**Section 160.60 Application Requirements**

An application must include the following information:

a) Project Summary – A description of the proposed project and the purpose for the funding request. The summary should include a brief history of the not-for-profit organization's experience in providing services to the homeless. It must also identify the types of clients to be served, the type of services to be provided, and how those services will address the needs of the homeless.

b) Needs Statement – A statement which describes the need for the proposed project. The statement should include an estimate, if available, of the number of homeless persons in need of assistance in the area and the estimated number to be served by the proposed project. Area services available to the homeless must be identified and an explanation provided as to how the proposed project would complement existing services or provide services that are currently unavailable.

c) Project Activity Description – A description of activities to be performed under the project, the amount and source of funding for each activity, and a schedule for the implementation of those activities (include beginning and ending dates). If rehabilitation is identified as an activity, the type of work to be done must be detailed and estimates of cost must be attached. Also tasks necessary to achieve expected results must be detailed (e.g., building or zoning permits).

d) Project Costs – A breakdown of all project costs by source of funding for eligible activities.

e) Application Documentation – The following documentation must accompany an application:

1) If funds are to be used for major rehabilitation or conversion of a building, certification that the building will remain a shelter for a period not less than ten years.

2) If funds are to be used for eligible activities specified in 24 CFR 575.21(a)(1) and (3) (1987), certification that the building will be maintained as a shelter for not less than three years.

3) Letters documenting the shelter facility has been inspected and meets the state and local requirements or standards relating to health and safety or copies of waivers of such requirements from the responsible agency.

4) A letter of transmittal and certification of local government approval.

5) Certification that any building improvements accomplished with grant funds do not affect historic property or jeopardize an endangered species.

6) Certification that any building improvements accomplished with grant funds will not be made to buildings located in an area identified as having special flood hazards in accordance with HUD Emergency Shelter Grants Program rules (24 CFR 575.33(b)(4)(i)(B) (1987)).

7) Letters of support and/or agreements with social service agencies.

8) Certification by the local government that its proposed project will be administered in compliance with the requirements of HUD Emergency Shelter Grants Program rules (24 CFR 575.59 (1987)).

(Source: Amended at 18 Ill. Reg. 5163, effective March 21, 1994)