

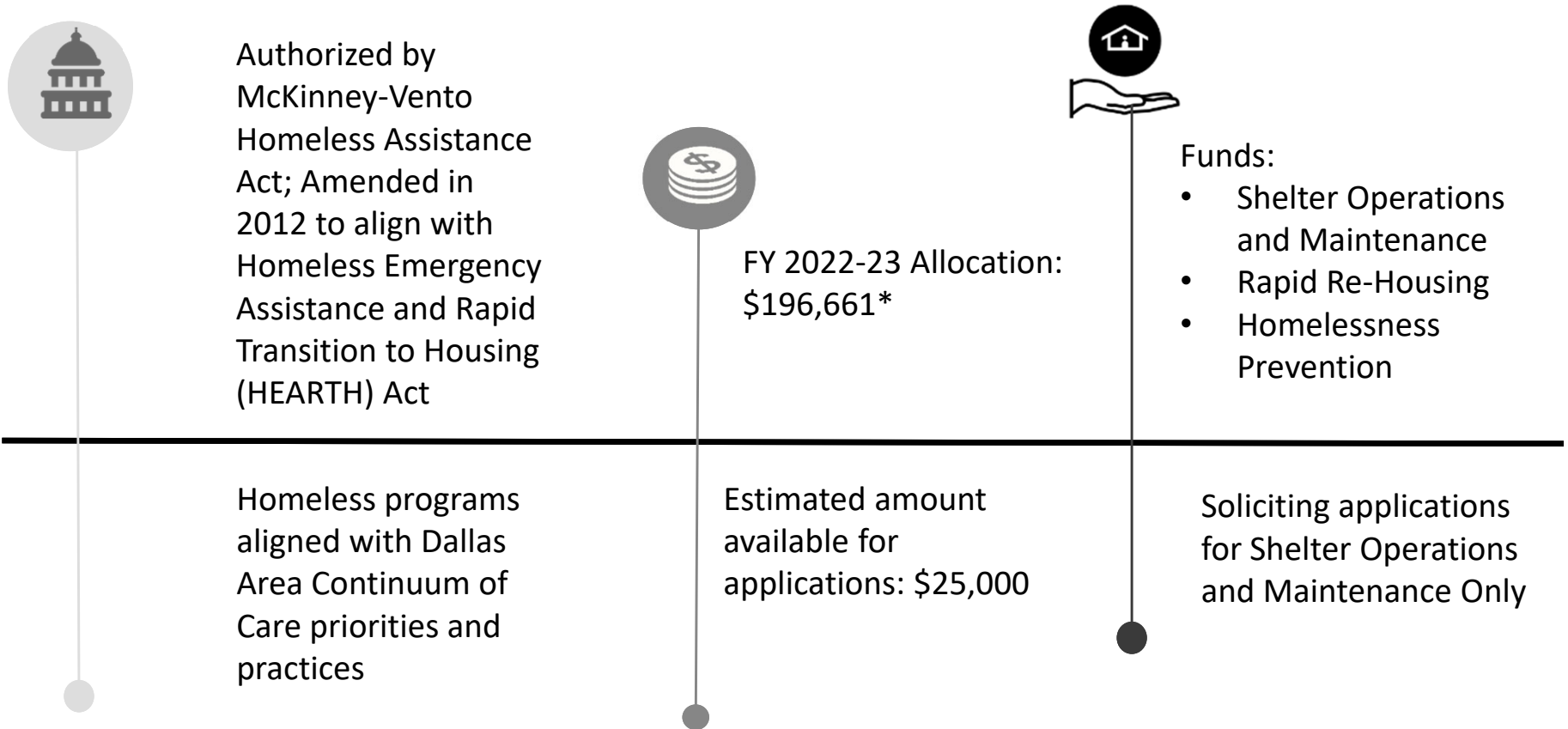
EMERGENCY SOLUTIONS GRANTS PROGRAM Application Workshop

Ashley Miller

Community Development Programs Supervisor

AMILLER@CITYOFIRVING.ORG

EMERGENCY SOLUTIONS GRANT (ESG)



*FY21-22 allocation

Subject to:

❖ **ESG Program Interim
Rule** at 24 CFR Part 576

DISTRIBUTION OF FUNDS

- ❖ Funds available to eligible agencies is \$25,000
- ❖ Funds will be allocated for Shelter Maintenance and Operations only

APPLICATION THRESHOLDS

Applications will not be accepted if applicant:

- ❖ Is indebted to the City or federal government and has no repayment arrangement in place
- ❖ Has disallowed costs resulting from a previous monitoring or audit and no resolution is finalized

ELIGIBLE APPLICANTS



Private nonprofit
organizations



Faith-based
organizations

PRIVATE
NONPROFIT
ORGANIZATION

Must meet the following criteria:

- Is a secular or religious organization described in section 501 (c) of the Internal Revenue Code of 1986;
- Is exempt from taxation under subtitle A of the Code;
- Has an accounting system and a voluntary board; and
- Practices nondiscrimination in the provision of assistance

FAITH-BASED ORGANIZATIONS



- ❖ Can't engage in religious activities as part of the ESG funded activities
- ❖ Can't discriminate based on religion or religious beliefs
- ❖ Can't use ESG funds to rehabilitate structures used for religious activities

COORDINATION AND COLLABORATION

- ❖ Applicant organizations must demonstrate active participation and coordination with the Dallas City & County/Irving Continuum of Care (CoC).
- ❖ Funded organizations are expected to participate in CoC Coordinated Access System (CAS).
- ❖ Metro Dallas Homeless Alliance (MDHA) manages the Continuum's Coordinated Assessment System (CAS) within Dallas and Collin Counties.

COORDINATION
AND
COLLABORATION

Continuum of Care
Orientation and Training is
available once contracts have
been signed.

For more information on the CAS Process,
please visit:

<http://www.mdhadallas.org/dops-and-hpl/>

EMERGENCY SHELTER ELIGIBLE COSTS

Eligible program participants are individuals and families who are homeless in an emergency shelter.

Eligible costs include:

- Shelter Operations
- Shelter Maintenance



1. Its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless; and



2. It does not require occupants to sign leases or occupancy agreements

EMERGENCY SHELTER RESTRICTIONS

EXAMPLES OF ELIGIBLE ACTIVITIES



Maintenance (minor or routine repairs)



Rent



Food



Furnishings – cots, room dividers



Security



Fuel



Insurance

MINIMUM USE PERIOD

- ❖ Where ESG funds are used solely for shelter operations and maintenance.
- ❖ Shelter must be provided to homeless individuals and families at least for the 12-month agreement period during which the ESG funds are provided.

HMIS

- ❖ The HEARTH Act makes Homeless Management Information System (HMIS) participation a statutory requirement for ESG recipients and subrecipients.
- ❖ Victim service providers **cannot** participate in HMIS.
- ❖ Providers that do not participate in HMIS **must** use a Dallas City & County/Irving Continuum of Care approved comparable database that produces unduplicated, aggregate reports.

HMIS
LEAD
AGENCY
CONTACT

Alexandra.Espinosa@MDHADallas.org

Vice President of Technology, MDHA
Dallas

HMIS RESOURCES

HMIS: Homeless Management Information System

<https://www.hudexchange.info/programs/hmis/>

2022 HMIS Data Standards

<https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

ESG Program HMIS Manual – Released June 2020

<https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>

ESG APPLICATION SECTIONS

- ❖ General Information
- ❖ Overview
- ❖ HMIS or Comparable Database
- ❖ Capacity, Experience and Performance Measures
- ❖ Statement of Work/Scope of Services
- ❖ Work Plan
- ❖ Budget and Leveraging
- ❖ Financial Management
- ❖ Board of Directors
- ❖ Contact Information and Certifications
- ❖ Checklist and Attachments

New This Year

❖ Verifications and Attachments

- Verification of federal funds
- System Award Management(SAM) registration
- Secretary of State registered agent
- Proof of insurance coverage

New This Year

❖ Verification of federal funds in Budget section of the application

Does the organization receive 80% or more of its annual gross revenues in federal awards?

No Yes

Does the organization receive \$25,000,000 in annual gross revenues in federal awards?

No Yes

Does the public have access to information about the compensation of senior executives?

No Yes

Federal Awards

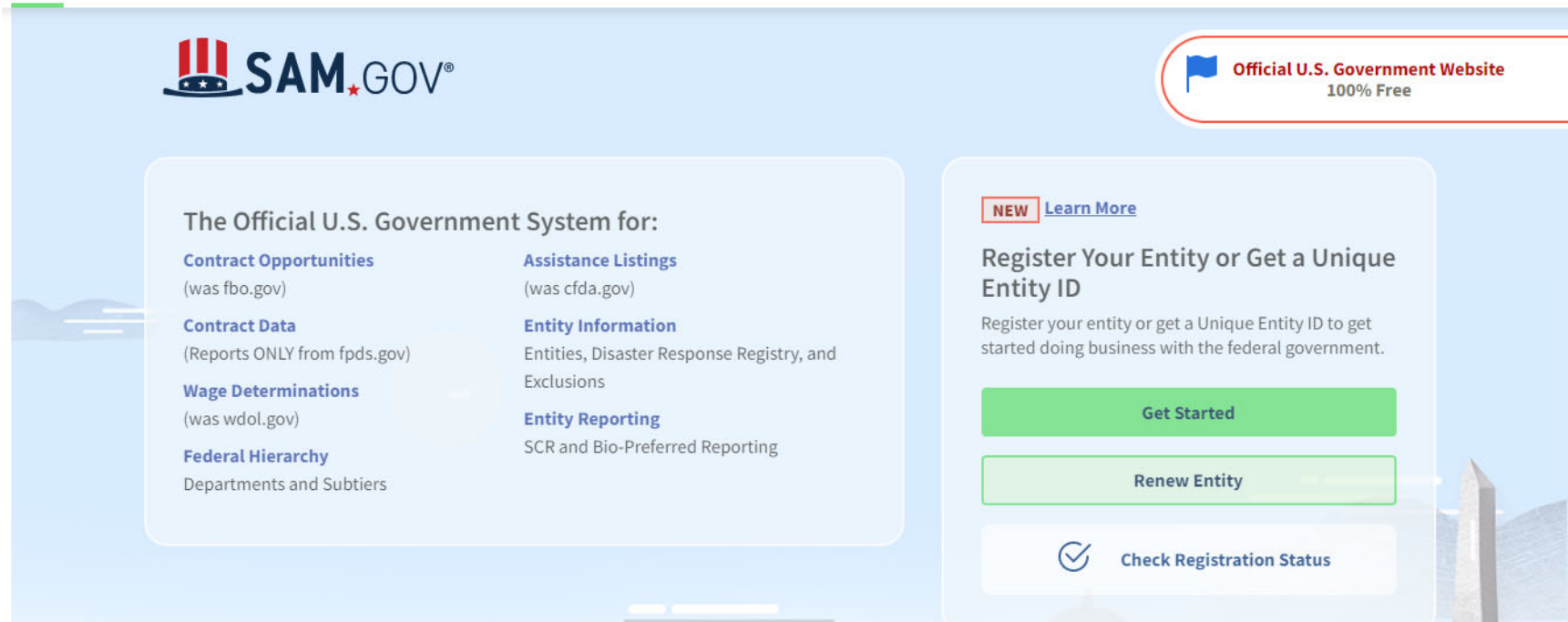
Please describe any federal awards received by the organization, if any.

Funding Source	Amount	Status- Confirmed, Pending, Denied	Award Date
Total			

New This Year

❖ System Award Management(SAM) registration

Home Search Data Bank Data Services Help



The screenshot shows the SAM.gov homepage. At the top left is the SAM.gov logo. To the right is a badge that says "Official U.S. Government Website 100% Free". Below the logo is a navigation menu with "Home", "Search", "Data Bank", "Data Services", and "Help". The main content area is divided into two columns. The left column is titled "The Official U.S. Government System for:" and lists several services: "Contract Opportunities (was fbo.gov)", "Contract Data (Reports ONLY from fpds.gov)", "Wage Determinations (was wdol.gov)", "Federal Hierarchy (Departments and Subtiers)", "Assistance Listings (was cfda.gov)", "Entity Information (Entities, Disaster Response Registry, and Exclusions)", and "Entity Reporting (SCR and Bio-Preferred Reporting)". The right column is titled "Register Your Entity or Get a Unique Entity ID" and includes a "NEW Learn More" link, a description of the service, and three buttons: "Get Started", "Renew Entity", and "Check Registration Status".

SAM.GOV®

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

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(was fbo.gov)
- Contract Data**
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Entities, Disaster Response Registry, and Exclusions
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SCR and Bio-Preferred Reporting

NEW [Learn More](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Registration Status

www.sam.gov

New This Year

❖ Secretary of State (SoS) registered agent

<https://mycpa.cpa.state.tx.us/coa/>

🔍 Taxable Entity Search

Search


Tax ID
Use the 11-digit Comptroller's Taxpayer Number or the 9-digit Federal Employer's Identification Number.

OR

Entity Name

OR

File Number
Use the File Number assigned by the Texas Secretary of State.

I'm not a robot 
reCAPTCHA
Privacy - Terms

🔍 Search

🔄 Reset

<https://www.sos.state.tx.us/corp/registeredagents.shtml>

New This Year

❖ Proper Insurance Coverage

Insurance Policies

Does the organization have the following insurance policies in place?

- Workers Compensation and Employers Liability
- Commercial General Liability
- Business Auto Liability
- Professional Liability
- Other (Please specify below)

Please describe the insurance policies the organization currently has in place to cover the proposed program.

Policy Type	Policy Number	Minimum Limit Amount	Coverage Dates

OVERVIEW

- ❖ Should give reviewers information about your organization's history
- ❖ Describes how your organization will support the priority of ending homelessness
- ❖ Provides an opportunity to describe how your organization currently participates in the local efforts to end homelessness
- ❖ Provide details of fundraising efforts to leverage ESG funds

HMIS

- ❖ Discusses your organization's Homeless Management Information System (HMIS) database
- ❖ Describes staffing capacity to complete required data entry and reporting
- ❖ Agency must be able to have staff trained in HMIS within 30 days of grant start date

AGENCY CAPACITY

EXPERIENCE

PERFORMANCE

- ❖ Discusses agency's ability to carry out the program based on experience and current capacity

- ❖ Two blocks provided for references
 - May not be staff nor Board members
 - One block can be used for current program

- ❖ Performance measure targets for funded program
 - Must use City provided measures (Shelter Days, Case Management, etc.)
 - Targets must be measurable
 - Agency should consider method in which data will be collected in order to meet the proposed outcomes

STATEMENT OF WORK/ SCOPE OF SERVICES

- ❖ Narrative sections should explain how the program will be run and meet the needs of the community

- ❖ First questions are **only** about **your program's target population**
 - Only select the target population specific to your program
 - For example, a program providing shelter to homeless teen mothers would most likely check “Female” and “Unaccompanied Youth”

- ❖ Should explain:
 - Need for emergency shelter assistance
 - Applicant eligibility criteria
 - Aligning clients with needed resources
 - Coordinating housing options upon shelter exit

STATEMENT OF WORK/ SCOPE OF SERVICES

Narrative sections should explain how your organization will:

- ❖ Assist participants reach stabilization
- ❖ Include clients or former clients in the program design and services
- ❖ Ensure that clients receive case management services while sheltered
- ❖ Ensure portion of shelter funded will serve Irving residents

ATTACHMENTS

Attachment A: Work Plan

- ❖ Your opportunity to provide detail about your proposed program
 - May attach additional pages
 - Must attach ESG funded **program specific** organizational chart

Attachment B: Budget and Leveraging

- ❖ Numbers should match cover sheet and throughout the document
- ❖ Check your calculations; City is not responsible for incorrect data
- ❖ ESG requires a dollar-for-dollar match
- ❖ ESG funds should be used to supplement applicant's proposed program.
- ❖ Funds demonstrating leverage should be detailed

ATTACHMENTS

Attachment C: Financial Management

- ❖ Describe in detail your organization's accounting systems, internal controls, payment processes, reporting, etc.
- ❖ May attach additional pages

Attachment D: Board of Directors

- ❖ Describe your Board composition
- ❖ Attach full Board roster
- ❖ Must have homeless representation

Attachment E: Contact Information and Certifications

- ❖ Provide contact information for relevant parties
- ❖ Please read the certifications before signing



APPLICATION DEADLINE

Friday, April 1, 2022 at 5:00pm

- ❖ Applications must be submitted by mail or in person.
- ❖ Applicants are responsible for submitting **one** complete application w/ attachments and original signatures **AND** **one** copy with all attachments and signatures.

Planning and Community Development Department
825 W. Irving Blvd., First Floor
Irving, TX 75060

- ❖ Must be stamped as “received” by PCD staff by the deadline.

ELIGIBLE APPLICATION MINIMUM REQUIREMENTS

- ❖ Submit application on time.
- ❖ Late submissions will not be reviewed.
- ❖ Must submit application through City of Irving process outlined in the ESG Notice of Funding Availability
- ❖ Demonstrate that at least one person that has experienced homelessness is represented on the Board of Directors

ELIGIBLE APPLICATION MINIMUM REQUIREMENTS

- ❖ Agency is a private nonprofit corporation with a current tax exemption ruling from the IRS
- ❖ Currently using the Continuum of Care approved HMIS system, or
- ❖ Will commit to onboarding to the Continuum of Care approved HMIS system by the contract start date, or
- ❖ Has an approved comparable database

BEFORE
YOU
SUBMIT

- ❖ Read the NOFA Guidebook

- ❖ Read each question
 - A few questions have several parts within one question
 - Some questions request supplemental documentation be included as part of the answer

- ❖ Consider every detail
 - Day to day operations
 - Program compliance
 - Performance outcomes

APPLICATION SCORING CRITERIA

ESG Shelter Maintenance and Operations Score Card

Application Scoring Descriptions

Selection Criteria	Description	Points Possible	Point Breakdown
Meets Minimum Eligibility Requirements	Application was on time, complete(including attachments), and an eligible activity	10	Yes - 10 No-0
Community Collaboration and Coordination	Application provides a detailed explanation regarding ensuring clients meet HUD homeless definition and has a robust plan to collaborate with other entities in order to provide program participants with meaningful services and move toward housing stability.	15	Very Well - 15 Adequate - 7 Poor - 0 Well -12 Fair - 4
Capacity/Experience	Application demonstrates that the applicant has the necessary experience and capacity (staff and financial) to administer the proposed program	15	Very Well - 15 Adequate - 7 Poor - 0 Well -12 Fair - 4
Financial Management	Application demonstrates that the applicant will be able to provide meaningful services with awarded funds and has a financial management system in place to ensure funds are disbursed responsibly	10	Very Well - 10 Adequate - 5 Poor - 0 Well -8 Fair - 3
Budget	Application demonstrates a balanced, reasonable and adequate budget. Applicant demonstrates reasonable self-sufficiency for program implementation.	15	Very Well - 15 Adequate - 7 Poor - 0 Well -12 Fair - 4
Program Design	Application describes a scope of services that meets the needs of its target population and is in line with the City of Irving priorities. Program design reflects processes that promote efficient and effective program implementation.	15	Very Well - 15 Adequate - 7 Poor - 0 Well -12 Fair - 4
Performance Measurement	Performance measures provide an effective method to track and measure proposed outcomes. Outcomes appear reasonable and effective in order to accomplish the proposed program purpose.	20	Very Well - 20 Adequate - 10 Poor - 0 Well -15 Fair - 5
Total Points:		100	

APPLICATION

- ❖ Ensure text is visible in the box provided when printed
- ❖ Responses are complete and detailed
- ❖ Program design is clear and effective
- ❖ Agency staff and volunteers have experience providing services to homeless residents
- ❖ Requested funding demonstrates an understanding of allowable expenses according to HUD ESG regulations

APPLICATION

- ❖ Organization has enough staff to administer program and complete required reporting in a timely manner
- ❖ Programmatic and financial internal controls are in place and explained thoroughly
- ❖ Management practices are explained clearly
- ❖ Application demonstrates efforts to meet the program participant's immediate needs and as well as future housing needs

IMPORTANT DATES

Date*	Step in Process
April 1, 2022	ESG Application Closes
April	City of Irving Review Process
May 12, 2022	Housing and Human Services Board Interviews
May 18, 2022	Grant Agreement Completion Process Begins
July 1, 2022	1295 Forms and Grant Agreements Due to the City
August 4, 2022	Council Review and Approval/Denial
September 16, 2022	Sub Recipient Training
October 1, 2022	Program Year Begins

***dates subject to change**

GRANT AGREEMENT PROCESS

- ❖ The grant agreement process is specific and detailed
- ❖ Be sure that the appropriate agency personnel are available during the review and agreement process
- ❖ Read your draft agreement thoroughly. You will be held to its terms
- ❖ Keep an eye on your email

BEFORE
THE
PROGRAM
YEAR
BEGINS

Know how you will:

- ❖ Collect household eligibility documentation
- ❖ Ensure timely HMIS data entry and year end reporting
- ❖ Document performance outcomes
- ❖ Collect reimbursement cost documentation

CONTACT INFORMATION

Ashley Miller

Community Development Programs Supervisor

Planning and Community Development

972-721-4961

amiller@cityofirving.org

DeLiza Gierling

Community Development Manager

Planning and Community Development

972-721-4805

dgierling@cityofirving.org



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RESOURCES

www.hudexchange.info

<https://www.cityofirving.org/566/Human-Services-Programs>