

MAYOR'S FUND TO END HOMELESSNESS

The City of Long Beach (City) works in collaboration with non-profit and other community partners to address the needs of those experiencing homelessness in our area. Through the City's model Continuum of Care system, sites such as the Multi-Service Center have been able to work together to assist individuals and families experiencing homelessness to achieve self-sufficiency. However, there is still much work to be done.

The Mayor's Fund to End Homelessness (Mayor's Fund) provides small grants to organizations in Long Beach that address significant service delivery needs that are not covered by existing funding and are not considered emergency needs. Donations to this fund could support a variety of critical needs, including:

- Relocation Assistance
- Shelter Services
- Transportation Assistance
- Critical infrastructure improvements and repairs
- Replacement of mission critical equipment
- Move-in Assistance
- Immediate shelter needs

The Mayor's Fund is financed by donations from residents, businesses and community organizations, with most funding coming from an annual campaign. Money disbursed from the Mayor's Fund must be used to benefit people experiencing homelessness in Long Beach.

All approved allocations are for single use only. Recurring funding is not available, but an organization can apply more than once. Allocations from the Mayor's Fund will only be granted to nonprofit or other community agencies serving people experiencing homelessness in the City.

Eligible Applicants:

- Must be a 501(c)(3) nonprofit organization or Long Beach based community group.
- Must have an address located within Long Beach.
- Must currently provide services to people experiencing homelessness in Long Beach.

Mayor's Fund Allocation Recipient Requirements:

- The Agency must submit monthly invoices for reimbursement and back-up documentation that supports the actual expenditures for the service activity allocated from the Mayor's Fund.
- For capital expenditures over \$10,000, HSAC reserves the right to request multiple bids

Mayor's Fund Allocation Process:

- To request funding, agencies must submit a proposal to the Homeless Services Advisory Committee (HSAC), which should include the following:
 - a. Legal name of the agency requesting the allocation
 - b. Agency's history of serving homeless populations in Long Beach, including services currently provided
 - c. Statement of need; for what exactly the money will be used (itemized)
 - d. A simple project budget with expenditures and requested funds
 - e. Amount requested and impact of one-time Mayor's Fund allocation (grants typically range from \$2,500 - \$10,000)

Proposals should be emailed to HomelessServices@longbeach.gov.

All proposals requesting Mayor's Fund allocations will be reviewed by HSAC and must be approved by the Long Beach City Council.

Funds to be disbursed using cost-based reimbursement and pending MOU execution between the submitting agency and the City via check from the City's agent within two weeks of approval. Upfront grant payments will be considered on an as-needed basis.



FUNDING APPLICATION MAYOR'S FUND TO END HOMELESSNESS

For more information on the Mayor's Fund to End Homelessness, please visit:

<http://www.longbeach.gov/health/services/directory/mayors-fund/>

1. Date of Application: _____

2. Applicant Eligibility

a. Organization: _____

b. Contact: _____

c. 501(c)(3) Number: _____

d. Address:

3. Provide or attach the following information about your organization:

a. Number of years serving people experiencing homelessness: _____

b. Services currently provided:

c. Population(s) served (e.g. veterans, seniors, LGBTQ, etc.):

d. Number of persons served in an average month: _____

4. Fund Application Information:

a. Amount of funding requested: _____

b. Summary of proposed project (1-2 sentences):

c. Are you applying for funds on a reimbursement or payment in advance basis?

Reimbursement – Based on submittal of expense documentation (receipts or invoices and proof of payment)

Advance Payment – Only provided for up to 50% of the total grant award and a maximum of \$5,000 in total advance payment. Documentation accounting for the appropriate expenditure of advance payment must be submitted and approved before the release of remaining funds.

d. If requesting advance payment, provide justification of this request, including urgency and necessity (2-3 sentences):

5. Please attach the following documents:

a. **Statement of Need (one page maximum)** – Explain the scope of the proposed project, the gap need that the proposed project will support, how the proposed project will fill that need, and the projected number of people impacted. Include a short summary of your organization’s history, current services provided to people experiencing homelessness, and your capacity to support the proposed project.

b. **Cost breakdown of proposed project (one page maximum)** - HSAC reserves the right to request three bids or quotes for capital expenses over \$10,000. If applying for advance payment, please provide any further justification for this request.

c. **Non-Profit Entity Status Letter** - <https://www.ftb.ca.gov/help/business/entity-status-letter.asp>

d. **Proof of address in Long Beach (rent, utility bill, etc.)**

6. Signature and Acknowledgement

Signature: _____

Date: _____

Name: _____

Title: _____

Submission of an application is not a guarantee of funding. Applications will be reviewed by the Homeless Services Advisory Committee and Long Beach Homeless Services Bureau staff.

For more information, please email HomelessServices@LongBeach.gov