

Genesee County Emergency Solutions Grant (ESG-CV) Application



Due Date: Monday, September 27 by 5 p.m.

Genesee County Metropolitan Planning Commission
Community Development Program
1101 Beach Street, Room 111
Flint, MI 48502
(810) 257-3010

Contact:
Damon Fortney, Lead Planner



GENESEE COUNTY
**METROPOLITAN PLANNING
COMMISSION**

SECTION 1.0 APPLICATION INFORMATION

1.1 Program Overview

In response to the COVID-19 pandemic, the federal CARES Act was announced which included additional funding for the Emergency Solutions Grant (ESG) program, known as ESG-CV. For this current Call for Projects, staff is accepting applications from Emergency Shelters and Homeless Assistance Agencies. These funds must be used to prepare for, prevent, or respond to COVID-19. Detailed criteria are provided in Section 2.4. This Call for Projects is open to any non-profit agencies which serve residents of Genesee County and are an active member of the Flint & Genesee County Continuum of Care (CoC).

1.2 Issuing Office

Genesee County Metropolitan Planning Commission (GCMPC)
Community Development Program
Room 111, Genesee County Administration Building
1101 Beach Street
Flint, MI 48502
(810) 257-3010

Contact:

Damon Fortney, Lead Planner
DFortney@geneseecountymi.gov
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1.3 Application Deadline

Applications must be filled out via SurveyMonkey at the following link by **5:00 p.m. local time on Monday, September 27, 2021.**

<https://www.surveymonkey.com/r/9TC29XR>

1.4 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.

1.5 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 **\$921,960** with this round of ESG-CV applications. Funding awards are dependent on the number of applications received and the scoring of responses.

2.2 Agreement Term

Written Agreements will cover a time period between November 1, 2021 and February 28, 2022. Agreements may be extended 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

County staff will review each application and score based on responsiveness to questions. Each application meeting the 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 Program Requirements

A. Eligible Organizations

To qualify for ESG-CV funding, your organization must be a 501(c) designated agency with a current SAM entity registration. Evidence of this must be submitted with your application (see "Required Attachments"). Organization must be an active member and in good standing with the Flint & Genesee County Continuum of Care (CoC).

B. Eligible Activities

ESG-CV 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. These funds must be used to prepare for, prevent, or respond to COVID-19.

1. If you are an Emergency Shelter, the following are eligible activities:

- Emergency Shelter Operations – provide essential services to homeless families and individuals in emergency shelters; this may include supplies, food, staff costs, or other operational expenses directly related to COVID-19.
- Emergency Shelter Facility Improvements – Physical improvements to existing emergency shelter facilities, in order to improve safety and social distancing of clients and staff, with the goal of reducing the potential spread of COVID-19.
- Supplies/Equipment for shelter
- Technology Upgrades
- Hazard Pay for shelter staff
- Mental and Physical Health services
 - Costs of direct outpatient treatment of medical conditions
 - Includes preventive medical care, emergency medical services, dental care, medication
- Vaccine Incentive Payments up to \$50 per dose

- Transitional Housing operations (eligible if the primary purpose is to provide temporary shelter for the homeless AND it does not require occupants to sign lease or occupancy agreements)
- Conversion of a building into temporary emergency shelter
- Training for staff
- Street Outreach activities
- Volunteer Incentives
 - Incentives such as cash or gift cards to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services.

2. If you are not a shelter, but an agency which provides assistance to individuals experiencing homelessness, the following are eligible activities:

- Staffing/Administrative Costs to operate programs and services for homeless clients
- Legal Services for clients experiencing homelessness
- Expansion/Improvement of the Coordinated Entry System or HMIS
- Vaccine Incentive Payments up to \$50 per dose
- Landlord Incentives
 - Incentives reasonable/necessary to obtain housing for individuals experiencing homelessness or at risk of homelessness
 - Signing bonuses equal to up to 2 months of rent OR security deposits equaling up to 3 months of rent (one or the other, but not both)
 - Costs of extra cleaning of a unit
- Volunteer Incentives
 - Incentives such as cash or gift cards to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services.

C. Ineligible Activities

For this round of funding, ESG-CV Program funds may not be used for activities other than those authorized under Section 2.4 B "Eligible Activities" of this Application. For example, grant funds may not be used for:

- Homelessness Prevention and Rapid Rehousing activities typically done using regular ESG program funds.
- Acquisition or construction of an emergency shelter for the homeless.
- Acquisition or construction of new housing.
- Supplies and Equipment to carry out services for an agency NOT considered an emergency shelter
- Furnishings for a transitional housing facility

2.5 Agreement Requirements

Organizations submitting applications must:

- 1) Have provided shelter or services for the homeless for at least one year prior to submitting their application.
- 2) Have 501(c) designation or be a local unit of government.
- 3) 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.
- 4) Agree to follow the HUD Lead Based Paint Requirements for Housing.
- 5) 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.
- 6) Agree to provide reports and submit to audit, monitoring, and administrative requirements of the Federal Government and Genesee County. This includes requirements related to non-discrimination and equal opportunity. Subrecipient must agree to serve all clients equally regardless of age, race, national origin, ethnicity, religion, disability, and sexual orientation.
- 7) Subrecipient must use HMIS to report all accomplishments.
- 8) Agree to follow the Flint/Genesee County CoC's Coordinated Entry Policies.
- 9) Note that a dollar for dollar match will NOT be required for ESG-CV funding, whereas regular ESG funds require matching funds.

SECTION 3.0 AGREEMENT

A written Agreement must be executed between the issuing office and the grant recipient prior to disbursement of any ESG-CV 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:

- 1) Appropriate fidelity bonding coverage.
- 2) One million-dollar (\$1,000,000) liability and property damage insurance with Genesee County named as also insured.
- 3) The Agency agrees to hold the County harmless.

- 4) 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.
- 5) The Agency must certify that they will fully utilize the HMIS system for Genesee County.

SECTION 4.0 APPLICATION INSTRUCTIONS

1. If applying for multiple funding categories (shelter operations and shelter facility improvements), please submit a separate application per category.
2. Submit the entire application and required attachments through SurveyMonkey link provided in Section 1.3 no later than **5:00 p.m. on September 27, 2021.**

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 (810) 257-3010
 DFortney@geneseecountymi.gov

Application Questions

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

1. Please describe the program for which you are requesting funding. Provide a summary of your proposal, explaining which allowable activities you are requesting funding for (Example: Shelter Operations, Staff costs, Supplies, Facility Improvements, etc.) and how you propose to use funding to address the COVID-19 pandemic. (10 points – rated on level of detail and feasibility of project to be completed in a timely matter)
2. What are the goals and objectives of your organization and how will ESG-CV 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.
(10 points – rated based on level of support provided to assist the community in COVID-19 response or prevention efforts)
3. Please explain any additional work your agency has taken on, and costs you have incurred so far as a result of COVID-19. How will ESG-CV funds assist your organization with these efforts?
(20 points – rated on the need for additional funding)
4. Describe what coordination with other agencies will occur and the benefit of such linkages. Explain how your agency will partner with the community without duplicating services.
(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 anticipated number of clients to be served if this program is funded. Include results/benefits of those services. What would the impact be on your agency if funds were not awarded?
(10 points – rated on the level of impact the proposed project will have on clients and the community)
7. Proposed budget: Include a budget that shows specifically how ESG-CV funds will be used, along with any other grant funds received for the purpose of COVID-19 response. Please include sources, amounts, and uses of other funds.
(10 points – rated on budget spreadsheet)
8. Required attachments (see next page)

Required Attachments

Please provide copies of the following required attachments.

Note: If you are a current participant of the Genesee County ESG program, you should have already submitted all of the documentation below. However, if any documents have been updated since the time of the last application, please resubmit those at this time.

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 with Genesee County also named as insured.
3. List of current Board of Directors, with the groups they represent, and copies of the most recent 2 months of meeting minutes. Board of Directors must include a person currently or previously experiencing homelessness.
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 www.SAM.gov showing the DUNS#, Cage Code, Registration Name, Expiration Date, Activation Status.