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HOPWA, ESG, ESG-CV

ESG-CV
TA will be
available.

MHC/Grant Application Seminar

June 2,
2021

10:00 AM
– 1:00 PM

Virtual

Click



T'Juan Rocker, Federal Grant Specialist

Topic: HOPWA

Time: 10:10 am



Erica Fell, Housing Grant Officer

Topic: ESG-CV Waivers



Faye McCall, Federal Grant Program Coordinator

Topic: ESG

Time: 11: 15 am



Tamara Stewart, Grant Program Manager

Topic: ESG-CV

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

*The Federal Program dedicated to address the
housing needs of persons living with
HIV/AIDS and their families*

The Housing Opportunities for Persons With AIDS (HOPWA) program provides housing assistance and related supportive services for low-income persons living with HIV/AIDS (PLWHA) and their families who are homeless, at risk of homelessness, or unstably housed. The program provides housing and other support to help the most vulnerable households with multiple health and life challenges to achieve housing stability. HOPWA supportive housing also serves as a cost-effective housing intervention that increases access to care, reduces emergency care costs, and improves life outcomes for beneficiaries.

Why We Need HIV/AIDS Housing

- ▣ **Need:** Persons with HIV are significantly more vulnerable to becoming homeless during their lifetime.
- ▣ **HIV Prevention:** Housing stabilization can lead to reduced risk behaviors and transmission.
- ▣ **Improved treatment adherence and health:** Homeless persons with AIDS assisted with HOPWA housing support demonstrated improved medication adherence and health outcomes.
- ▣ **Reduction in HIV Transmission:** Stably housed persons demonstrate reduced viral loads resulting in significant reduction in HIV.
- ▣ **Cost saving:** Homeless or unstably housed PLWHA are more frequent users of high-cost hospital-based emergency or inpatient services, shelters, and the criminal justice system.
- ▣ **Discrimination and stigma:** AIDS-related stigma and discrimination add to barriers and disparities in access to appropriate housing and care along with adherence to HIV treatment.

Eligible Beneficiaries

- ▣ Low-income persons (at or below 80 percent of area median income) that are medically diagnosed with HIV/ AIDS and their families are eligible to receive HOPWA-funded assistance.

MHC's Role in Providing HOPWA

- ▣ Mississippi Home Corporation (MHC) is responsible for ensuring that grants are administered in accordance with the requirements of applicable laws. MHC is further responsible for ensuring that their respective project sponsors carry out activities in compliance with all applicable requirements designated by HUD.
 - MHC is funding one-year grant applications for HOPWA.
- ▣ Grant extensions are considered on a case by case bases.
- ▣ Funds must be before HUD's funding deadline
 - Funds not spent in time may be recaptured by MHC and redistributed.

HOPWA Project Sponsors

- ▣ **Project Sponsor:** Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR §574.300.

HOPWA ACTIVITIES

- ▣ MS Home Corporation authorizes the following program activities:
 - ▣ Short-Term Rent, Mortgage, and Utility (STRMU)
 - ▣ Tenant-Based Rental Assistance (TBRA)
 - ▣ Facility-Based Housing Assistance (FBHA)
 - ▣ Permanent Housing Placement (PHP)
 - ▣ Supportive Services
 - ▣ Housing Information Services
 - ▣ Construction/Rehab under FBHA

Short-Term Rent, Mortgage, and Utility (STRMU)

- ▣ STRMU payments are for eligible individuals and their household family members who are already in housing and who are at risk of losing that housing.
- ▣ The goal is to provide short-term interventions that help maintain stable living environments for households who are experiencing a financial crisis as a result of issues arising from their HIV/AIDS condition.

Tenant- Based Rental Assistance (TBRA) Program

- ▣ The primary objective of the TBRA program is to assist eligible applicants to secure safe, decent, and sanitary housing in the private rental market in cities and counties in Mississippi. This program allows individuals/families to choose a neighborhood in which they prefer to live and helps to upgrade and maintain the quality of neighborhoods

Facility-Based Housing - Master Leasing

- ▣ In Master Leasing a project sponsor directly leases individual units, blocks of units, or an entire structure from a private owner.
- ▣ Project Sponsor enters into occupancy agreements with HOPWA beneficiaries
- ▣ Provides rental assistance to the HOPWA beneficiaries including all program administration associated with rental assistance

Permanent Housing Placement

- ▣ Permanent housing placement services may be provided in the form of rent and utility deposits for clients who are at risk of becoming homeless.
- ▣ Permanent housing placement services) may be used to help eligible persons establish a new residence where on-going occupancy is expected to continue.

Supportive Services

- ▣ Supportive services include, but are not limited to, case management, mental health, assessment, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services.

Housing Information and Referral Services

▣ *Services include:*

- assistance with referrals to affordable housing resources,
- assistance in locating available, affordable, and appropriate housing units,
- working with property owners to secure units,
- homeless prevention, outreach, and other housing-related activities.
- It may also include fair housing counseling for people who have encountered discrimination on the basis of race, religion, sex, age, national origin, familial status, or handicap

Rehab/Construction

- ▣ Type of Project
 - Acquisition
 - Acquisition/Rehabilitation
 - Rehabilitation
 - New Construction (non residential)

HOPWA Request for Proposals (RFP) Information

- ▣ Due Friday June 11, 2021 @ 4pm
- ▣ Send via email (PDF) to tamara.stewart@mshc.com
t'juan.rucker@mshc.com
- ▣ Email title: HOPWA21 Application
- ▣ Hardcopies are not required

HOPWA Request for Proposals (RFP) Information

- ▣ Other Relevant Dates:
 - July 11,2021- Review Process Ends
 - August 11, 2021 – HOPWA Board Recommendations
 - September 8, 2021- HOPWA Implementation Workshop

HOPWA Request for Proposals (RFP) Review Process

- ▣ Rated on a 100 point scale
- ▣ Minimum of 75 points to receive funding
- ▣ MHC's program Review Committee(PRC) will review and evaluate all eligible applications

HOPWA Request for Proposals (RFP) Scoring Criteria

1. Organization Information (20 pts.)
 - Describe your agency's experience and capacity with operating housing grants and serving identified populations.
2. Project/Program Goals and Objectives (25 pts.)
 - How are goals being measured and reported? Does your goals align with MHC's 5 year ConPlan?
3. Project/Program Information (30 pts.)
 - Consider HOPWA eligible activities and area need.
4. Project/Program Financial Information (25 pts.)
 - Consider that MHC's HOPWA grant is a reimbursement grant. Does your agency have the financial capacity to implement a reimbursement grant?

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ Potential applicants should consider their **capacity*** and **project concept** in relation to all requirements
- ▣ It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing a proposal for funding to ensure they have the ability to comply with the grant's rules.

HOPWA Request for Proposals (RFP)

Threshold Requirements/ Attachments

▣ *Items/ Attachments that must be included:*

- Agency Bylaws and/or Constitution
- Articles of Incorporation
- Organizational Chart of Agency Board & Staff
- Local Government Certification/ Support Letter
- Building Purchase/ Lease Agreement
- Evidence of Financial Accountability (Single Audit/ financial Statements/ IRS form 990)
- Policy & Procedures Manual
- Documentation of 501©3 Status from IRS and MS Secretary of State Non-profit in good standing
- Active member of MS Continuum of Care (CoC)
- Agency Budget
- Certificate of General Liability Insurance
- Accounting Policies and Procedures
- Memorandums of Understanding(MOUs) (optional)
- Documentation of Funding Commitments
- Allocation Plans (for shared costs among more than one project/program)
- Documentation for Pending and Committed Non-HOPWA Funding

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ The Program Review Committee may request supplemental information from an applicant
- ▣ If an applicant fails to provide supplemental information within the time stated in the request, MHC may refuse to consider the applicant's proposal

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ If a proposal is unclear, the applicant may be given an opportunity to explain how the proposal complies with this RFP
- ▣ If an applicant provides false or misleading information it will be grounds to dismiss the applicant's proposal.
- ▣ In cases of doubt or differences of opinion concerning the interpretation of this RFP, MHC reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ Applicants must be willing to comply with all applicable federal laws, state and city statutes, rules, regulations and record keeping requirements governing the use of HOPWA funds.

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, HUD's approval of the state's consolidated plan and completion of a HUD Environmental Review.
- ▣ If awarded, HOPWA funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardees until the HOPWA written agreement is executed by both parties.

HOPWA Request for Proposals (RFP)

Items to Consider

- ▣ Refer to the HOPWA Policies and Procedures:
 - <https://www.mshomecorp.com/federal-programs/hopwa/>

- ▣ HUD Exchange:
<https://www.hudexchange.info/programs/hopwa/>

QUESTIONS?????

Contact:

Tamara Stewart

tamara.stewart@mshc.com

601-718-4654


or

T'Juan Rucker

t'juan.rucker@mshc.com

601-718-4676

Thank You!!!



ESG & ESG-CV Application



What is ESG and ESG-CV?

- Emergency Solutions Grant (ESG) is a federal funded program that provides assistance to individuals and families who are currently homeless or at risk of becoming homeless. ESG provides these services through the following activities: Street Outreach, Shelter, Rapid Re-Housing, and Homeless Prevention.
- Emergency Solutions Grant CARES (ESG-CV)- Used to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.



Eligible Activates ESG & ESG-CV

- Street Outreach: Engagement, case management, emergency health and mental health services (outpatient only), transportation
 - ESG-CV only: Hazard Pay, Handwashing station, volunteer incentives, training
- Emergency Shelter: Case management, life skills, health services (outpatient only), education, employment/job training, legal services, transportation, hotel/motel.
 - ESG-CV only: Hazard pay, hotel/motel cleaning, Handwashing station, volunteer incentives, training, rehab/conversion
- RRH/HP: Application fees, deposits, moving cost, case management, housing search & placement, legal services.
 - ESG-CV only: Hazard pay, landlord incentives, volunteer incentives, training.
- HMIS



Available Funds

- ESG- \$2,355,068
- ESG-CV- \$11,328,431.11
- Funding caps: There are no established caps
 - Make reasonable requests.
 - Need vs Want
- How are funding amounts awarded determined?
 - Data, Area, Capacity, Activities, Scoring Tool
 - Budget modification is available



Recapturing & Reallocation of Funds

- Grant term- **1 YEAR**
- Program activities and spending evaluated quarterly.
- Mid-year evaluation
 - 50% of your grant spent
 - If spending is insufficient,, a portion of your grant will be recaptured by MHC and provided to another agency.
 - Amount recaptured will be based on agency spending trends
 - Who will be awarded recaptured funds?
 - Based on an evaluation of all funded agencies spending trends.

Navigating the Application

Each tab represents a section that collects information about the project. These sections ask questions related to eligible activities and spending plans.

Some tabs are information only.



Are ESG COVID-19 funds being requested to support a Street Outreach and/or Emergency Shelter project?

- ☐ Yes If yes, please complete this section.
- ☐ No If no, please skip A go to section B.

No need to complete every section in the application. Agencies are only required to complete the sections related to the ESG/ESG-CV activities they will provide.

FY 2021 - 2022 ESG-CV 2 APPLICATION

I. APPLICANT INFORMATION

Application Year: 2021

Select one:

- ☐ First-time ESG Applicant
☐ Returning ESG Applicant

What CoC areas do your program cover. Select all that apply:

- ☐ Central CoC
☐ BoS CoC
☐ Open Doors Homeless Coalition

Are you currently receiving ESG funds, or are you also applying for ESG funds?

- ☐ Yes
☐ No

Agency

Applicant Name: Tax ID No.:

Mailing Address:

Physical Address:

Website URL:

Contact Person: Contact Email:

Business Phone: DUNS Number:

Business Fax: Fiscal Year End:

Business Email:

Enter the total number of years the agency has been in operation:

Enter the total number of part-time staff employed by the agency:

Enter the total number of full-time staff employed by the agency:

Briefly describe the agency's mission:

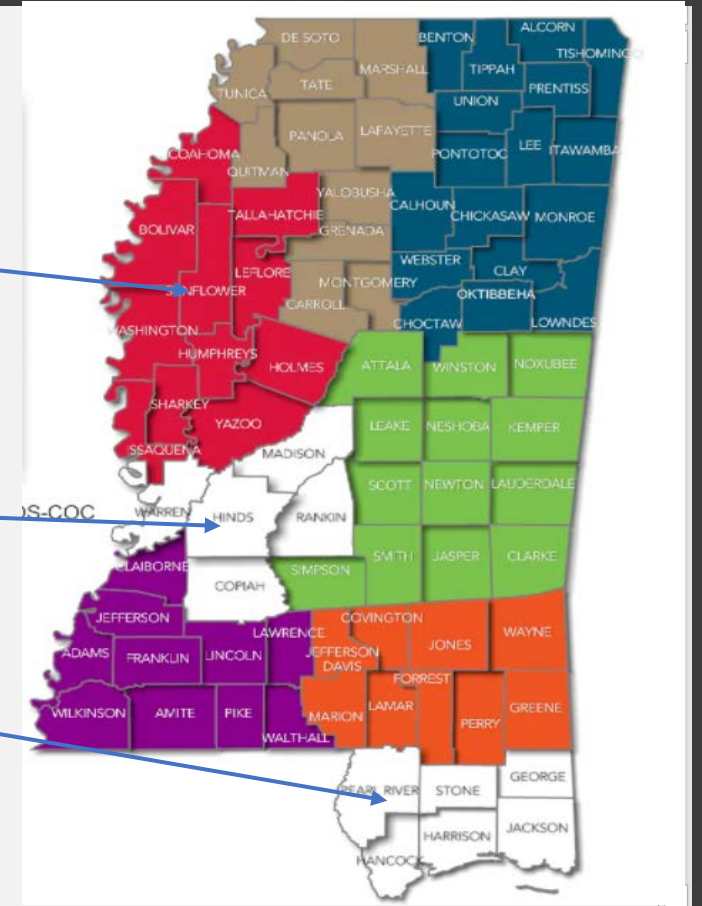
Balance of State

Colored area

Central CoC

Open Doors

Homeless Coalitions



Application Info

- What CoC do you belong to?

Is my agency eligible for
ESG/ESG-CV funding?

Eligibility

	Yes	No	N/A
1. Applicant has a written policy designed to ensure that their facility is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries and employees. Attach documentation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Applicant has a written policy to ensure that activities conducted under ESG conforms to the nondiscrimination and equal opportunity requirements contained in 24 CFR Part 576.407(a). Attach documentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Applicant will make known that use of the facilities, assistance and services are available to all individuals on a nondiscriminatory basis per 24 CFR Part 576.407(b).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Applicant has policy outlining the confidentiality of victims of domestic violence and the location of shelters for such persons. Attach documentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. If Applicant is a primarily religious organization, do you agree to provide all eligible activities under this program in a manner that is free from religious influences in accordance with 24 CFR Part 576.406.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is the applicant a nonprofit organization or units of general purpose local government?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Applicant agrees to provide services and/or shelter to homeless individuals and families and those at risk of homelessness at least for the period during which ESG-CV funds are provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Applicant agrees that all housing, whether the homeless shelter or the rental housing units assisted with ESG-CV, will meet the shelter and housing standards outlined under 24 CFR Part 576.403.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Applicant agrees that all individuals and families, eligible for ESG will be given assistance to obtain housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; including assistance in obtaining other federal, state, local and private assistance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Applicant involves homeless or formerly homeless individuals in policy-making or decisions regarding its facilities, services, or other ESG funded activities. Attach Agency's Organization Chart or Board Org Chart identifying individuals with lived experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Is your agency an active member of a Continuum of Care? (Aligning goals with CoC priorities, participating in coordinated entry, HMIS or comparable database, PIT, and CoC committee work.) Attach CoC letter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Does your agency have the capacity and the available cash flow to effectively administer this grant based on the reimbursement requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Does your service locale have adequate housing stock available to meet the needs of providing habitable housing in the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



III. PROJECT INFORMATION

The Project Information section as well as the Project Narrative must accurately describe the proposed project and how the requested ESG funds will be used. Applicants must provide clear and concise answers to all questions..

FY 2021 - 2022 ESG-CV 2 APPLICATION

Are ESG COVID-19 funds being requested to support a Street Outreach and/or Emergency Shelter project?

- ☐ Yes If yes, please complete this section.
☐ No If no, please skip A go to section B.

Project Name:

Type of services to be provided? *(Check all that apply.)*

- | | |
|--|---|
| <input type="checkbox"/> Services for At-risk Children/Youth/Victim of Human Trafficking | <input type="checkbox"/> Adult Education |
| <input type="checkbox"/> Service for Persons with Serious Mental Illness | <input type="checkbox"/> Utility Assistance |
| <input type="checkbox"/> Homeless Services | <input type="checkbox"/> Financial Literacy |
| <input type="checkbox"/> Services for Victims of Domestic Violence | <input type="checkbox"/> Services for Persons Recently |
| <input type="checkbox"/> Emergency Food Assistance | <input type="checkbox"/> Service for Persons with Substance Abuse |
| | <input type="checkbox"/> Other General Low/Moderate Income |
| | <input type="checkbox"/> Services for Persons Recently Incarcerate or on Parole |

Identified Need:

What specific needs will the proposed Street Outreach/Emergency Shelter project address? Cite specific, local evidence of the needs for the services proposed.

Type of Services:

- What populations will be reached with the ESG/ESG-CV funds?
- What are some services that will be provided?
- Are you accepting referrals from your local CES?

Identified Need:

- Is there a gap in services to the homeless population in your area?
- Provide updated data.
- Provide relevant data (State, County, City)
- How can the proposed project meet that need?

Project Info ESG Components

Who, What, Why?

Project Info ESG Components

A. Shelter/Street Outreach

- Are you providing a low barrier shelter option? If there are restrictions to entering your shelter program, what are they, and what are some alternative shelter options you provide?

How do applicants move from your shelter/outreach program to stably housed?

Are you coordinating with community services to transition clients to stable housing?

Is your program reaching unsheltered and sheltered homeless?

Project Type

A. Emergency Shelter / Street Outreach

1. Site Control *(Shelter only)*

Applicant owns property.

Date acquired:

Applicant has a lease on the property.

Expiration date:

2. What is the average number of clients served annually?

4. What are your eligibility requirements to access your emergency shelter and what are the reasons someone may be turned away or asked to leave your shelter?

5. Will these Emergency Shelter/Street Outreach services be integrated with other programs serving homeless persons and with mainstream resources? If so, how?

5. Average number of days that clients stay in shelter:

6. Percentage of clients that exited to permanent housing?

7. What is the number of unsheltered homeless persons engaged annually?

8. What is the average number of unsheltered persons engaged and connected to emergency shelter, housing, or critical services?



Project Info ESG Components

B. RRH & HP

- Do you have a process to ensure that even the most vulnerable applicant can access housing?
 - Are you partnering with other resources in the community to access low barrier housing?
- What's your case management techniques?
 - Does your agency coordinate service in the community to improve housing stability?
 - Are you documenting and measuring goals?
- Does your program lead to permanent/stable housing discharges or are you connected to community services for housing stability?
 - What support is provided to prevent future housing loss?
- MoU
- How do you measure/monitor, after discharge, returns to homelessness?

1. What is the average number of persons the program serves annually?

2. What is the average household AML the program serves?

3. Describe how housing is located or landlords are identified. Describe how you use resources within the community to lower barriers to accessing permanent housing?

4. What types of methods do you use to develop a housing and services plan for each client? Describe how direct-client assistance is determined, including its frequency. Describe how you determine when and how an exit plan is developed.

5. Describe how the proposed program in this application will increase exits to permanent housing? Describe your agency's housing stabilization practices and what case management services you offer to assist client(s) in maintaining permanent housing? What procedure does the proposed program have in place to prevent future evictions?

6. Describe how you monitor returns to homelessness after program discharge.

Project Info ESG Components

C. HMIS

- What is HMIS?
 - HMIS stands for Homeless Management Information System?
- I don't use HMIS, now what?
 - HMIS is required per ESG regulations 576.107
 - Due to privacy, some agencies can use alternative reporting systems (DV, legal agencies).
 - Funds can be used to support HMIS and reporting activities.
- Coordinated Entry System (CES)
 - Participation of a coordinated system to access ESG programs (shelter, RRH, HP) is required.
 - CES allows equal access to services with a prioritization based on need.
- CONFIDENTIALITY
 - Describe your process of storing files safely.

C. HMIS

[HMIS requirements 24](#)
[CFR §576.107](#)

1. Does your agency use HMIS? If not, what reporting system does your agency use?
2. Describe how these funds will contribute to your ability to collect, analyze, and report data.

3. Describe how your agency uses or will use local coordinated entry systems to prioritize housing services to qualified applicants.

4. How do you keep client files confidential? Do you have a system or procedures in place?

Shelter Rehab/Conversion

D. Rehab/conversion ESG-CV

Alert!!!!

- All rehab and/or conversion activities must be completed by **January 21, 2022**
- Property must be owned by the nonprofit to be considered for rehab/conversion.
- Distinguishing Between Renovation/ Conversion and Maintenance Activities
- Wait, there is more...

Section D

Are ESG COVID-19 funds being requested to support Rehab and/or Conversion project activities?

☐ Yes If yes, please complete this section.
☐ No If no, please skip D go to section E.

The Project Information section as well as the Project Narrative must accurately describe the proposed project and how the requested ESG funds will be used. Applicants must provide clear and concise answers to all questions.

MHC Emergency Solutions Grant Program CARES (ESG-CV) funds are eligible for the renovation or rehabilitation of emergency shelters for people experiencing homelessness and to positively convert buildings for use as emergency shelters. MHC may elect not to award all available funds for capital expenditures. ESG Program funds may also be used for furniture, security systems and/or equipment in positive conversion or renovation/rehabilitation projects. Neither property acquisition nor new construction is an eligible use of these funds. Property must be owned by the government entity or nonprofit organization to qualify for this activity. (24 CFR Part 576.102)

All Shelter Rehab/Conversion activities must be to prevent, prepare for and respond to COVID-19 and must be completed by

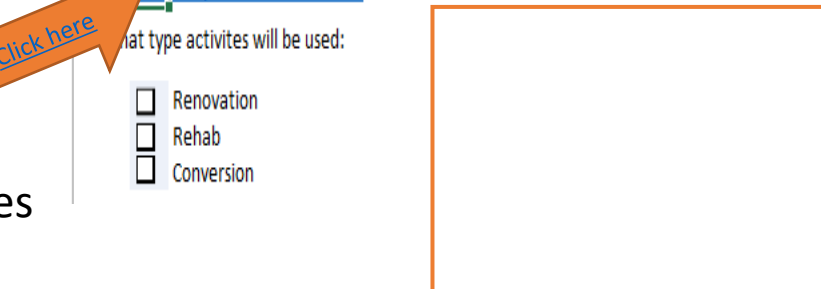
Shelter Name

See guidance from HUD regarding determining the difference between shelters, renovation, conversion, and maintenance activities.

[HUD Snaps-Shoot ESG Shelter](#)

What type activities will be used:

☐ Renovation
☐ Rehab
☐ Conversion





Shelter Rehab/Conversion

D. Rehab/conversion ESG-CV

D. Rehab/conversion ESG-CV

- How many beds were added or renovated?
- Are there restrictions (including demographics) on your shelter?
 - If yes, what are the restrictions, and how are safe shelters secured for those turned away?
 - Describe how rehab/conversion of a shelter may fill a gap in the community?
- What steps will be taken to rehab/convert shelter beds?
 - Describe the activity, estimated cost, and timeline
 - Be realistic

1 What is the total number of beds that will be impacted by this project?

How far away is the nearest shelter that does accept any demographic (men / women / families) not accepted into this shelter, and how do homeless persons turned away get to the nearest shelter that will accept them?

2

Describe in detail the steps your agency will take to rehab/convert shelter beds. This description must include the expected timeline.

3.



Project Info

Special Services E.

Type of Services Provided

- Identify the population
- Identify the activities
 - All activities are connected to Outreach, Shelter, RRH/HP

Type of services to be provided? *(Check all that apply.)*

<input type="checkbox"/> Services for At-risk Children/Youth/Victim	<input type="checkbox"/> Adult Education
<input type="checkbox"/> of Human Trafficking	<input type="checkbox"/> Utility Assistance
<input type="checkbox"/> Service for Persons with Serious Mental Illness	<input type="checkbox"/> Financial Literacy
<input type="checkbox"/> Homeless Services	<input type="checkbox"/> Services for Persons Recently Incarcerate or on Parole
<input type="checkbox"/> Services for Victims of Domestic Violence	<input type="checkbox"/> Service for Persons with Substance Abuse Problems
<input type="checkbox"/> Emergency Food Assistance	<input type="checkbox"/> Other General Low/Moderate Income Services

Activities

<input type="checkbox"/> Outreach	<input type="checkbox"/> Housing stabilization
Emergency health services	Legal services
Emergency mental health services	
<input type="checkbox"/> Emergency Shelter	
Education services	
Employment assistance and job training	
Outpatient health services	
Life skills training	



Project Info Special Services E.

Type of Services Provided

- How many clients are you serving?
- Specialized services must be used in the context of obtaining and maintaining housing.
 - How is your program connecting the dots between services and housing stability?
- Do you traditionally target services to people with no to low income who are homeless or at risk of homelessness?
 - How long have you worked with this population?
 - Have you implemented best practices to encourage sustainability?
- Do your services start and end with your agency?
 - Are you coordinating services for clients in the community that will increase housing stability after discharge?
 - Do you conduct a warm handoff, how do you transition clients to other services?

1. What is the average number of clients served annually?

2. Describe how your agency will use eligible support services, as necessary, to help participants to obtain and maintain housing.

3. Describe your experience with serving low-income populations, including services provided to those experiencing homelessness or at risk of becoming homeless.

4. Describe your organization's experience in coordinating services and working collaboratively with other providers in the community so that clients may access resources to help them achieve greater housing stability.

Special Services Activities F.

- Information page
- Eligible support services and ESG regulations

Section F.

The following activities are supportive services activities eligible under ESG Shelter, Outreach, Rapid Rehousing, and Homeless Prevention. All activities must be verified as services needed to obtain and/or secure stable housing.

Identify activities that you propose to provide using ESG funds.

	Yes	No
A. Emergency health services. (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. 24 CFR 576.101 (a) (3)	<input type="radio"/>	<input type="radio"/>
B. Emergency mental health services. (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. 24 CFR 576.101 (a)(4)	<input type="radio"/>	<input type="radio"/>
C. Employment assistance and job training. The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources. 24 CFR 576.102 (a)(1)(iv)	<input type="radio"/>	<input type="radio"/>
D. Outpatient health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and noncosmetic dental care. 24 CFR 576.102(a)(1)(v)	<input type="radio"/>	<input type="radio"/>
E. Legal services. ESG funds may pay for legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides. 24 CFR	<input type="radio"/>	<input type="radio"/>



- What are your goals for this program?
- Are your goals measured and are your goals measurable?
- Does your goals align with the Federal Strategic Plan & MHC's 5-year plan.
- How many people do you anticipate serving with this program?

Describe your program goals and how those goals align with the Federal Strategic Plan to Prevent and End Homelessness and MHC's Five Year Consolidated Plan and describe how these goals will be measured.

Persons/Households to be Served

Enter the expected outcome for the number of persons and/or households (HH) to be served within the grant period for each quarter.

[illegible]

Activities

Information page

- Eligible Activities and ESG regulations

Life skills training	Employment assessment and job training Rehab/Conversion
Homeless Prevention Component (At Risk of Homelessness Individuals and/or Households)	
<input type="checkbox"/> Housing Relocation and Stabilization Services	<input type="checkbox"/> Short/Medium-Term Rental Assistance
Financial Assistance Cost	Services Cost
Rental Application Fees	Housing search and placement
Security Deposits	Housing stability case management*
Last Month's Rent	Max amounts and periods of assistance
Utility Deposits	Use with other subsidies
Utility Payments	Mediation
Moving Costs	Legal Services
	Credit Repair
Rapid Re-Housing Component (Homeless Individuals and/or Households)	
<input type="checkbox"/> Housing Relocation and Stabilization Services	<input type="checkbox"/> Short/Medium-Term Rental Assistance
Financial Assistance Costs	Services Cost
Rental Application Fees	Housing search and placement
Security Deposits	Housing stability case management*
Last Month's Rent	Maximum amounts and periods of assistance
Utility Deposits	Use with other subsidies
Utility Payments	Mediation
Moving Costs	Legal Services
	Credit Repair
HUD PRIORITY	
HMIS (Homeless Management Information System)	
<input type="checkbox"/> Eligible Costs (ESG funds may be used to pay the costs of contributing data to the HMIS designated by	<input type="checkbox"/> General Restrictions
Purchasing/leasing computer hardware	Charges for utilities to operate or contribute data to the
Purchasing software or software licenses	Salaries for operating HMIS
Purchasing or leasing equipment	Staff travel/attend HUD-sponsored/approved HMIS train
Obtaining technical support	Staff travel cost to conduct intake
Leasing office space	Participation fees charged by the HMIS Lead
Click here	HUD ESG-CV Notice: Activities & Waivers
ESG-CV Other Allowable Activities	
<input type="checkbox"/> HP & RPH: Landlord Incentives	
<input type="checkbox"/> Volunteer Incentives	
<input type="checkbox"/> Hazard Pay	
<input type="checkbox"/> Training	
Read	
PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES	
Project Info Special Service Special Supportive Activities Proposed Outcome	

MATCH

Understanding Match

- ESG-CV and Special exceptions for match.
 - No match needed
- What is match?
- One-year vs. two-year applications & match
 - Match and budget information must reflect current year grant requests.
- What is an acceptable match?
- How to document and report match?
- Pages that talk

Match & Budget
Summary

If your agency is applying for a two-year ESG grant cycle, only provide the Match budget for the current (FY 2021-2022) ESG grant year.

Funding Request

Below is the list of eligible activities selected in the Activities section of the application. Enter the amount of funds being requested for each activity. Request only those funds expected to be expended over the twelve (12) month contract period. Round to the nearest dollar.

Special Match Exception

Applications will be accepted from agencies that have the capacity to provide ESG services in their community but are unable to meet the match requirements. Up to \$100,000 of a State's fiscal year grant is not required to be matched; therefore, MHC is passing this benefit to subrecipients that are least capable of providing the match contributions and to encourage new applications.

Requirements for match exceptions:

Must be a new ESG applicant or an agency who has not received ESG funding in two or more years.
The agency does not have the required contributions to meet ESG match requirements listed above.

	Amount Requested
Street Outreach	\$ -
Emergency Shelter	\$ -
Rapid Re-housing	\$ -
Homelessness Prevention	\$ -
HMIS	\$ -
TOTAL ESG FUNDS REQUEST:	\$ -

Matching Funds

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. Matching funds/services must be spent on used for ESG-eligible activities and must benefit the ESG program participants. Points will be given based on the clarity of proposed match. Match (in-kind or cash) must be explained as to how its use relates to the activities allowed under the McKinney Homeless Assistance Act, as amended. Match must be verified to include resolutions and letters detailing sources of funds. If match comes from the city or the county, then the source of funds (general fund) must be identified. Letters from banks, organizations, or donors specifying donated items will be needed. Volunteer hours and fundraising efforts will need to be discussed in enough detail for each volunteer to establish validity. The service area or activities for which volunteer hours are used must be clearly indicated.

List all funding sources committed to the proposed project.	Amount	Supporting Documentation
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total Match:	\$ -	
Gap:		
Does Applicant meet the 100% dollar for dollar match requirement?	Yes	



Project Budget

- One-year vs. two-year applications & budget
- ESG-CV vs ESG.
 - Quarterly budget breakdown vs. annual budget
- Match funds per quarter
- Other funding/Non-match
 - Agency financial stability
- Pages that talk

Project Budget & Budget Summary

*If your agency is applying for a two-year ESG grant cycle, only provide the budget for the current (FY 2021 -2022) ESG grant year.

Anticipated Resources

2021 Emergency Solutions Grant (ESG) Request:

ESG Matching Funds:

List the funding source for all ESG matching funds.

TOTAL ESG MATCHING FUNDS:

Project Non-Matching Funds:

List the funding source for all non-matching funds.

TOTAL PROJECT NON-MATCHING FUNDS


Amount Projected

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
\$	\$	\$	\$

[illegible][illegible]



Projected Expenses

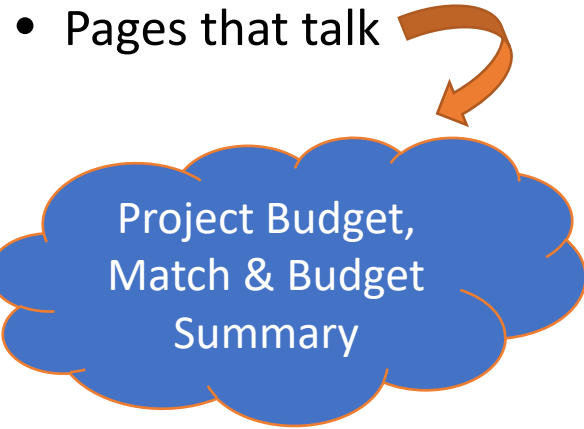
- How much do you expect on eligible activities?
 - Budget modification available
- ESG-CV Activities
 - Only available for ESG-CV
- Pages that talk 

Project Budget & Budget Summary

Anticipated Expenses	Amount Projected
<u>Projected Project Expenses</u>	<i>Total</i>
Shelter Operations	\$ -
Shelter Renovation & Conversion	\$ -
Shelter: Hotel/Motel	\$ -
Shelter Support Services: Education, Employment & Job Training, Outpatient Health Services.	\$ -
Street Outreach Activities	\$ -
Street Outreach Supportive Activities: Emergency Health and Mental Health services	\$ -
Homelessness Prevention (HP) Activities	\$ -
Rapid Re-Housing (HP) Activities	\$ -
RRH/HP Housing Stabilization Supportive Activities: Legal Services	\$ -
ESG-CV Special Activities:	
HP & RRH: Landlord Incentives	\$ -
Volunteer Incentives	\$ -
Hazard Pay	\$ -
Training	\$ -
Staff Salaries	\$ -
Other (Specify:)	\$ -
	\$ -
	\$ -
Total Expenses:	\$ -

Budget Summary

Application Resources

- Pages that talk 
Project Budget,
Match & Budget
Summary
- Open fields: Cash on hand, non-match funds, non-project related expenses

FY 2021 - 2022 ESG APPLICATION

**If your agency is applying for a two-year ESG grant cycle, only provide the budget summary for the*
Anticipated Resources

	<u>Amount Projected</u>
2021 Emergency Solutions Grant (ESG) Request	#VALUE!
Cash on Hand - Project Budget Deficit	
Total Matching Funds	\$ -
Total Non-Matching Funds	
TOTAL PROJECT RESOURCES:	#VALUE!
Total Other Sources of Funds (Non-ESG Project)	\$ -
Cash on Hand - Non-Project Deficit	
TOTAL RESOURCES:	#VALUE!

Expenses

	<u>Amount Projected</u>
TOTAL PROJECT EXPENSES: <i>(from Project Budget)</i>	\$ -
Non-Project Related Expenses	
TOTAL EXPENSES:	\$ -
PROJECT GAP:	#VALUE!
TOTAL BUDGET GAP:	#VALUE!

Past Performance

How has your program performed during your last reporting period?

- Are you currently serving the homeless and at-risk population?
- If yes, are you measuring your program success?
- ESG
 - ESG: provide information based on last year funding (if applicable)
 - If new to ESG, attach your program's last annual report.
- ESG-CV
 - ESG-CV you can:
 - Attach your program's last annual report.
 - Enter your last program's year performance measures and outcomes.

Enter data for the reporting period listed below. Provide a report from HMIS (or comparable system) to support the data.

ESG-CV Reporting Period: from _____ to _____

2020 HUD Federal Funding

Are you a new or a returning ESG applicant previously funded by HUD or MHC to provide homeless-related services?

☐ Yes If yes, attached a copy of your most recent CAPER or APR.

☐ No If no, skip this tab and read the "ESG-CV Waivers"

Are you a returning ESG applicant?

☐ Yes If yes, complete this section in its entirety.

Are you a new ESG applicant previously funded by HUD to provide homeless-related services?

☐ Yes If yes, attached a copy of your most recent CAPER or APR.

☐ No If no, skip this tab and go to the "Certification" tab.

Enter data for the reporting period listed below. Provide a report from HMIS (or comparable system) to support the data.

Reporting Period: from _____ to _____

2020 ESG Funding

Enter the amount of ESG funds awarded during the period listed above: \$ -

Enter the amount of ESG funds awarded during the period listed above that has not been expended: \$ -

Percentage of previous award not expended: 0%

Racial/Ethnic Characteristics

Indicate the annual number of clients served for the reporting period listed above. Include Residential and Non-Residential Services.

	Annual Number
Caucasian	

Attachments

- Table of Contents
 - General info
 - Organization docs
 - Threshold Factors
 - Scoring Factors

TABLE OF CONTENTS

The following documents must be submitted with the application. All items indexed must be tabbed and numbered accordingly.

APPLICANT:

I. General Information

1. Cover Letter
2. Executed Application
3. Project Narrative (*see Project Narrative Guide for guidance*)
4. Site Control Documentation (for Shelters only)
5. Policy and Procedures Manual (if returning applicant with updated policies)
* If awarded, new applicants must submit their policies within 30 days of the implementation workshop

II. Organization Documents

1. Articles of Incorporation
2. Bylaws and/or constitution
3. Certificate of Good Standing from Mississippi Secretary of State [Available online](#)
4. IRS 501(c)(3) Status Letter
5. Organization Chart of Agency Board
6. List of Board Members (include name, city and state of residence, occupation, email address)
7. Key Staff Resumes

III. Threshold Factors

1. Current Financial Statements and IRS Form 990
2. Section 3 Summary Report Form HUD 60002
3. Match Funds Documentation

IV. Scoring Factors Documentation

1. Applicant Experience & Capacity Form (*Attachment C*)
2. Memorandum of Understanding for Services
3. CoC Letter
4. Past Performance Report (if applicable)

V. Other Attachments (please describe)



Attachment A

- Agency and staff experience and capacity.

List all federal, state, or local funded projects your agency received within the last ten (10) years in which the key staff member served the role as Executive Director, Case Manager, or finance staff. Identify the target population of funded projects.

Attachment B

Shelter Rehab/Conversion attachments

Attachment B

ESG-CV Shelter Rehab/Conversion

Funding applications must include all of the following materials:

- ☐ **A Site Location Map**
- ☐ **Proof of Site Control.** Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease between the applicant and the owner.
- ☐ **Site Information, present zoning and adjoining land uses.** Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.
- ☐ **Rehab/Renovation/Conversion Estimates.** The proposed costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. MHC will review these for feasibility.
- ☐ **Design of Improvements.** Rehabilitation / conversion improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including zoning and handicapped accessibility), and oversee construction and verify draw requests.
- * **Competitive Selection of Architects, Engineers & Construction Contractors.** All funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with MHC's approval.
- ☐ **Treatment of Existing Lead-Based Paint and Asbestos.** Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates must include these costs if remediation will be required. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.
- * **Displacement of Residents or Businesses.** No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.
- ☐ **Compliance with Federal Historic Preservation Guidelines.** If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by the Department of Archives and History. This may require use of specific materials that should be considered in the construction budget.
- ☐ **Compliance with Local Codes and State laws.** Any housing constructed, renovated or operated with ESG funds must meet all applicable local construction, housing, and other applicable codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive ESG funds. No exceptions are made.
- ☐ **Insurance and Bonding Requirements for Construction.** Bidders and Contractors will be required to meet bonding requirements established by HUD.
- * **Davis-Bacon Wage Rates.** Davis-Bacon Wage Rates do not apply to ESG-funded construction unless they are combined with funds from other Federal programs that are subject to the Act.



ESG-CV Waivers



Waivers

- On September 1, 2020, HUD issued Notice CPD-20-08, Waivers and Alternative Requirements for the Emergency Solutions Grant (ESG) Program under the CARES Act, that detailed flexibilities authorized by the CARES Act.
- The waivers and additional eligible activities established in the Notice apply to ESG-CV funds and annual ESG funds as long as those funds are used to prevent, prepare for and respond to coronavirus.



Waivers

- Emergency Shelter and Street Outreach cap in section 576.100(b) does not apply.
 - Recipients may expend as much of their funding on street outreach and emergency shelter activities as needed to prevent, prepare for, and respond to coronavirus among people experiencing homelessness including mitigating the impacts caused by coronavirus.
- Pre-Award Costs that incurred before the period of performance (after January 21, 2020) may be reimbursed provided that the costs were directly related to preventing, preparing for and responding to coronavirus.
- Short-Term and Medium-Term Rental Assistance- ESG-CV assistance capped at 12 months for RRH, and HP
- At risk of homelessness definition- income limit raised from 30% to 50% AMI



Waivers

- Re-evaluations for Homelessness Prevention Assistance- Required frequency of re-evaluations under section 576.401 (b) waived
- Administrative Cap- Waived. Recipients may use up to 10% of total ESG-CV grant for administrative costs specified in 24 CFR 576.108.
- Match Requirements- Waived.
- Fair Market Rent Limit- Waived. Units must still meet Rent Reasonableness Standards. Expiration date 6/30/21
- Homeless Management Information System (HMIS) Lead Activities- Recipients may pay for HMIS Lead activities specified in 576.107 (a)(2) even when not the HMIS Lead.



Waivers

- Hotel/Motel Costs- Hotel/motel vouchers may be provided if shelter beds are available, but it is not safe for them to use because of the need for social distancing. Eligible cost include:
 - Hotel/motel rooms, directly or through a voucher.
 - Cleaning of hotel/motel rooms used by program participants.
 - Repair damages by program participants above the normal wear and tear of the room.
- Extension of RRH and HP Assistance- Program participants who receive the maximum amount of assistance (24 months within 3 years) between January 21, 2020 and March 1, 2021 may receive an additional 6 months of rental assistance and services.



Waivers

- Shelter Standards- Waived for temporary emergency shelter activities used to prevent, prepare for and respond to coronavirus.
- Environmental Review Requirements- Waived for temporary emergency shelter activities used to prevent, prepare for and respond to coronavirus. An environmental review exempt form must be submitted for each agency providing temporary emergency shelter.



Questions???