMPT STATUS DETERMINATION LETTER (IF APPLICABLE)
- LIST OF BOARD OF TRUSTEES (IF APPLICABLE)
- MOST RECENT ANNUAL REPORT (IF APPLICABLE)
- MOST RECENT AUDITED ANNUAL FINANCIAL STATEMENT (IF APPLICABLE)

Data needed for monthly reports:

Exact race and ethnicity of program participants and

Persons Served with Financial Assistance (Homeless Prevention Only)	
	Total
Number Adults Served	<input type="text"/>
Number Children Served	<input type="text"/>
Total	<input type="text"/>

Persons Served with Non-financial Services (Homeless Prevention and Homeless Assistance)	
	Total
Number Adults and Children Served	<input type="text" value="177"/>

Number Served with Financial Assistance by Housing Type (Exclude Group/Large House, Barracks & Hotel/Motel) (Homeless Prevention Only)	
	Total
Barracks	<input type="text"/>
Group/Large House	<input type="text"/>
Scattered Site Apartment	<input type="text"/>
Single Family Detached House	<input type="text"/>
Single Room Occupancy	<input type="text"/>
Mobile Home/Trailer	<input type="text"/>
Hotel/Motel	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
Total	<input type="text"/>

Homeless Prevention (Financial Assistance & Services)

Total Number of Persons			
	Male	Female	Total
Unaccompanied 18 and Over	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Unaccompanied Under 18	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total			<input type="text" value="0"/>

Homeless Prevention (Financial Assistance & Services)

Annual Number of Family Households with Children Headed By Single Parents			
	Male	Female	Total
Single Parent 18 and Over	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Single Parent Under 18	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total			<input type="text" value="0"/>

Homeless Prevention (Financial Assistance & Services)

Annual Number of Family Households	
	Total
Two Parents 18 and Over with Children	<input type="text"/>
Two Parents Under 18 with Children	<input type="text"/>
Family Households with No Children	<input type="text"/>
Total	<input type="text" value="0"/>

Homeless Prevention (Financial Assistance & Services)

Total Number Served	
	Total
Total Number of Persons	<input type="text" value="0"/>
Total Number of Households	<input type="text" value="0"/>

Subpopulations Served (Homeless Assistance and Homeless Prevention)	
	Total
Chronically Homeless (Emergency Shelter Only)	
Severely Mentally Ill	
Chronic Substance Abuse	
Other Disability	
Veterans	
Persons with HIV/AIDS	
Victims of Domestic Violence	
Elderly	
Total	

Category Definitions from Page 1:

1 EMERGENCY SHELTER RENOVATION, REHABILITATION OR CONVERSION

The quality and quantity of emergency shelters and transitional housing may be increased with ESG funds through conversion or major rehabilitation or renovation of existing buildings.

Renovation, Rehabilitation and Conversion 24 CFR 576.3

Conversion means a change in the use of building to an emergency shelter for the homeless under this part, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building after conversion.

Major rehabilitation means rehabilitation costs in excess of 75 percent of the value of the building before rehabilitation.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before renovation.

Value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee or the State recipient.

USE RESTRICTIONS ON RENOVATION, MAJOR REHABILITATION, AND CONVERSION

The statute and regulation require certain continued use standards for shelters receiving ESG funds for improvement based upon the amount of the improvement.

Certifications on Use of Assistance 42 U.S.C. 11375 (c)

Each recipient shall certify to the Secretary that

1. *it will -*
 - a. *in the case of assistance involving major rehabilitation or conversion, maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 10-year period; or*
 - b. *in the case of assistance involving rehabilitation (other than major rehabilitation or conversion), maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 3-year period;*
2. *any renovation carried out with assistance under this subtitle shall be sufficient to ensure that the building involved is safe and sanitary.*
 - Major rehabilitation and conversion are defined as the costs of improvement that are more than 75 percent of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 10 years.
 - Renovation is defined as the costs of improvements that are less than 75 percent of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 3 years.

TIMING OF THREE OR TEN YEAR USE REQUIREMENT

The regulation specifies the dates for determining when the 3- and 10-year use requirements begin.

Use as an Emergency Shelter 24 CFR 576.63

- b. *Calculating the applicable period. The 3- and 10- year periods applicable under paragraph (a) of this section begin to run:*
 1. *In the case of a building that was not operated as an emergency shelter for the homeless before receipt of grant amounts under this part, on the date of initial occupancy as an emergency shelter for the homeless.*
 2. *In the case of a building that was operated as an emergency shelter before receipt of grant amounts under this part, on the date that grant amounts are first obligated for the shelter.*

Thus, for either the 3- or 10-year period of use, the use requirement starts on the date of initial occupancy for a building that had not previously been operated as a shelter. The date the ESG funds are obligated to a shelter starts the applicable use requirement where the building was previously operated as a shelter.

INELIGIBLE ACTIVITIES

Ineligible rehabilitation or renovation costs include:

- Acquisition of real property

- New construction
- Property clearance or demolition
- Rehabilitation administration
- Staff training or fund raising activities associated with rehabilitation
- Building maintenance and repairs (See Operations)

[Please note that acquisition and new construction are not eligible ESG-funded activities, and Davis-Bacon requirements do not apply to ESG-funded renovation, major rehabilitation or conversion activities.]

2 ESSENTIAL SERVICES

ESG funds can be used to provide essential services to address the needs of homeless persons living on the street, in emergency shelter, or in transitional housing. Essential services can address the immediate needs of the homeless to help enable homeless persons become more independent and to secure permanent housing.

DEFINITIONS

Essential Services 24 CFR 576.3

Essential services includes services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

1. *Assistance in obtaining permanent housing;*
2. *Medical and psychological counseling and supervision;*
3. *Employment counseling;*
4. *Nutritional counseling;*
5. *Substance abuse treatment and counseling;*
6. *Assistance in obtaining other Federal, State and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;*
7. *Other services such as child care, transportation, job placement and job training; and*
8. *Staff salaries necessary to provide the above services.*

Eligible Activities 42 U.S.C. 11374 (a) (2)

2. *The provision of essential services, including services concerned with employment, health, drug abuse, or education, if -*
 - A. *such services have not been provided by the local government during any part of the immediately preceding 12-month period; or the use of assistance under this subtitle would complement those services; and*

New Service or Quantifiable Increase in Service

ESG funds can be used by grantees or their recipients for a new service or a quantifiable increase in the level of service above that provided during the immediately previous 12-month period. This provision in the legislation prohibits using ESG funds to replace existing government or non-profit funding of services. However, once a new or increased level of service meets the above standards then ESG funds may be used to continue funding that service in subsequent years. Examples of essential services meeting these standards are:

- A city grantee funded a recipient organization for outreach to the Hispanic homeless population in the community. Funds were used to support Spanish-speaking service staff, and translation of written materials into Spanish. This was a new service as this population had not been directly provided these services before and no other organization was providing these services at the time.
- A city grantee funded a local food rescue/soup kitchen organization to purchase an additional vehicle to be used to transport rescued foods from restaurants to area shelters and feeding programs. This activity represented a quantifiable increase in the level of service as it increased the organizations' transport fleet by one additional vehicle and allowed for a substantial increase in the number of organizations served by the program. In this case, no other area organization was providing this service.
- A city grantee funded a new staff position to provide housing search services for transitional shelter residents. The services provided by this new position were new, and enhanced (or increased) the ability of local shelters to assist residents to move from temporary shelter to permanent housing.

The examples provided above are in no way exhaustive, but simply provide three illustrations of how ESG funding was used in the essential services category. As is demonstrated, salaries for supportive services provider staff are an eligible cost under this category.

INELIGIBLE ACTIVITIES

Ineligible essential services costs include:

- Existing services and staff (services must be new or provided to more persons)
- Salary of case management supervisor when not working directly on participant issues
- Advocacy, planning, and organizational capacity building
- Staff recruitment/training
- Transportation costs not directly associated with service delivery

3 OPERATIONAL COSTS

ESG funds can cover a broad array of emergency shelter and transitional housing operating costs.

Eligible Activities 42 U.S.C. 11374 (a)

3. *Maintenance, operation, insurance, utilities and furnishings, except that not more than 10 percent of the amount of any grant received under this subtitle may be used for costs of staff.*

Definitions 42 U.S.C. 11371

4. *The term "operating costs" means expenses incurred by a recipient operating a facility assisted under this subtitle with respect to -*
 - A. *the administration, maintenance, repair, and security of such housing; and*
 - B. *utilities, fuels, furnishings, and equipment for such housing.*

Eligible Activities 24 CFR 576.21 (a) (3)

3. *Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. Not more than 10 percent of the grant amount may be used for costs of staff.*

INELIGIBLE ACTIVITIES

Ineligible operating or maintenance costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- Staff training, entertainment, conferences, or retreats
- Public relations or fund raising
- Bad debts/late fees
- Mortgage payments

4 HOMELESS PREVENTION ACTIVITIES

The legislation and the regulations specify a broad array of financial assistance and supportive services that may be provided to help prevent persons from becoming homeless.

LEGISLATION AND REGULATION

Eligible Activities 42 U.S.C. 11374 (a)

4. *Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if -*
 - A. *the inability of the family to make the required payments is due to a sudden reduction in income;*
 - B. *the assistance is necessary to avoid the eviction or termination of services;*

- C. *there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and*
- D. *the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.*

Definitions 24 CFR 576.3

Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

1. *Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;*
2. *Security deposits or first month's rent to permit a homeless family to move into its own apartment;*
3. *Mediation programs for landlord-tenant disputes;*
4. *Legal services programs for the representation of indigent tenants in eviction proceedings;*
5. *Payments to prevent foreclosure on a home; and*
6. *Other innovative programs and activities designed to prevent the incidence of homelessness.*

Eligible Activities 24 CFR 576.21 (a) (4)

Developing and implementing homeless prevention activities, subject to the limitations in 42 U.S.C. 11374(a)(4) and paragraph (c) of this section. Grant funds may be used under this paragraph to assist families that have received eviction notices or notices of termination of utility services only if the conditions stated in 42 U.S.C. 11374(a)(4) are met.

INELIGIBLE ACTIVITIES

Ineligible homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds or Unprogrammed Funds

PART II – PROGRAM DESCRIPTION

Use another sheet of paper to complete the answers to Part II. Please limit your narrative to no more than one (1) page for each section of Part II.

1. PROBLEM/NEED IDENTIFICATION

BRIEFLY DESCRIBE THE SPECIFIC PROBLEM OR NEED ADDRESSED BY THE PROGRAM. USE OF DATA OR STATISTICS IN THE DESCRIPTION IS STRONGLY ENCOURAGED. EXPLAIN ANY PREVIOUS ACTIONS TAKEN TO ADDRESS THIS NEED.

The impact of domestic violence extends its reach beyond the immediate couple involved and their children; domestic violence exacts a huge public health toll on our community and society as a whole. According to the Centers for Disease Control, intimate partner violence results in 2 million injuries and 1,300 deaths in the United States each year (CDC 2003). 22% of nonfatal violent episodes against females and 30% of female homicides in the United States each year are perpetrated by an intimate partner (Bureau of Justice Statistics 2009). Domestic violence persists in our greater Cleveland community as well, as reflected in the need for Domestic Violence Center (DVC's) services and outreach. In 2010 alone, there were 19,670 calls to the City of Cleveland police reporting domestic violence. In the state of Ohio in 2009, there were 33,732 domestic violence and domestic violence related arrests.

Domestic violence is also closely related to homelessness. A 1998 survey of 777 homeless women found 22% stated they had fled home due to abuse (Homes for the Homeless, 1998). A 1991 Ford Foundation study found that 50% of homeless women and children had become homeless as a result of domestic violence (Zorza 1991).

As an inner ring community with a socio-economically diverse population, Lakewood has identified a need for emergency shelter to be available as a resource for residents who may not otherwise have access to immediate safety when they experience acute domestic violence. The Lakewood Police Department transports families to Domestic Violence and Child Advocacy Center's (DVCAC) Shelter when they respond to a domestic violence call and ascertain that the family needs immediate, safe, emergency housing. DVCAC's Shelter is located in the Ohio City neighborhood and thus in close proximity for Lakewood police and residents. During calendar year 2010 DVCAC's Emergency Shelter provided services to 10 residents and provided shelter based Helpline services to many others. .

In addition to shelter services, DVCAC dedicates a full time Justice System Advocate for the Lakewood Court. Each day, the court faxes a list of domestic violence arrests with victim information so that the Lakewood Advocate can make contact with victims and provide information and referrals, perform safety planning and arrangements for emergency housing, and provide accompaniment through the court process. DVC also provides a weekly support group in Lakewood that has concurrent groups for women and for children, as well as childcare for preschool children and infants. 3 DVCAC staff and 2 volunteers provide this service on a weekly basis. DVCAC is also represented in the Lakewood Collaborative and is a provider for the Cuyahoga County Systems of Care initiative in Lakewood.

This request for funds represents the continuation of a long standing partnership between the City of Lakewood and the Domestic Violence Center. DVCAC has worked with the City of Lakewood to insure the availability of emergency shelter space for women and children fleeing domestic violence. DVCAC works with a variety of Lakewood based agencies including the Lakewood Police Department and Lakewood Hospital to insure that women in need of domestic violence related services are connected to our agency. Funding from the Emergency Shelter Grant Program provides DVCAC with the ability to maintain beds dedicated specifically for Lakewood residents.

2. STRATEGY STATEMENT

PROVIDE A BRIEF DESCRIPTION OF HOW THE PROGRAM WILL ADDRESS THE PROBLEM OR NEED IDENTIFIED ABOVE. THIS SECTION SHOULD DETAIL THE ACTIVITIES TO BE EXECUTED. IT SHOULD SPECIFICALLY DESCRIBE AND QUANTIFY THE SERVICES TO BE PROVIDED AS A RESULT OF THE EXPENDITURE OF EMERGENCY SHELTER GRANT (ESG) FUNDS. INCLUDE AN OBJECTIVE THAT IS A SPECIFIC MEASURABLE OUTCOME EXPECTED IF THE REQUEST FOR FUNDS IS APPROVED. IDENTIFY AND DESCRIBE ANY OTHER ACTIVITIES ADMINISTERED BY THE AGENCY THAT COMPLEMENT OR SUPPORT THE PROGRAM FOR WHICH FUNDING IS REQUESTED.

DVCAC provides 24-hour emergency shelter for victims of domestic violence. The women coming to the shelter are often dealing with a multiplicity of challenges including physical and mental health concerns, drug and alcohol abuse, poverty, low levels of education, literacy and job experience and limited support networks. Economic considerations often play a key factor when victims evaluate their ability to leave an abusive relationship. Economically disadvantaged women in particular often feel trapped between staying in an abusive relationship and risking not being able to provide themselves and their children with food, shelter and stability. The program provides victims with immediate safety, basic needs and an opportunity to build the skills and access the resources that lead to self sufficiency. A study conducted by the Ohio Domestic Violence Network of types of services for domestic violence victims found that the majority of study participants agreed that their experiences in shelter were “very helpful and supportive” to them (2003).

Programming within the Shelter, including groups, domestic violence education and counseling are focused on helping women to build self esteem and confidence and achieve self sufficiency. Advocates and Family Support Specialists assist women in developing individualized action plans which address a variety of life areas including income, housing and education. Staff offer feedback and direction, provide referrals, and advocate when needed. Recognizing that economic self sufficiency is key if victims are to have real options to remaining in an abusive relationship, staff work with each woman to explore various work, training, and college opportunities. DVCAC works closely with a variety of allied organizations to insure that participants receive coordinated, comprehensive services. Educational and support groups are offered 4 or more nights per week. In-shelter groups include peer support, dynamics of domestic violence, housing and employment concerns, life skills, women’s health concerns, parenting, and stress management. DVCAC has recently been working to develop group programming targeted to meet the specific needs and concerns of participants at different points in their shelter stay. Programming is structured to recognize, identify, and address the particular needs of victims of trauma. This will be a continuing focus for the Emergency Shelter Program and all shelter staff will receive training in specific techniques for working with women and children who have been impacted by trauma.

The average length of stay at DVCAC shelter is 45 days; however, some families stay longer when faced with multiple needs and challenges. Staff help women to assess when they are ready to leave the shelter. They also assist residents with the transition from the shelter to an apartment or house by connecting them with various community resources and housing options and providing on-going support. DVCAC provides follow-up services to women transitioning to community living, when requested.

DVCAC also works to meet the comprehensive needs of the children who accompany their mothers to the shelter. Nearly all of the children who come to the shelter have either witnessed or been the direct recipients of abuse. Strength based services are designed to assist children with healing from the impact of domestic violence and address physical, emotional, academic, social and developmental needs. The core components of the shelter based Youth Program are: Basic Needs, Individual Advocacy and Support, Groups, Academic Support and Recreational Opportunities. The overall goal is to insure that each child has the tools and services which will allow them to thrive and fully reach their potential.

Objective: 18 Lakewood based victims of domestic violence will receive Emergency Shelter services.

Domestic Violence & Child Advocacy Center offers an array of direct services and programming which are available to victims participating the Emergency Shelter program, during and after their stay. These include community based support groups, culturally specific/bilingual programming, justice system advocacy, use of the Supervised Visitation Center and art therapy.