

**Genesee County**  
**Emergency Solutions Grant Application**  
**2016**



**Due Date: Friday, January 8, 2016, 4 p.m.**

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

**Contact:**  
**Claire Wilke, Planner 1**

## **SECTION 1.0 PRE-APPLICATION INFORMATION**

### **1.1 General Overview**

Genesee County anticipates receiving an Emergency Solutions Grant (ESG) Program award for the 2016 Program Year (PY), distributed by the U.S. Department of Housing and Urban Development (HUD) in the *approximate* amount of \$142,256.00. 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:  
Claire Wilke, Planner I  
(810) 257-3010

### **1.4 Pre-Application Conference**

A **mandatory** Pre-Application Conference will be held on **Monday, December 7, 2015**, at 1:30 p.m., in the Genesee County Metropolitan Planning Commission (GCMPC) Conference Room, on the second floor of the Genesee County Administration Building, 1101 Beach St., Flint, MI 48502. The purpose of this meeting is to discuss ESG Program requirements, proposed projects, and budget requests for 2016 PY funding. This meeting will also provide agencies the opportunity to discuss collaborative applications. **Agencies must be in attendance in order to be eligible to apply for ESG Program funds.** 2016 ESG Applications will not be reviewed for unrepresented agencies.

### **1.5 Questions and Inquiries**

Questions and inquiries regarding this application will be addressed only at the mandatory Pre-Application Conference. Written inquiries about the 2016 ESG Application process will be accepted by, and must be submitted to, the contact person at Genesee County prior to the Pre-Application Conference and no later than 5:00 p.m. on **Monday, November 30, 2015**. Questions and inquiries may be

submitted by email to: [wilke1c@co.geneseee.mi.us](mailto:wilke1c@co.geneseee.mi.us), or mailed or faxed to the above Genesee County address and fax number. Written responses to questions raised at the Mandatory Pre-Application Conference will be provided to all conference attendees by Friday, December 11, 2015.

**1.6 Application Deadline**

Applications must be **HAND DELIVERED** to the Genesee County Metropolitan Planning Commission (GCMPC), Room 223, 1101 Beach Street, Flint, MI 48502 by **4:00 p.m. local time on Friday, January 8, 2016.**

**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.

**1.7 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.

**1.8 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 2016 ESG Program funds must submit their organization's Discharge Policy, including established practices and protocols, as one of the "Required Attachments" of this application.

**1.9 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 \$131,587.00. The proposed distribution of County funds will be as follows:

Emergency Shelter	\$85,354
-------------------	----------

Homeless Prevention	\$21,338
Rapid Rehousing	\$17,782
HMIS (Homeless Management Information Systems)	<u>\$ 7,113</u>
<b>Total</b>	<b>\$131,587</b>

**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 2016 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. (see below)

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 2016 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 2016 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 **4:00 p.m. on Friday, January 8, 2016** to:

Attention: Claire Wilke, Planner 1  
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 six (6) 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  
2016**

Agency Name:	Phone:
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 6 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.  
(30 points – rated on addressing the needs and goals of the Genesee County Continuum of Care 10 year plan)
2. Outline the capacity and experience of your agency and staff.  
(20 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.  
(15 points – rated on level of coordination with other agencies for services)
5. Does your agency report in the Genesee County Homeless Management Information System (HMIS)?  
(5 points)
6. 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.  
(5 points – rated on how results correspond to needs and goals of the Continuum of Care 10 year plan)
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.  
(5 points)
8. Required attachments (see next page)  
(10 points – rated on providing all 10 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).