



**2012
ESG PROGRAM NOFA
APPLICATION WORKSHOP**

California
Department of
Housing and
Community
Development



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**TODAY'S WORKSHOP
PRESENTERS**

ESG Program Manager

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ESG Program Representative's

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NOFA TOPICS

- I. NOFA Overview, Background, Regulatory Authority
- II. NOFA Eligibility and Timeline
- III. Geographic Allocation of Funds
- IV. Program Components
- V. Expenditure Limits
- VI. Area-Wide Systems Coordination Requirements
- VII. Other Federal and State Requirements
- VIII. Rating and Ranking
- IX. Program Resources
- X. Additional Q & A

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NOFA OVERVIEW

- Emergency Solutions Grants Program
 - 24 CFR, Parts 91 and 576
 - 25 CCR, Section 8400 et seq

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NOFA ELIGIBILITY

Eligible Organizations

- Units of General Purpose Local Government
- Private Nonprofit Organizations
- Eligible Organizations must be located in or serve* an eligible City or County in the State (Appendix A)

*Services must be provided in the eligible City/County

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NOFA TIMELINE

Date	Description
December 10, 2012	Release of NOFA, Application, & Addendum #1
January 7, 15 & 16, 2013	ESG Application Workshops
January 31, 2013	End of Technical Assistance
February 12, 2013	ESG Application Due Date to HCD
February 26, 2013	Attachment D - CoC Deadline to HCD
March 29, 2013	Announcement of Awards
April 19, 2013	Anticipated Contract Distribution Date

* Tentative timeline

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GEOGRAPHIC ALLOCATION OF FUNDS

Allocation

- ESG 2012 NOFA Allocation → \$11,576,175
- Regional Allocation of Funding:
 - Northern – 33%
 - Southern – 24%
 - Rural – 19%
 - New Programs – up to 5%
 - General – 13%



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ALLOCATION OF FUNDS

Grant Term/Amounts

Allocation	Minimum Grant Amount	Maximum Grant Amount
New Programs, Rural, Northern & Southern	\$50,000	\$230,000

The Grant Term for all funding awarded under the 2012 NOFA shall be for One Year.

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PROGRAM COMPONENTS

Component :	Serves: Homeless	Serves: At-Risk of Homelessness
Street Outreach	✓	
Emergency Shelter*	✓	
Homelessness Prevention		✓
Rapid Re-Housing Assistance	✓	
Homeless Management Information System (HMIS)	✓	✓
Administration	✓	✓

*Emergency Shelter includes Day Centers and Transitional Housing

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EXPENDITURE LIMITS

Funding Limitations

- Emergency Shelter → not to exceed \$150,000 per Application
- Emergency Shelter Renovation → not to exceed \$10,000 per Application
- HMIS → not to exceed 10%
- Subrecipient Administration Costs → not to exceed 1.5%

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AREA-WIDE SYSTEMS COORDINATION REQUIREMENTS

- Consultation with CoCs
- HMIS or Comparable Database
 - HMIS participation is a statutory requirement for ESG Subrecipients.
 - Victim Service Providers cannot, and Legal Services Organizations may choose to not, participate in HMIS.
 - Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports. Review 24 CFR § 576.107 and HUD's HMIS Data Standards.

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AREA-WIDE SYSTEMS COORDINATION REQUIREMENTS

- Coordinate with other targeted homeless services
- Mainstream resources in your local community
- Use a centralized or coordinated assessment system
- Develop written standards for administering ESG

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OTHER FEDERAL AND STATE REQUIREMENTS

1. General
2. Faith-Based
3. Affirmative Outreach
4. Uniform Administrative Requirement
5. Environmental Review
6. Procurement of Recovered Materials
7. Displacement, Relocation, and Acquisition
8. Match
9. Shelter and Housing Standards
10. Recordkeeping and Reporting Requirements
11. Enforcement

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RATING AND RANKING

Application Rating - 785 Possible Points

Rating Category	Points Possible
Applicant Capability	300
Need for Funds	100
Impact and Effectiveness	250
Cost Efficiency	100
State Objective	35
Total	785

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AVAILABLE RESOURCES

ESG Program Webpage
<http://www.hcd.ca.gov/fa/esg/>

- [ESG Program Announcements - NOFAs, Workshops, Awards](#)
- [ESG Program Guidance - Rules, Guides, Tools, HUD Webinars](#)
- [Reporting Requirements - Budget Revisions, Request for Funds, Equipment Requests](#)
- [Subscribe to HCD List Serve \(E-mail Alerts\)!](#)
http://www.hcd.ca.gov/fa/DFA_Subscriber.html

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Q & A



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2012 ESG APPLICATION

The ESG Application has a 'New Look'

■ **Highlights**

- Components and Sub-Components
- Mini-Application Section
- Attachment D - Need for Funds

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APPLICATION LAYOUT

- I. General Instructions
- II. Funding Information
- III. Organization Information
- IV. Organization Rating and Ranking
- V. Certification of Application Information
- VI. Mini-Application Section
- VII. Attachments

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I. GENERAL INSTRUCTIONS

- Applications must be submitted in a 3-Ring Binder
- Sections and Attachments must be tabbed, as noted
- Applications must be typed with an 11-pitch font
- Additional pages must include extended page numbers (i.e., 7-1, 7-2)

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I. GENERAL INSTRUCTIONS

- Dollar amounts must be rounded to the nearest dollar (i.e., \$4 vs \$4.12)
- Applications must be complete and submitted by the deadline; incomplete applications may be deemed ineligible or receive lower scores
- Submit one copy of the original Application on a CD
- Required Attachments Checklist

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II. FUNDING INFORMATION

- Select the appropriate Regional or New Program Allocation
- New Program
- Identify where Services will be performed
- Enter the Total Amount applied for by Component

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III. ORGANIZATION INFORMATION

- Organization
- Legislative
- HMIS/Comparable Database
- Continuum of Care
- Centralized or Coordinated System
- Board of Directors

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IV. ORGANIZATION RATING AND RANKING

- Relates to the Organization
- Questions are scored
- Past grant performance affect scoring
 - Timeliness of PARS
 - Timeliness of QPR's, APR's, etc.
 - Disencumbrance of grant money

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V. CERTIFICATION OF APPLICATION INFORMATION

- The Certification is to be signed by the Authorized Representative as identified in the Resolution
- Application is Public Information
- Application, if funded, becomes incorporated by reference into the Standard Agreement.
- Any misrepresentation may result in cancellation of grant or repayment of funds.

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VI. MINI-APPLICATION SECTION

Instructions

- New Format.....Highlights
- Complete a separate Mini-Application for each Major Component/Sub-Component being applied for (Components must coincide with Funding Information on **Page 3**)
- Each Mini-Application represents the Project(s) for which funding is being sought. All Mini-Application questions are Project-Specific

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VI. MINI-APPLICATION SECTION

Mini-Application – Components

- **Emergency Shelter**
 - Day Center (Sub-Components)
 - Transitional Housing (Sub-Components)
- **Street Outreach**
- **Homelessness Prevention**
- **Rapid Re-Housing Assistance**
- **HMIS/Administration**

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VI. MINI-APPLICATION SECTION

Instructions

- One ESG Application may include up to 7 Mini-Applications
 - One Application may contain any single combination of Components/Sub-Components
- One ESG Application may not include duplicate Mini-Applications
 - One Application may not contain two Emergency Shelter Projects or two Homelessness Prevention Projects; this would require a separate Application

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VI. MINI-APPLICATION SECTION

Instructions-Project-Specific Information

- Project Location
- Project Target Population(s)
- Project Description
- Project Staffing Sheet
- Project Threshold Questions
- Project Rating and Ranking Questions
- Project Outcome Tables

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VI. MINI-APPLICATION SECTION

Instructions-Project Staffing Sheets

- Complete a Project Staffing Sheet for each applicable Major Component/Sub-Component
- **Key Staff** - Project Staff and Volunteers that provide 'Direct' Client Services
- **Key Staff Duty Statements** - Attach a Duty Statement for each Key Staff Position listed. Highlight the "Direct" Client Services performed.

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RATING AND RANKING

Application Rating Categories

Applicant Capability
Need for Funds
Impact and Effectiveness
Cost Efficiency
State Objectives

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VI. MINI-APPLICATION SECTION

Instructions-Outcome Tables

Component	Actual Outcome Data	Projected Outcome Data
Emergency Shelter	✓	
Day Center	✓	
Transitional Housing	✓	
Street Outreach		✓
Homelessness Prevention		✓
Rapid Re-Housing Assistance		✓

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VI. MINI-APPLICATION SECTION

Instructions-Outcome Tables

- Data should include those assisted with ESG and Non-ESG funding
- Data should be Project-Specific
- Data Definitions vary by Mini-Application
 - Example – Intakes are defined within each Outcome Table
 - Individual – See Component
 - Household – See Component

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VI. MINI-APPLICATION SECTION

Instructions-Cost Efficiency

- For ES & TH
 - Total Bed Capacity
 - Schematics or Floor Plan are required
- For DC, SO, HP, RR
 - Households Served
- Letters from Collaborating Organizations
 - Obtain Letters from Collaborating Organizations
 - Review Collaborating Criteria (5 items); Highlight the Collaborating Criteria identified in each Letter
 - Do not include “Letters of Support”

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VI. MINI-APPLICATION SECTION

Instructions- State Objective

- Questions are Project-Specific
- State Objectives are:
 - Project targets Chronically Homeless
 - Project targets Homeless Veterans
 - Project serves an Under-Served Area

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ATTACHMENTS

Attachment A – Resolution

- Actions authorized by the Resolution
 - Submittal of the 2012 ESG Application
 - Execution of the Standard Agreement
 - Funding Level
 - Name and Title of Individual Authorized to Sign

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ATTACHMENTS

Attachment A – Resolution

- Resolution Checklist
 - Re-Typed on Letterhead
 - Date of Board Action
 - Exact Wording
 - Name and Title of Individual Authorized to Sign
 - Resolution Vote Tally; Ayes, Noes, Abstentions, Absent – must have a number in each field
 - Attest field must be signed
 - Individual named as the Authorized Person in the Resolution cannot sign the Resolution Document

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ATTACHMENTS

Attachment B-Statement of Certifications

- Affirmative Further Fair Housing
- Anti-Displacement and Relocation Plan
- Drug Free Workplace
- Anti-Lobbying
- Authority of Jurisdiction
- Consistency with Plan
- Section 3
- Renovation
- Supportive Services
- Matching Funds
- Confidentiality
- Homeless Persons Involvement
- Consolidate Plan
- Discharge Policy
- Environmental Requirements

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ATTACHMENTS

Attachment C - Certification of Local Approval

- Complete one Attachment C for each City or County where Project Services will be provided
- Check all applicable Component/Project-Types
- Obtain Signature of Local Official

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ATTACHMENTS

Attachment D - Certification of Local Need

Role of the Applicant

- Contact your CoC to inform them you are submitting an ESG Application to HCD
- Complete your portion of the Need for Funds 'Rating Criteria'
- Submit Attachment D and any additional items required by your CoC
- Obtain a 'dated proof of receipt' from your CoC

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ATTACHMENTS

Attachment D - Certification of Local Need

Role of the CoC:

- Inform potential Applicants in your area of your deadline for submitting Attachment D
- Develop and implement written rating criteria and procedures to evaluate, score and rank the 'Need for Funds' Rating Criteria
- Score and Rank Attachment D for each eligible Applicant
- Submit Attachment D 'Packet' to HCD by deadline

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ATTACHMENTS

Attachment D - Certification of Local Need

- Scoring Need for Funds-100 Points
- Leverage of ESG Funds
- Project Alignment
- Only 1 Project per rank-No duplicate ranking
- Score and rank must result in a 5 point spread between assigned Projects (100=Rank 1; 95=Rank 2)

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ATTACHMENTS

Attachment D - Certification of Local Need

- What are CoC's required to submit
 - Attachment D Packet including:
 - Summary Table
 - All scored and Ranked Attachment D documents
 - CoC's scoring and ranking procedures
- Due date is February 26, 2013

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ATTACHMENTS

Attachment F – Certification of Religious Compliance

- Will not discriminate or give preference based on religion
 - any employee or applicant for employment on the basis of religion
 - any person applying for shelter or any of the eligible activities
- No religious instruction, influence, worship or counseling will be provided

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ATTACHMENTS

Attachment G – Annual Financial Data

- Only Applicable for Non-Profits
- Includes:
 - Articles of Incorporation
 - Evidence of IRS Tax Exemption
 - Most recent Tax Return (990)
 - A-133 Single Audit (if applicable)

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ATTACHMENTS

Attachment H – Site Control

- Provide evidence of Site Control
 - Emergency Shelters
 - Transitional Housing
 - Day Centers

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ATTACHMENTS

Attachment I - Program Participant Rules

- ❖ Not applicable to Street Outreach Programs
- **Required Documentation**
 - Disability Related Policies and Procedures
 - Termination Policies and Procedures
 - Posting of Rules
 - Maximum days of stay
- **Transitional Housing**
 - ❖ Self Sufficiency Development Services

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ATTACHMENTS

Attachment J - Service Provider Agreement

- Provide agreements for supportive services not performed by applicant
- Should match Impact & Effectiveness in each Mini Application

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ATTACHMENTS

Attachment E - Statement of Confidentiality &
Attachment K - Confidential Site Location Designation Agreement &
Attachment L - Confidentiality Procedures of Applicant

- Domestic Violence Providers Only
- Preapproval no longer required, submit with your Application
- Demonstrate how Applicant protects the confidentiality of Program Participants

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ATTACHMENTS

Attachment M – Matching Funds

- Refer to ESG Federal Regulations for additional information (Refer to 24 CFR, 576.201)
- Identify the specific source of the Matching Funds
 - Names
 - Amounts

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ATTACHMENTS

Eligible sources of Matching	Ineligible sources of Matching
<ul style="list-style-type: none"> ■ Federal sources ■ Cash Contributions ■ Noncash Contributions <ul style="list-style-type: none"> ▪ The value of any real property, equipment, goods or services ▪ Purchase value of any donated building ■ Costs paid by Program Income ■ Be provided after 7/1/12 	<ul style="list-style-type: none"> ■ Match used for previous ESG Grant ■ Match used for another Federal grant or award ■ Not expended within the expenditure deadline identified in the Standard Agreement or 6/30/14, whichever is earlier

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ATTACHMENTS

MATCHING FUNDS – INCORRECT WAY	
Source of Funding	Amount of Match
Local Match Funding:	\$60,000
State Government Match Funding	\$30,000
Federal Government Match Funding	
Building Value	\$50,000
TOTAL MATCH FUNDING:	\$140,000
***Specific Sources of Match funding not identified	

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MATCHING FUNDS - CORRECT WAY	
Source of Funding	Amount of Match
Local Match Funds:	
*City of Sunshine Redevelopment	\$60,000
State Government Match Funding:	
*Community Service Block Grant	\$30,000
Federal Government Match Funding:	
Building Value	\$50,000
TOTAL MATCH FUNDING:	\$140,000

ATTACHMENTS

Attachment N - Payee Data Record

- Required to request funds
- Signature is required

ATTACHMENTS

Attachment O - Written Standards

- Written Standards required in ESG must be established in each area covered by a CoC or area over which the services are coordinated.
- Must be followed by each Subrecipient providing assistance in that area.
- Must be applied consistently within the Subrecipient's program.
- Sign the Certification box.
- Do not submit a copy of your Written Standards

ATTACHMENTS

Attachment P – MOU

- Applicable only if you are sharing your Budget with Partner Agencies
- Complete provided form
- Should reconcile with Budget Sheets

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ATTACHMENTS

Attachment Q – Maintenance of Effort

- For Units of General Purpose Local Government Only
- ESG Funds cannot be used to replace funds the local government provided
- Exception: Meets criteria for 'Severe Financial Deficit'
- Refer to 24 CFR 576.101 (a)(6)(c)

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ATTACHMENTS

Attachment R- List of Activities by Component Type

- List the Project Activities that will be funded by this Grant for each Major Component
 - Complete a separate Attachment R for 'Sub-Components'
- Refer to the 'ESG Eligible Expense Guide' on the HCD Website
- Refer to Appendix C of the ESG 2012 NOFA

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ATTACHMENTS

Attachment S – Budget Sheets

- A completed set of Budget Sheets consists:
 - Current Fiscal Year Budget
 - Proposed Project Budget
 - Proposed ESG Budget (Includes Staffing and Non-Staffing)
 - ESG Detailed Breakdown of Individual Staff Costs

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ATTACHMENTS

Budget Sheets

- Complete only those Components for which you are requesting funds
- Complete the Detailed Breakdown of Individual Staff Costs sheet
- Note: If you have Staff Costs in your Budget, there must be Staff Titles entered into the Detailed Breakdown of Individual Staff costs
- Include Duty Statements for all positions
- Include as Attachment S in your Application

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Q & A



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