

Genesee County
Emergency Solutions Grant Application
2018



Due Date: Wednesday, November 22nd, 5 p.m.

Issuing Office:
Genesee County Metropolitan Planning Commission
Community Development Program
1101 Beach Street, Room 223
Flint, MI 48502
810-257-3010

Contact:
David Yeoman, Planner I

SECTION 1.0 PRE-APPLICATION INFORMATION

1.1 General Overview

Genesee County anticipates receiving an Emergency Solutions Grant (ESG) Program award for the 2018 Program Year (PY), distributed by the U.S. Department of Housing and Urban Development (HUD) in the *approximate* amount of \$142,912. ESG Program funds are authorized by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. Genesee County is inviting non-profit organizations, as described and exempt from taxation under Section 501(c) of Title 26 of the Internal Revenue Code, have an accounting system and a voluntary board, and practice nondiscrimination, to submit applications for programs that will provide emergency shelter, essential services, and/or homeless prevention activities for homeless or near homeless families, children, youth and individuals.

1.2 Program Description

The Emergency Solutions Grant (ESG) offers funding to help people regain stability in permanent housing after experiencing homelessness or for homeless prevention activities. Following a review of the distribution of ESG funding in Genesee County in recent years, and the Flint/Genesee County Collaborative Ten Year Plan to End Homelessness, Genesee County ESG funds will be distributed across four (4) eligible categories of the ESG grant: Emergency Shelter, Homeless Prevention, Rapid Rehousing, and Homeless Management Information Systems (HMIS).

1.3 Issuing Office

Genesee County Metropolitan Planning Commission (GCMPC)
Community Development Program
Room 223, Genesee County Administration Building
1101 Beach Street
Flint, MI 48502
(810) 257-3010 fax: (810) 257-3185

Contacts:
David Yeoman, Planner I
(810) 257-3010

1.4 Application Deadline

Applications must be **HAND DELIVERED** to the Genesee County Metropolitan Planning Commission (GCMPC), Room 223, 1101 Beach Street, Flint, MI 48502 by **5:00 p.m. local time on Wednesday, November 22, 2017.**

Applicants must submit one (1) original of the entire application and three (3) copies without the required attachments. Applications or unsolicited amendments arriving after the closing date will not be considered. Please note that if applying for multiple funding categories, applicants must submit a separate application for each category.

1.5 Application Acceptance

The issuing office reserves the right to accept or reject any and all applications, in whole or in part, or to negotiate with all responsible agencies, in any manner necessary, to service the program's best interests. The issuing office reserves the right to waive minor irregularities in applications, or to allow the non-profit

organization to correct minor irregularities, if the best interest of the issuing office will be served by doing so. This application does not constitute a commitment to award a contract, or a commitment to pay for any costs incurred in the preparation of the application.

1.6 Discharge Coordination Policy

As certified by Genesee County, a policy for the discharge of persons from publicly funded institutions or systems of care must be established by each ESG Program grantee in order to prevent such discharge from immediately resulting in homelessness for such persons. The Discharge Policy is required to reduce homelessness resulting from the inappropriate discharge of individuals from state, federal and locally funded institutions or systems of care. Applicants for 2018 ESG Program funds must submit their organization's Discharge Policy, including established practices and protocols, as one of the "Required Attachments" of this application.

1.7 Additional Information

Non-profit organizations that submit applications may be required to provide additional information orally or in writing, or to submit to a site inspection by city, county, state or federal representatives in order to clarify or document their application.

SECTION 2.0 SPECIFICATIONS

2.1 Available Funds

Genesee County proposes to award an estimated \$142,912. The proposed distribution of County funds will be as follows:

Emergency Shelter	\$92,700
Homeless Prevention	\$21,630
Rapid Rehousing	\$20,857
HMIS (Homeless Management Information Systems)	<u>\$7,725</u>
Total	\$142,912

2.2 Agreement Term

Written Agreements are in effect for twelve months from their respective start date, which will be the date the contracts are signed by all parties. Agreements may be extended up to six (6) additional months upon written request by grantees to the issuing office. Circumstances necessitating the extension must be reasonable and necessary. Approval of grant extensions is solely at the discretion of the issuing office.

2.3 Review Committee

A review committee comprised of members of the Continuum of Care and/or Community Collaborative, along with County staff will be established for the sole purpose of reviewing and prioritizing applications. Each application meeting the 2018 ESG Program requirements, and received by the closing deadline, will be prioritized as to how well it meets the Continuum of Care needs of the Community.

2.4 Qualifying Applications

The review committee shall first review each application for compliance with Section 2.6 "Program Requirements" of this Application.

2.5 Eligible Organizations

Any organization with a 501(c) designation obtained from the U.S. Internal Revenue Service that provides for crisis relief of the homeless, or near homeless, on a daily basis with no fee or religious participation requirement may submit an application. The application meets the goals identified in the Flint/Genesee County Collaborative Ten Year Plan to End Homelessness.

Examples of identified goals:

- Creation of affordable housing units, permanent supportive housing and group homes for the chronically homeless.
- Provision of service coordinators or one-stop assistance centers that will ensure that chronically homeless persons have access to a variety of social services.
- Address barriers to affordable housing.
- Plan, implement and maintain the HMIS (Homeless Management Information System).

In addition to meeting one of the identified goals, the organization must also provide humane care, reasonable security, client safety, a drug-free work place, and referrals to other agencies.

2.6 Program Requirements

A. Eligible Clients

Clients must meet HUD's definition of *at risk of homelessness* or *homeless* in accordance with 24 CFR Part 576 Emergency Solutions Grant Program, Subpart A – General Provisions, Section 576.2 – Definitions.

B. Eligible Activities

ESG Program funds may be used for one or more of the following activities relating to emergency shelter for the homeless per 24 CFR Part 576 (attached).

1. Emergency Shelter – provide essential services to homeless families and individuals in emergency shelters.
2. Homeless Prevention – provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to prevent a family or individual from moving into an emergency shelter, or assistance to regain stability in their current housing.
3. Rapid Re-housing – provide housing relocation and stabilization services necessary to help a homeless individual or family move into permanent housing.
4. HMIS – provide data collection through the Homeless Management Information System.

C. Ineligible Activities

ESG Program funds may not be used for activities other than those authorized under Section 2.6 B "Eligible Activities" of this Application. For example, grant amounts may not be used for:

- Acquisition or construction of an emergency shelter for the homeless.
- Rehabilitation services performed by the staff of a grantee or recipient, such as preparation of work specifications, loan processing, or inspections.
- Transitional housing activities.
- Funding for administration.
- Rehabilitation of a shelter.

2.7 Agreement Requirements

Organizations submitting applications must:

- A. Have provided shelter or services for the homeless for at least one year prior to submitting their application.
- B. Have 501(c) designation or be a local unit of government.
- C. Agree that the building they utilize for activities is safe, sanitary, and complies with all applicable local building codes and HUD Section 8 Housing Quality Standards.
- D. Agree to follow the HUD Lead Based Paint Requirements for Housing.
- E. Agree to provide supportive services to the homeless, or formally refer them for services, such as assistance in obtaining permanent housing, medical and mental health treatment, counseling, and other services essential for achieving independent living.
- F. Agree to provide reports and submit to audit, monitoring, and administrative requirements (including those related to non-discrimination and equal opportunity) of the Federal Government and Genesee County.
- G. Provide matching funds, as required by HUD, on a one dollar-for-one dollar basis. These matching funds may include local, state, and private funds including federal funds other than ESG program funds. Eligible sources of funds can be found in 24 CFR Part 576.201.
 1. General – Each grantee must supplement its 2018 ESG Program funds with an equal amount of funds from other sources. The source of these funds must be identified in this application under "Required Attachments".

SECTION 3.0 AGREEMENT

A written Agreement must be executed between the issuing office and the grant recipient prior to disbursement of any 2018 ESG funds awarded under this application. This Agreement will incorporate the projected budget, agreements relating to non-discrimination and equal employment opportunity, historical designation, length of time for use as a shelter, and require the recapture of funds in the event that budget timeliness and/or project applications are not adequately followed.

Other requirements include:

- A. Appropriate fidelity bonding coverage.
- B. One million dollar (\$1,000,000) liability and property damage insurance with Genesee County named as also insured.
- C. The Agency agrees to hold the County harmless.
- D. The Agency must have established standard accounting procedures (internal controls, fiscal accounting and cost allocation plans, and the ability to track agency and program budget by revenue sources and expenses) and a current audit.
- E. The Agency must certify that they will fully utilize the HMIS system for Genesee County.

SECTION 4.0 APPLICATION INSTRUCTIONS

Please read carefully before you begin.

- 1. If applying for multiple funding categories, please submit a separate application per category.
- 2. Place the name of your organization, along with the date, on each page of the application.
- 3. Number each attachment as they correspond with the information in the application.
- 4. Answer each question in order as requested in the application.
- 5. Submit one (1) copy of the entire original application and required attachments and three (3) copies of the application without required attachments. Applications must be **hand delivered** no later than **5:00 p.m. on Wednesday, November 22, 2017** to:

Attention: David Yeoman, Planner I
Genesee County Metropolitan Planning Commission (GCMPC)
1101 Beach Street, Room 223
Flint, MI 48502

CONTENT:

1. Provide all information and/or materials that are requested in the application.
2. Please limit written narrative to ten (10) pages, but ensure clarity of all answers.
3. **Please note:** thorough descriptions must be given under the question that is being asked and not described under other categories.

**GENESEE COUNTY EMERGENCY SOLUTIONS GRANT APPLICATION
2018**

Agency Name:	Phone:
DUNS#	Exp. Date:
Agency Address:	Fax:
City/State/Zip:	Email:
Facility Address:	Phone:
Program Contact Person:	
Fiscal Officer or Accounting Firm:	Phone:
Address, if different than above:	
Funding Category:	Amount Requested:
Program/Project:	
Name of Authorized Agency Official:	
Signature of Authorized Agency Official:	Date:

**Please answer the following questions with no more than 10 printed pages:
(100 total points possible)**

1. Briefly describe the program for which you are requesting funding and how the program activities are incorporating the Genesee County Continuum of Care approach into its provision of services. Please provide sufficient detail of the program and proposed use of ESG funding. Include years of service, type of service(s) provided, targeted population, the history of service provided to your community, qualifications of agency staff and location of services. Provide a summary of your proposal, explaining which allowable activities you are requesting funding for (Example: Shelter Operations, Rapid Re-Housing, etc.) and how you propose to use funding to carry out the eligible activity. What are the goals and objectives of your organization and how does the ESG funding assist the organization in meeting those goals and objectives? Please include any innovative program services, or partnerships that should be considered in review of this proposal.
(15 points – rated on addressing the needs and goals of the Genesee County Continuum of Care 10 year plan and thoroughness of the response)
2. Outline the capacity and experience of your agency and staff. Describe your administrative capability to manage ESG funds and comply with all the federal and state requirements. What grant programs has your organization managed in the past? Have you been audited or monitored by any funding provider in the last two years? If so, when, by whom, and are there any unresolved findings?
(15 points – rated on relevance of experience in serving the homeless population)
3. Describe your participation in the Genesee County Continuum of Care.
(10 points – rated on level of participation with Continuum of Care)
4. Describe what coordination with other agencies will occur and the benefit of such linkages. Please discuss the need for the activity for which your organization is seeking ESG funding, in relation to other agencies.
(10 points – rated on level of coordination with other agencies for services)
5. Please describe the impact that will result from your activity being funded. Identify the number of clients served under this program in the last year and the anticipated number to be served if this program is funded. Include results of those services.
(15 points – rated on how results correspond to needs, and goals of the Continuum of Care 10 year plan)
6. How does your agency track and measure the success of your homeless assistance programs? Does your agency report in the Genesee County Homeless Management Information System (HMIS)? Include your current HMIS report card grade and by what timeframe you enter in your HMIS data. If not, how will you ensure that program information will be communicated in a timely manner to report to HUD?
(10 points - rated on HMIS report card grade and timeliness)
7. Proposed budget, including sources of all match funds. Match amount must be equal to the amount of funding requested. Eligible sources of match are provided in 24 CFR

Part 576.201. Do you have any ESG grant contracts in which funds have not been fully expended in the last 2 years and why? Include a budget that shows how ESG funds will be used along with other funding to carry out an activity such as providing shelter operations or rapidly re-housing people who are homeless.
(10 points – rated on budget spreadsheet and match funding completion)

8. What critical need currently exists that jeopardizes your mission, and how would you address it? (5 points – rated on insightful response)
9. Required attachments (see next page)
(10 points – rated on providing all 11 required attachments)

Required Attachments

Please provide copies of the following required attachments:

1. Agency's IRS 501(c) designation.
2. Insurance certificate(s) indicating coverage for the structure(s) where services and/or shelter are provided. Insurance certificate that details the agency's liability, fidelity bonding coverage, workmen's compensation, and auto insurance for the agency as applicable.
3. List of current Board of Directors, with the groups they represent, and copies of the most recent 2 months of meeting minutes.
4. Agency's bylaws.
5. Agency's organizational flow chart. Also include a copy of job descriptions and resumes for each staff person, volunteer or salary, included in this grant application.
6. Agency's latest audit summary.
7. Agency's most recent program evaluation report.
8. Certification that your agency has a written Discharge Coordination Policy.
9. Resolution approved by Board of Directors, or other legal entity, identifying authorized signatory for the agency.
10. Certification that your agency has written policies and procedures according to 24 CFR 576.400 (e). Written standards for providing ESG assistance (ex: for evaluating families for eligibility, admission and discharge policies, policies for prioritizing and reassessing clients, standards for determining utilities and/or rent, standards for determining type and duration of housing assistance).
11. SAM.gov registration information – Screenshot of the detail page on SAM.gov showing the DUNS#, Cage Code, Registration Name, Expiration Date, Activation Status and Entity Registration Name.