



**EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)**

**2020**

**APPLICATION INSTRUCTIONS**

**Telephone (601) 960-2155**

**Fax (601) 354-4555**

**[www.jacksonms.gov](http://www.jacksonms.gov)**

The deadline to submit all ESG applications electronically is by 5:00 p.m. on January 7, 2021. Applications should be submitted electronically to [OHCD@jacksonms.gov](mailto:OHCD@jacksonms.gov). To submit your application electronically, please follow the instructions below:

1. Subject Line – put “2020 ESG Application and Agency Name”
2. Send your application package in two different file attachments. 1<sup>st</sup> file attachment should include the application proposal only; the 2<sup>nd</sup> file attachment should include all supporting documentation (with the exception of the Policy & Procedures Manual) listed on pages 8-9 of these instructions.

Please respond to all questions, keep responses brief and to the point, do not attach additional information to this application unless requested. Unsolicited information will not be considered for review. Please limit answers to space provided unless specified.

Application **MUST** be completed in full with all required documents in order to be considered for funding. Applications will only be accepted electronically via email.

**Once application is received you will receive a confirmation via email. If you do not receive email confirmation, we have not received your application.**

**For technical issues, Please contact Linda Caldwell at [lcaldwell@city.jackson.ms.us](mailto:lcaldwell@city.jackson.ms.us).**



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## OVERVIEW

The Emergency Solutions Grants (ESG) program was designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The ESG program will provide funding to non-profits to assist individuals experiencing homelessness or persons at risk of homelessness to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

## BACKGROUND

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH ACT), consolidates three of the separate homeless assistance programs administered by the Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, revised the Emergency Shelter Grants program (ESG) and renamed the program the Emergency Solutions Grants program (ESG). The HEARTH Act also codifies into law the Continuum of Care (CoC) planning process. The Continuum of Care program established by the HEARTH ACT and the new consultation requirements found in 24 CFR Part 91 states that ESG recipients consult with CoCs when allocating ESG funds to carry out eligible activities.

The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Department of Housing and Urban Development (HUD) allocates funds by formula grant to eligible states and units of general purpose local government for the administration of the Emergency Solutions Grants (ESG) program. ESG funds will be distributed statewide to eligible local units of government that operate existing homeless shelters and private non-profit organizations that demonstrate the capacity to provide homelessness prevention and rapid rehousing assistance. **Local units of government are not eligible to submit applications on behalf of non-profit agencies.**

HUD provides general oversight of the regulatory guidance and directions the program should follow. This allows recipients to create their own rules required to implement a program as long as those rules do not violate the overall intent of the program. The City of Jackson has chosen to implement stricter regulations based on the funds allocated and timeliness necessary for implementation of the program. **Organizations interested in applying for ESG funds must adhere to the directives that COJ has provided.**

## STRATEGIC GOALS/PRIORITIES

COJ collaborated with the CoCs and developed strategic goals guiding the use of FY 2020 ESG funds.

These goals and priorities are:

A. Achieve the federal goals stated in *Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness* and accomplish ambitious goals related to the U.S. Supreme Court decision in *Olmstead vs L.C.*:

1. End and sustain an end to homelessness among veterans by the end of 2016 (funding sources have been defined by VA and SSVF but needs in this population may be addressed using HOME, CoC, and ESG, though could be eligible)
2. End and sustain an end to chronic homelessness by the end of 2016 (the partnerships between ESG, HOME, National Housing Trust Fund, CoC and CHOICE could help achieve this goal while also accomplishing *Olmstead* goals as the populations often overlap: homeless persons living with mental illness)
3. End and sustain an end to homelessness among families and youth (CoC resources, HOME TBRA, HOME units, National Housing Trust Fund, ESG shelter operations for domestic violence shelters, shelters for women and children, runaway and homeless youth programs, and children's shelters willing to address trafficking, ESG rapid rehousing and prevention coupled with appropriate services)
4. Create a system to ensure that all homelessness is rare, brief, and non-reoccurring (ESG outreach services, navigation services under rapid rehousing, HMIS activities, coordinated entry)

B. Create standards within the CoCs to ensure that ESG and CoC programs align with the goals, utilize evidence-based practices, and promote coordination. Outcomes expectations will be defined and measured by HMIS and site visits. The CoCs will get together to create statewide CoC expectations and standards.

C. In awarding ESG funding to applicants, The City of Jackson will consider measurable outcomes proposed, service delivery standards and models used, and clearly stated actions by a subrecipient to meaningfully collaborate with the CoC, and other service organizations in local communities whether funded by ESG or other sources. Subrecipients will be expected to participate in local coordinated entry, HMIS, PIT, and CoC committee work.

D. The CoCs will lead the outreach activities as a way to promote coordinated entry, maintain a by-name list, and make appropriate community referrals. Navigators will assist people who are literally homeless and identified through outreach to access services and housing.

E. The CoCs' HMIS systems will continue to coordinate efforts and provide data to the community, HUD, and The City of Jackson. The HMIS data over time coupled with the PIT counts will inform the goals and strategies to achieve those goals at a local level. Funding will align with the data-driven goals.

## **OBJECTIVES**

The primary objective of the ESG Program is to assist those experiencing homelessness to quickly regain stability in permanent housing and/or assist those at risk of becoming homeless.

### **What activities/components are eligible for ESG funding?**

The Emergency Solutions Grant is comprised of five (5) program components emergency shelter, street outreach, rapid re-housing assistance, homelessness prevention, and Homeless Management Information System (HMIS)

1. **EMERGENCY SHELTER** - These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. §576.102. Also, see HUD regulation 576.403 for Shelter and Housing Standards.
2. **STREET OUTREACH** – These activities are designed to meet the immediate needs of Unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. §576.101
3. **RAPID RE-HOUSING – HUD PRIORITY** – These activities are designed to move homeless people quickly to Permanent housing through housing relocation and stabilization services and short-and/or medium-term rental assistance. §576.104
4. **HOMELESSNESS PREVENTION** – These activities are designed to prevent an individual or Family from moving into an emergency shelter or living in a public or private place not meant for Human through housing relocation and stabilization services and short-and/or medium-term rental assistance. §576.103
5. **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)** – These activities are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. §576.107

### **Are there limitations of the use of ESG funds?**

1. Funds used for street outreach and emergency shelter activities will be limited to the greater of 60% of the recipient's total fiscal year grant for ESG or
2. The ESG Program funds must be matched (dollar for dollar) with non-federal funds.

### **What are the geographic areas covered by ESG?**

This Program is citywide.

## ESTIMATED ALLOCATION/ELIGIBLE ACTIVITIES

*\* COJ reserves the right to adjust the amount designated for any program category based on the demand created by the applications and to meet programmatic budgetary requirements.*

*\*\* Emergency Shelter Category funds may be awarded to non-profit (sub-recipient) that does not own (or run) a shelter for the purpose of paying for hotel/motel vouchers when no appropriate emergency shelter is available with caveats.*

*\*\*The maximum amount of ESG funds awarded to a non-profit organization for a specific ESG project is \$50,000. No organization will be awarded funds from both CDBG and ESG funds during the same program year for the same project.*

## ELIGIBLE APPLICANTS

### Non-profit organizations within the City of Jackson.

Pursuant to 24 CFR 576.406, faith-based activities, organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Neither the Federal Government nor a State or local government receiving funds under ESG shall discriminate against an organization on the basis of the organization's religious character or affiliation. Organizations that are directly funded under the ESG program **may not** engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If the organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation **must** be voluntary for program participants. Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities.

## MATCH REQUIREMENTS

Applicants must provide "dollar for dollar" matching funds. Pursuant to 24 CFR Part 576.201 and 42 U.S.C. 11375, the ESG program requires that ESG funds provided by HUD be matched (cash and in-kind) with an equal amount of funds from other sources.

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources.

- In order to meet the matching requirement, the matching contributions **must** meet all requirements that apply to the ESG funds provided by HUD.

- The matching contributions **must** be provided at the time the grant agreement is signed by the agency.
- To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in 24 CFR Part 576.203.
- Contributions used to match a previous ESG grant **may not** be used to match a subsequent ESG grant.
- Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

Requirements for using cash and noncash contributions to match ESG grant.

- Cash expended for allowable costs as defined in OMB Circulars A-87 (2 CFR Part 225) and A-122 (2 CFR Part 230) of the recipient or sub-recipient.
- Cash donations and cash receipts from sale of donated items (thrift store), however, there may not be any duplication of this transaction, i.e. clothing donated and then sold through Thrift Store would be a duplication if counted both times.
- Noncash contributions may include but are not limited to: real property, equipment, goods, or services. The value of any real property, equipment, goods, or services is determined by the cost, -the recipient or sub-recipient had to pay for them with grant funds, or if the activity represents indirect costs; and value may also include the purchase value of any donated building.

Calculating the amount of noncash contributions:

- Calculating noncash contributions: the value or fair market value of any donated material or building (this source can only be utilized as match one time), the value of any lease on a building.
- Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the sub-recipient's organization. If the sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market (at a **minimum rate of \$7.25 per hour**).

## THRESHOLD REQUIREMENTS

1. Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
2. **Match requirement must be documented in the application. The matching amount must be equal to the amount of ESG funds being requested.** Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources: the value or FMV of any donated material or building (this source can only be utilized as match one time); the value of any lease on a building; any salary paid to staff to carry out the program and the value of the time and services (at a **minimum rate of \$7.25 per hour**) contributed by volunteers to carry out the program.
3. Applicants **must not have any unresolved audit or monitoring findings associated with the ESG program.**
4. Applicants must disclose any loan or grant received from COJ for which COJ has issued a letter of **findings associated with use of a COJ operated program**. Applicants must provide evidence that findings have been resolved. COJ may disqualify the applicant from consideration in funding based on this information. Findings may include, but is not limited to, failing to submit required reports.
5. Any application that has been prepared by an application preparer that is involved in a pending debarment or suspension proceeding before a state or federal agent **shall not** be reviewed until such time as the debarment proceeding has been finally resolved. No person who is involved in a suspension or debarment proceeding shall be allowed to administer an ESG project until such time as the suspension or debarment process finding is resolved.
6. Homeless participation. If a sub-recipient is unable to meet the participation of homeless individuals requirement in section 416(d) of the McKinney-Vento Act, the sub-recipient need not obtain approval of a formal waiver so long as the sub-recipient develops a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services or other assistance that receive ESG funding.
7. Applicants that have demonstrated through experience the ability to provide rapid rehousing and homelessness prevention services to program participants within their service areas will be given additional consideration for funding.

Section 416(f) of the McKinney-Vento Act, as amended by the HEARTH Act requires that projects receiving funding under the ESG program must participate in the Homeless Management Information System (HMIS). The data collected is essential to measuring what works and what doesn't. Accurate HMIS data will enable HUD to gain a more informed understanding of the problems of homelessness in our communities; the Continuum(s) of Care will assist in the participation of HMIS. Any applicant submitting an application without the HMIS confirmation will be ineligible for the 2020 ESG funding cycle, with no exceptions.



Domestic Violence (DV) service providers must use a comparable database that meets Data Standards and must collect all of the Universal Data Elements.

The CoCs are eligible applicants for any services that can be provided in all ESG categories. ESG applicants must be an active participating member in good standing of a Continuum of Care and documented as such in the application. Consultation with the CoCs will occur through not only standard means of public hearings and public comment solicitation, but also one-on-one communications during the public comment period as well as throughout the year.

A complete application consists of all supporting documents and signed certification form. Failure to attach any of the below supporting documents and signed certification form will result in your application not being reviewed by the rating committee and ineligible for funding.

### Supporting Documentation:

- Bylaws and/or Constitution
- Articles of Incorporation (AOI) (*AOI are the documents recognized by the State as formally establishing a private corporation, business or agency*)
- Current list of Board of Directors (names, addresses, telephone number)  
*A list of the current board of directors or other governing body of the agency must be submitted. The list must identify the principal officers of the governing body, name, professional contact information for board purposes including telephone number, address, and occupation or affiliation of each member.*
- A copy of most recent Board approved Budget
- A copy of minutes must include grant submittal approval
- Job descriptions and resumes for staff involved in the proposed activity (Directors, Fiscal Officer, Project Manager, etc.)
- Organizational Chart of Agency Board & Staff  
*An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the project fits into the organizational structure, and identifies any staff positions for administration of the project.*
- Local Government Certification/Support Letter (if Applicable)
- Purchase or Lease Agreement for Building (If Applicable)
- Evidence of Financial Accountability (recent copy of financial audit)  
*Attach a copy of your latest audit or financial review if one was completed. (Include only one copy.)*
- Policy and Operational Procedures Manual (Written Standards) (**DO NOT SUBMIT WITH PACKAGE- IF APPROVED YOU WILL BE NOTIFIED TO SUBMIT MANUAL LATER**)  
Policies are clear, simple statements of how your organization intends to conduct its services, actions or business. Procedures describe how each policy will be put into action in your organization. Each procedure should outline:
  - Who will do what
  - What steps they need to take
  - Which forms or documents to use.Procedures might just be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts.

- Evidence of non-profit status (501(c)3 Status from U.S. I.R.S., Mississippi Secretary of State Non-profit in Good Standing) *Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service*

## APPLICATION INSTRUCTIONS

1. Complete the entire application, if a section does not apply to your agency, put “N/A”
2. Do not forget your mission statement
3. Utilize ESG HUD regulations set forth in 24 CFR Part 576 to complete your application.
4. Use the Threshold requirement checklist to ensure all documents are included with the application.
5. Agency Information – Complete in full
6. **Site Control –Shelters Only** – Complete only if you intend to apply for ESG funding under the Emergency Shelter Component.
7. **Eligibility** – Check on box as it pertains to your organization.
8. **Section 1 – Executive Summary** - Be brief, precise and to the point when describing what your agency will be doing with the proposed funding. Describe the activity to be undertaken including what services are to be performed, where they are to be provided, for whom they are to be provided and how many citizens will benefit from the proposed project/service. **Mission Statement** – Complete. **ESG Components** – Check box for each component and clientele you will be serving. **Need** – Describe why there’s a need for this service/project in your community. **Marketing** – Explain how you intend to market the project/service. **Performance Outcome Measurements** – This will be information that was measured by your project from the previous year. **Proposed Performance Outcome Measurements** – What you intend to do. **Sections 1.7 and 1.8** – Complete in full.
9. **Section 2 – Capacity & Experience** – Complete in full (attach resumes and job descriptions of staff involved).
10. **Section 3 – Auditing Control, Qualifications** – Complete each section as thorough as possible.
11. **Roster of Board Members & Professions**- Complete in full listing each board member
12. **Certification** – Provide the date of approval of the board, signature of the agency’s executive director and board of director president. Certifications with one or no signature will not be considered for funding.
13. **Scope of Services** - Consists of project description, implementation/work schedule, spending schedule, budget, and cost summary support.

- a) Project description should match section 1.2.
- b) Pay close attention to the “scope of services instructions”. Depending on which ESG component you will be focusing on, use the HUD regulation (Emergency Shelter 576.102; Street Outreach 576.101; Rapid Re-Housing 576-104; Homelessness Prevention 576-103; and HMIS 576.107) to complete the budget.
- c) Complete budget forms accurately. If funding is being requested for only one program as part of your larger organization, provide programmatic and budget information pertaining to the program requested as well as the agency's overall approved budget.
- d) When reporting beneficiaries, do not double count individuals. Further, if your agency provides a program that clients must successfully complete, report only beneficiaries who completed the program.

## **APPLICATION REVIEW PROCESS**

### **1. Eligibility Prescreening Review**

COJ will review applications to determine if all required documentation is included in the application packet. Applications that do not include all required documents will not be forwarded to the rating committee.

### **2. Ranking of Applications**

Applications will be evaluated and scored by the Grant Review Committee.

The City reserves the right to reduce the amount of any proposal selected for funding. The applicant will be notified in writing should the full amount of their proposal not be funded. If the applicant does not agree to accept the lower award, the proposal will be rejected and the next highest applicant will be awarded funds.

All awards are subject to further contract negotiations and availability of funds. As necessary, the Development Assistance Division will subsequently request in writing, conditionally funded applicant to submit additional project information. This information may include documentation showing firm financial commitment for cash match, and/or other information to confirm, clarify, or revise information in the application. Contracts for ESG activities will be for a twelve month period.

Applications may be downloaded electronically via the City of Jackson’s website at [www.jacksonms.gov](http://www.jacksonms.gov).

**The City of Jackson reserves the right to cancel, in whole or in part, this application process at any time without notification.**

**Applicant Self-Scoring:** As a part of the Application documents, the Applicant must “self-score” and submit a scoring sheet using the scoring guide indicating the scores it believes are supported through the Application’s supporting documentation. Going through the self-scoring process will help the applicant evaluate the strength of its application in advance, giving it the opportunity to correct missing or unclear narratives before submitting the application. The scoring guide submitted by the Applicant will assist COJ in its review of the Application, and will demonstrate the Applicants’ priorities and goals. COJ will determine the final points to be awarded based on the questions answered in the Application and the evidence provided through supporting documentation.

Site visits will be conducted to verify information submitted in the application. A site visit does not imply or denote that an applicant will be funded. COJ will make the final determination on the Habitability Standards of the shelter/facility. The shelters must meet HUDs’ Habitability Standards to receive funding.

## **SELECTION PROCESS**

The ESG funds will be awarded based on the final points of ESG Grant Review Scoring Guide. COJ reserves the right to adjust the amount awarded, based on the amount of funds available, and based on the demand created by the applications submitted. COJ will mail all applicants a letter with the funding decision. Proposed outputs and outcomes will be incorporated into contracts as performance outcome measurements for applicants selected as sub-recipients.

Organizations with unresolved monitoring findings or issues with the City of Jackson or the Department of Housing and Urban Development cannot apply.