



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

HSG-1005
08/24/2018

Emergency Solutions Grant (ESG) Application 2019

The County of San Luis Obispo is pleased to announce the availability of funds for the Emergency Solutions Grant (ESG) program. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate such shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless. Please review the ESG regulations found at 24 CFR Part 576 at www.sloplanning.org under "Federal HUD Grants" before completing this proposal. **The anticipated maximum funding amount under the 2019 ESG program is \$146,000.** Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to **ActionPlan@co.slo.ca.us** by the application deadline of **5:00 P.M., Friday, October 19, 2018**. Please label your email subject with the grant program name and the agency name (Example: ESG – CAPSLO). *Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

| | |
|-------------------------|--|
| (1-1) Organization Name | |
| DUNS Number | |
| Project Manager/Title | |
| Phone/ Fax Numbers | |
| Email | |
| Address | |
| City, State, Zip | |

PROJECT SUMMARY

| | |
|--|--|
| (2-1) Project/Program Title | |
| Project/Program Address | |
| Jurisdiction/Area Served | |
| Project type (select one): | |
| <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Street Outreach <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> HMIS | |

2019 ESG APPLICATION

| | | | |
|-----------------------------------|--|-----------------------|--|
| (2-2) Brief Project Description: | | | |
| | | | |
| (2-3) Total ESG Funding Requested | | | |
| Total Cost to Complete Project | | | |
| Anticipated Start Date: | | Anticipated End Date: | |

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

| | | | | | |
|---------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|---------------------------------|
| (3-1) Type of Agency | <input type="checkbox"/> 501 (c)(3) | <input type="checkbox"/> For Profit | <input type="checkbox"/> Gov't/Public | <input type="checkbox"/> Faith-based | <input type="checkbox"/> Other: |
| Date of Incorporation | | | Annual Operating Budget | | |
| Number of Paid Staff | | | Number of Volunteers | | |
| (3-2) Agency Mission Statement: | | | | | |
| | | | | | |

2019 ESG APPLICATION

(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.) List projects of similar size and type that your organization has completed.

(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project:

2019 ESG APPLICATION

(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project:

(3-6) Will the services offered by your organization increase or expand as a result of ESG assistance?

Yes ☐ **No** ☐ If YES, please answer the following questions:

What new programs or services will be provided?

Describe how existing programs or services will be expanded and what percentage of an increase is expected?

2019 ESG APPLICATION

PROJECT DETAILS/DESCRIPTION (35 points)

(4-1) Please describe the proposed project or program. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

(4-2) Please estimate the number of unduplicated persons (or households) to benefit from the project. Note: Unduplicated means the number who are served, i.e., the grant will provide emergency shelter for 25 persons for one week – not 25 persons x 7 days = 175.

| (Check box if project serves households or individual persons) | Number | Households | Persons |
|---|--------|--------------------------|--------------------------|
| TOTAL Number of Persons or Households: | | <input type="checkbox"/> | <input type="checkbox"/> |
| Of the total number of households entered above, <u>how many are households with children:</u> (include all adults and children) | | <input type="checkbox"/> | <input type="checkbox"/> |
| Of the total number of households entered above, <u>how many are households without children:</u> (singles/couples without children) | | <input type="checkbox"/> | <input type="checkbox"/> |
| Of the total number of households entered above, | | <input type="checkbox"/> | <input type="checkbox"/> |

2019 ESG APPLICATION

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| how many are households with only children: (persons under 18 years of age) | | | |
|---|--|--|--|

(4-3) Please provide the following quantified, projected accomplishments for the 12-month contract period for the persons and households described in the previous question. Mark "N/A" for all categories not covered in the project.

| | |
|--|--|
| Emergency Shelter: | |
| Projected persons to be served: | |
| Projected % of participants exiting the program that will move into permanent housing: | |
| Projected % of adult participants exiting the program that have more income at exit: | |
| Projected % of adult participants exiting the program that have employment income at exit: | |
| Street Outreach: | |
| Projected persons to be served: | |
| Other (please describe): | |
| Rapid Re-Housing: | |
| Projected persons to be served: | |
| Projected % of participants exiting the program that will remain in permanent housing: | |
| Projected % of adult participants exiting the program that have more income at exit: | |
| Projected % of adult participants exiting the program that have employment income at exit: | |
| Homelessness Prevention: | |
| Projected persons to be served: | |
| Projected % of participants exiting the program that will remain in permanent housing: | |
| Projected % of adult participants exiting the program that have more income at exit: | |
| Projected % of adult participants exiting the program that have employment income at exit: | |

(4-4) Please describe how your program will support one or more national priorities established in "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness" as described below:

- A. Finish the job of ending chronic homelessness in five years**
- B. Prevent and end homelessness among veterans in five years**
- C. Prevent and end homelessness for families, youth, and children in ten years**
- D. Set a path to ending all types of homelessness**

2019 ESG APPLICATION

(4-5) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

(4-6) How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics.) Please provide a sample of your intake process as an attachment if possible.

2019 ESG APPLICATION

FINANCIAL INFORMATION (25 points)

(5-1) Please break down the ESG funding request by the activities for which it will be used.

A maximum of 60% of the program year grant may be allocated to Emergency Shelter and Street Outreach activities.

| Activity: | Amount: |
|---|---------|
| Emergency Shelter | |
| Street Outreach | |
| Rapid Re-Housing – Rental Assistance | |
| Rapid Re-Housing – Housing Relocation and Stabilization Services | |
| Homelessness Prevention – Rental Assistance | |
| Homelessness Prevention – Housing Relocation and Stabilization Services | |
| HMIS | |
| Subtotal | |
| Administration (not to exceed 3.75% of the requested ESG funds) | |
| TOTAL | |

(5-2) Do you have any ESG funds remaining from prior Fiscal Year allocations?

Yes ☐ No ☐ If YES, answer the following:

| | |
|---|--|
| What fiscal year did you receive funding? | |
| What project did you receive funding for? | |
| How much is remaining? | |

(5-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

| | |
|---------------------------|--|
| ESG Funds Requested | |
| Other Federal Fund(s) | |
| State Source(s) | |
| Local Source(s) | |
| Applicants Matching Funds | |
| Other: | |

2019 ESG APPLICATION

(5-4) Identify the source and amount of any non-ESG funding (both cash and non-cash) committed to the project which may qualify as local match under ESG regulations. There is a local funding match requirement of 100% for the amount of ESG funds requested.

Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the ESG program. Non-cash services must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization.

| Source(s): | Amount: |
|------------|---------|
| | |
| | |
| | |
| | |
| TOTAL | |

2019 ESG APPLICATION

(6-1) Please provide a brief description of each project for which you are requesting funds, and mark “N/A” for components that are not a part of this application. (5 points)

Please also include a schedule of milestones (using Exhibit A) and a description of how the project will benefit the target population. Additionally, please describe the eligible types of services proposed under each component.

| Emergency Shelter (for homeless in emergency shelters only) | |
|---|---|
| Number of persons served: | |
| Number of households served: | |
| Service Type | Portion of Funding Request ("N/A" if not applicable) |
| Essential services (i.e. case management, child care, education services, employment assistance and job training, etc.) | |
| Shelter operations (i.e. maintenance, rent, security, insurance, etc.) | |
| Renovation (i.e. labor, materials, tools, etc.) | |
| Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population: | |
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2019 ESG APPLICATION

| Street Outreach (for unsheltered homeless only) | |
|---|---|
| Number of persons served: | |
| Number of households served: | |
| Service Type | Portion of Funding Request ("N/A" if not applicable) |
| Engagement | |
| Case Management | |
| Emergency Health Services | |
| Emergency Mental Health Services | |
| Transportation | |
| Services for Special Populations | |
| Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population: | |
| | |

2019 ESG APPLICATION

| Rapid Re-Housing | |
|---|---|
| Number of persons served: | |
| Number of households served: | |
| Service Type | Portion of Funding Request ("N/A" if not applicable) |
| Housing Relocation and Stabilization Services | |
| Application fees, deposits, utility payments, last month's rent | |
| Housing search and placement | |
| Housing stability case management | |
| Mediation | |
| Legal services | |
| Credit repair | |
| Short-Term and Medium Term Rental Assistance | |
| Short- and long-term rental assistance | |
| Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population: | |
| <div></div> | |

2019 ESG APPLICATION

| Homelessness Prevention | |
|---|---|
| Number of persons served: | |
| Number of households served: | |
| Service Type | Portion of Funding Request ("N/A" if not applicable) |
| Housing Relocation and Stabilization Services | |
| Application fees, deposits, utility payments, last month's rent | |
| Moving costs | |
| Housing search and placement | |
| Housing stability case management | |
| Mediation | |
| Legal services | |
| Credit repair | |
| Short-Term and Medium Term Rental Assistance | |
| Short- and long-term rental assistance | |
| Provide a brief narrative about the proposed project services/activities and a description of how the project will benefit the target population: | |
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2019 ESG APPLICATION

| HMIS | |
|---|---|
| Activity | Portion of Funding Request ("N/A" if not applicable) |
| Purchasing software/licenses | |
| Purchasing/leasing hardware or equipment | |
| Technical support | |
| Leasing office space | |
| Utility services necessary to operate HMIS | |
| Salaries for operating HMIS | |
| Travel to attend approved HMIS training | |
| Travel costs to conduct HMIS intake | |
| Provide a brief narrative about the proposed project: | |
| <div></div> | |

2019 ESG APPLICATION

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2019 ESG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

| Federal Requirements | | Initials |
|---------------------------------|---|----------|
| Affirmative Marketing | Quarterly and annual reports shall be submitted by the project/program manager to the County for ESG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups. | |
| Americans with Disabilities Act | Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990. | |
| Assessment | Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system, each ESG-funded program or project must use the assessment system per 24 CFR 576.400. | |
| Audits | Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant. | |
| Civil Rights Act | Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. | |
| Conflict of Interest | (2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to ESG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency | |

2019 ESG APPLICATION

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| Debarment Status of Contractors | Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/) | |
| Drug-Free Workplace | Certify that it will provide a drug-free workplace. | |
| Environmental Review | Prior to HUD's release of grant conditions and/or funds for the ESG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf . | |
| Financial Management | Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. | |
| | Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis. | |
| | Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326. | |
| HMIS Reporting | All homeless service providers applying for ESG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and | |

2019 ESG APPLICATION

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|---------------------|--|--|
| | https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf . | |
| Lobbying Activities | Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement. | |
| Lobbying Disclosure | <p>The undersigned certifies to the best of his or her knowledge and belief, that:</p> <p>A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.</p> <p>B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.</p> <p>C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> | |

2019 ESG APPLICATION

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| | This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | |
| Mandatory Disclosure | The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321). Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the County. | |
| Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting | Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with ESG funds with contracts of \$10,000 or greater, in a format that will be provided by the County. | |
| Religious Activities | Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization. | |
| Section 504 | Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance. | |
| Quarterly Reports | Reporting of beneficiary data on a quarterly and year-end basis is required for HUD purposes. | |

Do not hesitate to contact Allison Rustick at: arustick@co.slo.ca.us, or by phone at 805-781-1141 if you have any questions.

2019 ESG APPLICATION

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature

DATE

Printed or Typed Name

Title

2019 ESG APPLICATION

Exhibit A – Work Plan and Performance Schedule

List all project milestones and their anticipated work period. There will be an opportunity to update the project timeline after grant notification and before executing a grant agreement. Any proposed changes, including extension and early completion, must be requested in writing and approved in advance by the jurisdiction receiving the funding application. Project schedule should be comprehensive and include clear documentation that the project is ready to start upon approval of funding. Project schedule should be feasible and able to be completed within the 12- or 18-month period as applicable. Applicant will assume all financial risk if work on the proposed project begins before environmental clearance is obtained.

| Task/Activity (Starts July 1, 2018) | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
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