

EMERGENCY SOLUTIONS GRANT

APPLICATION PACKET

FY 2019

OCTOBER 1, 2018- SEPTEMBER 30, 2019



Release Date: Monday, March 19, 2018

Technical Assistance Meeting – Monday, March 26, 2018, from 9am-10:30am

Application Due Date: Friday, April 13, 2018 by 12:00 p.m. NOON

Non-Conflict Grant Review: Monday, April 23, 2018, from 1pm-5pm

Palm Beach County Board of County Commissioners

Community Services Department

Division of Human and Veteran Services

Wendy Tippett, Director

810 Datura Street, Suite 350

West Palm Beach, Florida 33401

APPLICATION REQUIREMENTS FOR FY 2018 EMERGENCY SOLUTIONS GRANT (ESG)

Program Overview

Palm Beach County Department of Housing and Economic Sustainability receives Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Urban Development (HUD), annually. The Division of Human and Veteran Services, in the Community Services Department, administers these funds. ESG is authorized by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 for activities relating to street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information System (HMIS).

Funding Available

Funding availability for fiscal year 2019 is estimated to be \$519,046. All dollar amounts are subject to Federal budget approval. ESG recipients are required to consult with the local Continuum of Care when determining how to allocate ESG funds. The local Continuum of Care in Palm Beach County, is named the Homeless and Housing Alliance (HHA). The HHA has designated these funds to be used in the following manner during FY 2019:

- \$75,000 set aside for HMIS activities designated to Palm Beach County;
- 7.5% for administrative costs designated to Palm Beach County;
- 60% of funds remaining for Emergency Shelter activities with priority given to Emergency Shelter for homeless families with children;
- 40% of funds remaining for Rapid Re-Housing for individuals and families

Note:

ONLY one (1) category per application will be accepted.

ONLY one (1) application per agency will be considered for funding.

Applications must achieve a score of 85 or above to be considered for funding.

The focus of ESG is to improve the number and quality of emergency shelters for homeless families, help operate these shelters, provide essential services to shelter residents, and rapidly re-house homeless individuals and families. For detailed information regarding ESG, please reference <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments> (At the bottom of the page click on the link to read the Regulations in the Federal Register).

Application Process

The Division welcomes your organization's FY 2019 application for ESG funding. Completed applications must be received by 12:00p.m. Noon, Friday, April 13, 2018 at the Division Administrative Office located at 810 Datura Street, Suite 350, West Palm Beach, Florida 33401. No applications will be accepted after this deadline. Applications must be delivered in person. No applications will be accepted by fax or email.

Applications will be reviewed by Division staff to ensure HUD eligibility criteria are met and that no fatal flaw items have been identified. If an ESG application is submitted to Palm Beach County with a fatal flaw, the application will automatically be disqualified. Accepted applications will then be reviewed and scored by the ESG Grant Review (Committee), who will make funding recommendations. The Committee's funding recommendations are then included with the Department of Housing and Economic Sustainability's Action Plan that is provided to the Board of County Commissioners for final approval. The Palm Beach County Board of County Commissioners has final decision-making authority for all awards.

Fatal Flaws

The following flaws will automatically disqualify applicants from funding:

1. Organization is ineligible to apply for funding as per HUD guidelines
2. Organization's application was submitted after the submission deadline
3. Required Original Application and five (5) copies were not provided
4. Match requirement is not clearly identified in budget
5. Non-Profit Status is not verified
6. HHA attendance requirement for general meetings (60% attendance) not met
7. HHA attendance requirement for sub-committee meetings (70% attendance) not met

Unified Grant Guidance

Subrecipients that receive ESG funding will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Match Requirements

All applicants must provide match funds in an amount that, at minimum, equals the amount of funds requested. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be clearly identified with your budget documentation. Detailed information regarding the requirements for matching ESG funds are described in the ESG Interim Rule Section 576.201 which can be found at <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments>.

HHA Meeting Attendance Requirement

In order to be considered for funding, organizations must meet the HHA attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Attachments 4 & 5 certify agency attendance by the Continuum of Care (COC) for the period October 1, 2016 to September 30, 2017.

Scoring Criteria

Palm Beach County makes ESG funds available to area non-profit organizations with programs currently serving the homeless and/or persons at risk of homelessness. Only Projects which demonstrate a definable program that serve the homeless and/or persons at risk of homelessness will be considered for funding. Applications will be scored based on the following criteria and must achieve a minimum score of 85 out of 100 to receive funding. This does not include Bonus Points.

1. FY19 ESG Coversheet (Attachment 1)

Coversheet must be attached to the original application and the five (5) copies of the application.

2. Categories & Activities (Attachment 2) (5 points)

Use Attachment 2 to select your proposed eligible activities from the Emergency Shelter or Rapid Re-Housing categories. Eligible activities are defined by HUD in the Federal Regulations Sections 576.102–576.106.

3. Project Narrative (25 points)

Describe, in detail, the activities for which funding is being requested. Include the following in your description:

- A. Specify the category and activities that will utilize ESG funds (as selected on attachment 1). Describe the clients/population that will be served, as stated in the Federal Regulations Section 576.2, and the process that will be followed to document their homelessness. Be very specific as to how these funds will be utilized.
 - Homeless Families with Children
 - Homeless Individuals

- Victims of Domestic Violence
- Homeless Youth

B. For Rapid Re-housing, include the following information in your narrative:

- How clients will be selected for service
- The maximum amount of assistance to be provided
- The maximum period to receive such assistance
- Types of services to be offered
- Who will provide the service(s)
- The process for procuring rental property for clients
- How the CoC Rapid Re-Housing standards have been utilized in establishing/operating the program

C. List the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis.

D. How will your proposed activity coordinate with the Senator Philip D. Lewis Center (Homeless Resource Center). Describe the support / coordination efforts.

E. Describe key staff that will be working on your ESG project. The description should include position titles, education and experience required. Including specific staff names is optional.

F. Describe the capacity of your organization. Include the following in your description:

- Length of time in business
- Length of time undertaking activity for which funding is being requested
- Number of full-time, paid administrative and/or fiscal staff
- Number of full-time, paid programmatic staff
- Number of active volunteers

G. Identify the dollar amount requested for each applicable ESG activity being selected under the Emergency Shelter and Rapid Re-Housing categories (as selected on attachment 2). If the requested ESG funding does not fully fund the activity, include the total cost for the activity and identify how the remainder of the cost will be covered by other funding sources.

H. Describe your organization's experience with federally funded programs other than ESG. Summarize the past five (5) years of funding, including the source, type of grant, award year, and performance.

I. Include an organizational chart with your project narrative.

4. Project Goals & Objectives (15 points)

Provide a narrative that states the goals and measurable objectives to be accomplished through the ESG funded eligible categories and activities during the FY 2019 period effective October 1, 2018 through September 30, 2019. If your agency serves families, provide an approximate number of households served for each objective including a breakdown of adults and children. Data is required in this format for reporting according to HUD protocols.

*For purposes of this question, **unduplicated individuals** and **unduplicated families** are defined as individuals or families who are counted only one time, regardless of how many times they are served during the ESG program year and regardless of how many services they may receive from your agency.*

5. Site Control & Compliance with Zoning & Land Use (5 points)

Applicants must submit site control documentation regardless of the activity you're applying for. Applicants operating projects out of County owned buildings are exempt and will automatically receive full points. Applicants operating in County owned buildings must include a letter in their application package stating that you operate in a County owned building and it must include the street address of the building.

Applicants in non-County owned buildings will be required to:

- Provide a letter of compliance with zoning and land use designations from the jurisdiction within which the activity will operate (*i.e. a municipal zoning department; or PBC Zoning Division, if within the unincorporated area*). The letter should include a full disclosure of the intended use of the facility during the FY 2019 period (October 1, 2018 through September 30, 2019) and a detailed description of the nature of the activity to take place on the premises, the number of beds to be maintained (*if applicable*), and any other data pertinent to the zoning authority's considerations; and
- Provide proof of site control for the FY 2019 period effective October 1, 2018 through September 30, 2019. In cases where the project/activity to be undertaken is conducted from a rental property and the terms of the lease do not cover the period, a copy of the lease, accompanied by a letter of intention from the property owner stating their intention to renew the lease for the period may be considered.

6. Budget Proposal (Attachment 3) (20 points)

Use Attachment 3 to document your proposed budget. The proposed budget must include program expenses and projected revenues from all funders of the program. Budget must also include source of match funds. Additionally, provide a separate narrative that describes, in detail, the following information:

- A. The needs that will be addressed by the activity for which funds are being requested;
- B. If this application is approved for funding in an amount less than the sum applied for, describe how the project would be affected and note what course of action your organization would take in response (*e.g. provide fewer units of service, seek other funding, etc.*).

7. Financial Audit (5 points)

Provide a copy of your most recent Independent Financial Audit, including the management letter, if issued. If no management letter has been issued, include a note to document this.

8. Monitoring Report and Cover Letter (15 points)

Provide a copy of your most recent ESG Monitoring Report. If there has been no previous ESG monitoring, submit the highest level monitoring report completed for your agency by a Federal, State, County or local foundation. The Federal Monitoring Report is preferred. Points will be deducted for any unresolved findings noted in the monitoring report. New agencies that have never been monitored by any of the above entities will not be eligible for the award of any points in this category.

9. HMIS (CLIENT TRACK) or ESG CAPER Report (10 points)

Domestic Violence Organizations must provide a comparable aggregate report.

All other organizations must provide a copy of the Agency ESG CAPER report for the period of October 1, 2016 to September 30, 2017.

The Client Management Information System (CMIS) hosted by Palm Beach County serves as the central database for collecting and updating data regarding the homeless and/or those at risk of homelessness and their needs. All agencies awarded ESG funds must participate in CMIS. All clients served with ESG funds must be entered into CMIS. Funding provided in the Emergency Shelter Category requires that all clients served be entered and exited in CMIS during the applicable fiscal year. Individuals and families served in the activity category of Rapid Re-housing under ESG must be entered into CMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their ESG contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect client confidentiality, yet still report statistical data. HUD requires Palm Beach County to compile this information as a condition of funding eligibility.

10. HHA Meeting Attendance Requirement (Attachment 4)

In order to be considered for funding, organizations must meet the HHA attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Attachments 4 & 5 certify agency attendance by the Continuum of Care (COC) for the period October 1, 2016 to September 30, 2017.

11. HHA Sub-Committee Meeting Attendance Requirement (Attachment 5) BONUS POINTS: 5

Organizations will be awarded bonus points if they meet the HHA 70% attendance requirement for **more than** one sub-committee meeting as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org. Attachment 5 shows attendance by agency and percentage for the period October 1, 2016 to September 30, 2017.

12. Non-Profit Status Verification

Only private non-profit organizations exempt from IRS taxation under section 501(c)(3) are eligible to apply. The organization must be incorporated and have an active status. A copy of the IRS letter of designation must be included in the application.

Summary Instructions:

Applications must be delivered in person to the Division of Human and Veteran Services as follows:

- **Include one complete original** application with attachments
- **Include Five (5) additional applications** (photocopies) with attachments - Use 8.5" x 11" paper for all attachments
- All application questions must be completed. Any missing or incorrect information will have a negative impact on your application. Use "N/A" only where a response is clearly not applicable.
- Application should be typed using 12pt font, single sided.
- Applications that are submitted without the required one (1) original and five (5) photocopies will not be considered.
- Submit application on or before the deadline.
- Include Attachment 1 (Cover sheet)
- Include Attachment 2 (Categories & Activities)
- Project Narrative
- Project Goals & Objectives
- Site Control
- Include Attachment 3 (Budget)
- Include Attachment 4 (HHA Membership Attendance)
- Include Attachment 5 (HHA Sub-Committee Attendance)

No waivers will be granted for applications submitted after the deadline. **Late applications will not be accepted. No exceptions.**

Submission of your application is final. Applications will be evaluated as submitted. Applicants may not volunteer additional information or documentation after their application has been submitted.

Timeline of Events

Please note the following dates:

- Technical Assistance Meeting: Monday, March 26, 2018, from 9:00am - 10:30am in the 2nd floor Conference Room located at 810 Datura Street, West Palm Beach, FL 33401.
- Application Due: Friday, April 13, 2018 by 12:00 pm Noon at the Human & Veteran Services Division Administrative Office located at 810 Datura Street, Suite 350, West Palm Beach, Florida 33401.
- ESG Non-Conflict Grant Review Committee Meeting: Monday, April 23, 2018, from 1:00pm - 5:00pm in the 2nd floor Conference Room, located at 810 Datura Street, West Palm Beach, Fl. 33401.

Cone of Silence

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP is due back to the department, which is April 13th, 2018 until the final ESG allocations are approved by the Board of County Commissioners.

All parties interested in submitting a proposal will be advised of the following:

Lobbying- "Cone of Silence"

Respondents are advised that his application will require a Cone of Silence. Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which end the solicitation process.

Grievance Notice

Grievance Notice Form

Palm Beach County Board of County Commissioners, Community Services Department- ESG Funding

Grievances may be filed by an entity submitting an RFP (Proposer) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.

If you wish to file a grievance with the Palm Beach County Board of County Commissioners, Emergency Solutions Grant, this Grievance Notice Form must be completed, submitted, and received by the Director of the Department of Community Services within seven (7) business days of April 23, 2018. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Department of Community Services. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Mr. James Green, Director
Department of Community Services
810 Datura Street, First Floor
West Palm Beach, Florida 33401
JGreen1@pbcgov.org

Entity Filing Grievance: _____

Which process was allegedly deviated from?

Describe in detail the alleged deviation; including how you were directly affected and what remedy you seek (add additional pages as needed):

