



**HOUSING TRUST OF SANTA CLARA COUNTY
EMERGENCY HOMELESSNESS PREVENTION GRANTS (EHPG) &
SAFETY NET CAPITAL IMPROVEMENT (SNCI) GRANTS**

PROGRAM OVERVIEW & GUIDELINES

February 2010

ABOUT THE HOUSING TRUST OF SANTA CLARA COUNTY

The Housing Trust of Santa Clara County (the Trust), is a unique public-private partnership that was created in 1998 through a collaboration of the Silicon Valley Leadership Group, County of Santa Clara Board of Supervisors, Community Foundation of Silicon Valley and the County Collaborative on Housing and Homelessness. The Housing Trust of Santa Clara County is a nonprofit 501(c)(3) corporation. An affordable housing community lender, the Trust offers loans and grants to create affordable housing opportunities in rental housing, housing for the homeless and persons with special needs, and for first-time homebuyers. All Housing Trust funds are restricted to assisting projects and programs within Santa Clara County.

The Housing Trust is committed to assisting providers in Santa Clara County with transitioning their clients toward permanent housing. The Trust has created two programs to fulfill this vital part of our mission: Emergency Homelessness Prevention Grants, and Safety Net Capital Improvement (SNCI) Grants.

PROGRAM OVERVIEW & GUIDELINES: Emergency Homelessness Prevention Grant

Emergency Homelessness Prevention Grants (EHPG), part of the Trust's Homelessness and Special Needs Program Fund, are designed to provide one-time rental assistance to local non-profits working to prevent eviction, or move families into more stable housing. Grants of up to \$12,500 are available for calendar year 2010. The grants are administered annually to qualifying nonprofit agencies throughout Santa Clara County. Qualifying agencies must have nonprofit status pursuant to Section 501(c)(3) of the Internal Revenue Code. Evidence of independent auditing is also required. In addition, each agency must demonstrate - through its application materials and subsequent quarterly reports - its commitment to and success in providing assistance to those individuals and families facing homelessness in the geographic areas which the agencies serve.

Applications for the EHPG program are due in the Housing Trust office on April 15, 2010. For additional information contact Jessica Garcia-Kohl at (408) 436-3450 ext. 222.

PROGRAM OVERVIEW & GUIDELINES: Safety Net Capital Improvement Grants

Purpose

Under the Safety Net Capital Improvement (SNCI) program, funds are being made available on a one-time basis to qualifying nonprofit agencies serving families and individuals who are homeless or at risk of homelessness. Grants of up to \$200,000 per provider are to be used for capital needs at existing safety net housing facilities. For example, funds may be used to upgrade the physical structure of the housing facility to improve the health and safety of the clients residing there. Funds may similarly be used for activities related to deferred maintenance of the shelter facility.

Examples of how SNCI grants may be used (This is not a complete list):

- Improvements to hot water or heating system
- Electrical and plumbing improvements
- Purchasing and installing insulation
- Making modifications to comply with ADA standards
- Purchasing and installing new flooring
- Purchasing and installing energy-efficient upgrades

Examples of how SNCI grants may not be used (This is not a complete list):

- Building an addition to increase the number of rooms or beds on site
- Funding soft costs for planning grants
- Financing facility upgrades for areas used exclusively by staff
- Maintaining or purchasing vehicles

Beneficiaries/Eligible Applicants

Eligible beneficiaries of these grants include emergency, transitional and permanent supportive housing facilities with the capacity to serve more than six clients at a time, working to assist individuals and families to secure more stable or permanent housing. Non-profit housing facilities with a primary program emphasis of treating or rehabilitating individuals with chemical dependency are not eligible for SNCI funding .

[Note: housing types are defined by the length that a client may be housed at the residence. *Emergency housing* is defined by a term less than six months; *transitional housing* is defined by a term lasting between six months and two years; and *permanent supportive housing* is defined by not having a term limit.]

Requirements & Responsibilities

Applicants must complete the Grant Request Form, and submit the following documentation:

- A detailed scope of work.

- Estimates or bids from licensed contractors.
- A timeline for completion of the project.
- Description of matching funds, which could be pledges, donations, cash or in-kind services.

Only one application per service agency may be submitted for consideration. A demonstrated ability to show the funds from the Housing Trust of Santa Clara County will be matched is a requirement of the grant.

The application review will include a site visit by Housing Trust of Santa Clara County staff. In the event the grantee does not want the site location disclosed in an effort to maintain the privacy and safety of its clients, Housing Trust staff will sign a waiver promising to maintain complete confidentiality.

Grant Size and Duration

SNCI grants cannot exceed \$200,000 and will be awarded by June 30, 2010. The recipient will need to begin renovations no later than May 2011, and will need to complete the project as proposed and expend the funds within six months of receipt.

An agency can apply for \$10,000 per unduplicated household assisted over a two-year period at the shelter/housing location where the SNCI-related activity transpires; however, as previously stated, no grant award will exceed \$200,000. [Note: a single individual should be counted as one household.]

Process/Schedule

Applications for the SNCI program are due in the Housing Trust office on April 30, 2010. Our funds as important factors in ranking grant requests.

Please use the attached Grant Request Form.

For more information, contact Jessica Garcia-Kohl at (408)436-3450 ext.222