



Mississippi Home Corporation  
735 Riverside Drive  
Jackson, MS 39202

## EMERGENCY SOLUTIONS GRANT PROGRAM APPLICATION NOTICE

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### APPLICATION SUBMISSION DATE AND INSTRUCTIONS

The ESG application submission date is **September 20<sup>th</sup>, 2024 no later than 4:00 p.m.** An electronic version of the Excel application **and** a hard copy, along with a signed certification page and required attachments, must be submitted through email to [tamara.stewart@mshc.com](mailto:tamara.stewart@mshc.com) and copy to [vickie.palfrey@mshc.com](mailto:vickie.palfrey@mshc.com), and mail a cop. **Email Subject:** "ESG24 Application".

If your application is too big to submit electronically, consider sending the packet as an electronic compressed zipped folder.

### ALLOCATION/ELIGIBLE ACTIVITIES

The 2024 One-Year Action Plan is based on the allocation of **\$2,302,659.00**. Mississippi Home Corporation published in the Federal Register. This allocation is from the U. S. Department of Housing and Urban Development (HUD).

### ESG 2024 Estimated Allocation Categories

PROGRAM CATEGORIES	APPROXIMATE %	ALLOCATION*
Emergency Shelters**	Not more than 60%	\$913,458
Street Outreach		\$10,000
Rapid Re-Housing Assistance	Not less than 40%	\$754,325
Homelessness Prevention		\$407,259
HMIS		\$67,617
Administration		\$150,000
<b>TOTAL ALLOCATION</b>		<b>\$2,302,659.00</b>

## **ESG 2024 Allocation Categories**

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

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

***\*\*\* No administrative costs are allowed for grant recipients.***

## **FUNDING CAPS**

When applying for ESG funding, agencies can request between \$75,000 and \$500,000. However, it is important to note that the caps do not ensure that your agency will receive the exact amount requested. The final amount awarded depends on the available funds and the number of agencies receiving funding. As a result, it is possible for agencies to receive less than \$75,000 in their contract award.

## **TWO-YEAR APPLICATIONS**

Applications will be accepted for one or two-year grant cycles. To be considered for a two-year cycle application, you must be a previously funded MHC ESG agency in “good standing.”

Two-year grant applicants must provide a budget, match, and expenditure report for the current program year (2024-2025) only. A new budget proposal will be collected during FY 2025 grant cycle.

Two-year grant applicants are subject to annual evaluations, an end-of-FY grant close-out report, and CAPER. Agreeing to a two-year contract means agreeing to spend at least 90% of your first-year allocation by the end of that grant year. Two-year application approval does not guarantee that your agency will be funded in the same capacity during the second grant year. A new budget and supporting documentation will be evaluated with a first-year monitoring report and ranked competitively to determine the second-year funding amount. Evaluate your agency's capacity to meet funding deadlines before considering a two-year term.

The ESG application must be completed in its entirety as it is related to the agency's proposed project.

## **ESG RECAPTURED FUNDS**

The Corporation may recapture funds previously awarded to an ESG recipient. The Corporation may reallocate any recaptured funds in any eligible category to any eligible applicant. Requests for supplemental funds will be considered on a case-by-case basis with funds granted only in those instances where the Corporation can readily determine that additional funding is justified. Grant award limits are not applicable when considering the allocation of these funds.

## **ELIGIBLE APPLICANTS**

The three Continua of Care (Mississippi Balance of State (BOS) CoC, Open Doors Homeless Coalition CoC, Central Mississippi CoC) and their member homelessness services provider organizations (to include faith-based organizations), and non-entitlement local units of government that operate existing homeless shelters, are eligible to submit applications in the ESG Program. Non-profit agencies that are not members of the CoC but provide services to populations that are identified as low-income, homeless, or at risk of homelessness can apply for ESG funding; however, these agencies will be expected to join their local CoC if awarded. Local units of government are not eligible to submit applications on behalf of non-profit agencies. MHC recognizes that the City of Jackson is an entitlement community that receives HUD and ESG funding; therefore, MHC will work with the City Of Jackson to ensure that resources are provided that best fit the unmet need of the community. **Non-profit organizations within the City of Jackson will be**

## **eligible to submit applications for categories and activities allowable through ESG.**

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

### **THRESHOLD REQUIREMENTS**

1. The applicant is an eligible applicant
2. Nonprofits must submit proof of good standing with the Secretary of State for Mississippi.
3. The application is fully completed
4. The applicant is registered with sam.gov and provides a unique entity identifier (UEI).
5. Applications submitted by a non-entitlement local unit of government must include a copy of the Resolution authorizing the submission of their application. The Resolution must be adopted by the local unit of government and must be signed and dated by the local unit of government's Chief Elected Official.
6. Applications submitted by private non-profit organizations that are operating existing homeless shelters must include a copy of the authorizing Resolution. The Resolution must be adopted by the non-profit organization's Board and must be signed and dated by the President of the Board.
7. Applications from private non-profit organizations that are operating existing homeless shelters must also include a letter from the local unit of government approving the submission of the application. The letter must refer to the current ESG program year for which the application is being submitted and is signed by the Chief Elected Official.
8. Match requirement must be documented in the application. The matching amount must be equal to the amount of ESG funds being requested. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources: the value or FMV of any donated material or building (this source can only be utilized as match one time); the value of any lease on a building; any salary paid to staff to carry out the program and the value of the time and services (at a minimum rate of \$7.25 per hour) contributed by volunteers to carry out the program.

If the match includes funds from other services or the value of the time and services contributed by volunteers to carry out the program, applicants must provide a copy of the Memorandum of Understanding, or an Agreement, or a letter of support from the entities providing match. This documentation must identify the match type, match amount, and must cover the current grant program year time period for this application cycle.

If a facility is used as match, a current appraisal (less than two years) of the facility must be included with the application.

If the value of any lease on a building is used as match funds, a copy of the lease showing the lease amount must be included.

If donated materials are utilized as match, documentation from the donor indicating the type of materials and their value and the date or proposed date of the donation must be submitted in the application.

Match exemptions. 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. The match in its entirety must equal the grant request amount. MHC will select up to three agencies to split the \$100,000 match exemption.

9. Applicants must not have any unresolved audit or monitoring findings associated with the ESG program.
10. Applicants must disclose any loan or grant received from MHC for which MHC has issued a letter of findings associated with the use of an MHC operated program. Applicants must provide evidence that findings have been resolved. MHC may disqualify the applicant from consideration for funding based on this information. Findings may include, but is not limited to, failing to submit required reports.
11. Any application that has been prepared by an application preparer that is involved in a pending debarment or suspension proceeding before a state or federal agent shall not be reviewed until such time as the debarment proceeding has been finally resolved. No person who is involved in a suspension or debarment proceeding shall be allowed to administer an ESG project until such time as the suspension or debarment process finding is resolved.
12. Homeless participation. If a sub-recipient is unable to meet the participation of homeless individuals' requirement in section 416(d) of the McKinney-Vento Act, the sub-recipient need not obtain approval of a formal waiver so long as the sub-recipient develops a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services or other assistance that receive ESG funding.
13. Applicants that have demonstrated through experience the ability to provide rapid rehousing and homelessness prevention services to program participants within their service areas will be given additional consideration for funding.
14. Section 3 Summary Report Form HUD 60002 must be submitted if necessary.
15. The applicant must have program-specific audit if they expended \$750,000 or more in Federal awards during the last fiscal year (CFR §200.501).
16. The applicant must submit a copy of their Most recent Single Accounting Audits for the past two years.
17. The applicant must have program-specific audit if they expended \$750,000 or more in Federal awards during the last fiscal year (CFR §200.501). Certified Organization Audit/Financial Statements for the past two years
  - Copy of OMB 2 CFR 200 Audit (Required if \$750,000 in aggregate Federal funds expended), OR
  - Financial statements prepared or audited by a CPA
18. The applicant must be able to provide their audits, financial statements, and tax forms (IRS 990) for the last two years. IRS Form 990: Non-profit applicants: include a copy of IRS form 990 (Informational Tax Return of Organizations Exempt from Income Tax), or an explanation of why your organization has not been required to complete such a form.

19. Completion of the Risk Assessment Questionnaire. Submission of the Risk Assessment certification if applicable.

Section 416(f) of the McKinney-Vento Act, as amended by the HEARTH Act requires that projects receiving funding under the ESG program must participate in the Homeless Management Information System (HMIS). The data collected is essential to measuring what works and what does not. **Accurate HMIS** data will enable HUD to gain a more informed understanding of the problems of homelessness in our communities; the Continuum(s) of Care will assist in the participation of HMIS. Any applicant applying without the HMIS confirmation will be ineligible for the 2024 ESG funding cycle, with no exceptions. Domestic Violence (DV) service providers and Legal Services Provider can use a comparable database that meets Data Standards and must collect all the Universal Data Elements. 24 CFR 576.400(f)

The CoCs are eligible applicants for any services that can be provided in all ESG categories. ESG applicants must be an active participating member in good standing of a Continuum of Care and documented as such in the application. Applications will be considered from agencies that apply for ESG funds for the first time that are not members of their local CoC; however, these agencies will be required to join their local CoC if awarded funds. Consultation with the CoCs will occur through not only standard means of public hearings and public comment solicitation, but also one-on-one communications during the public comment period as well as throughout the year.

## APPLICATION REVIEW PROCESS

- A. Eligibility Prescreening Review  
MHC will review applications to determine if all required documentation is included in the application packet. Failure to submit all required documentation by the deadline will result in elimination from consideration of funding.
- B. Deficiencies  
Applications that meet the prescreening eligibility requirements will be reviewed for completeness. Applicants may be contacted for clarification of the information presented in the application.
- C. Ranking of Applications  
Applications will be evaluated and scored based on the Grant Review Scoring Guide.

Applicants' past performance, past experience, capacity, and ability to meet community needs will be considered in the ranking process. Applicants are encouraged to partner and coordinate with other agencies to increase services and to consider the need for transportation and income as it is relevant for housing stability.

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

## APPLICATION SCORING GUIDE

Factors	Max Score	
Capacity and Experience	15	<b>New ESG applicants' maximum points =</b>
Need or Extent of Problem	15	
Collaboration Partnership	10	
CES and HMIS/Data monitoring	10	
Past Performance /Program Evaluation	5	
Program Plan & Project Description	20	
Program Goals	10	
Financial Controls & Budget	15	
<b>Total</b>	<b>100</b>	<b>95</b>

## SELECTION PROCESS

The ESG funds will be awarded based on the final points of ESG Grant Review Scoring Guide. **Applicants must score at least 75% out of 100%.** MHC reserves the right to adjust the amount awarded, based on the amount of funds available, and based on the demand created by the applications submitted. MHC will mail and email all applicants a letter with the funding decision. Proposed outputs and outcomes will be incorporated into contracts as performance outcome measurements for applicants selected as sub-recipients.