

2019

west virginia
CAD

Emergency Solutions Grant

APPLICATION FOR FUNDING

WEST VIRGINIA DEVELOPMENT OFFICE / COMMUNITY ADVANCEMENT & DEVELOPMENT
1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305-0311



2019 Emergency Solutions Grant Application

If you have any questions or require assistance, please contact our office.

E-mail Lee Tabor Program Manager lee.g.tabor@wv.gov
 Jeremy Hutchinson Compliance Manager jeremy.r.hutchinson@wv.gov
 Jennifer Ferrell Interim Director, WVCAD jennifer.l.ferrell@wv.gov

Phone (304) 558-2234

Fax (304) 558-2246

U.S. Mail West Virginia Community Advancement and Development (WVCAD)
 Emergency Solutions Grant
 1900 Kanawha Boulevard East
 Building 3 Suite 700
 Charleston, West Virginia 25305-0311

Application Submission Timeline	
Application Released	March 21, 2019
Technical Assistance Call 1	March 28, 2019
Technical Assistance Call 2	April 1, 2019
Application Submittal Deadline	April 26, 2019
Notification of Approval	June 14, 2019
Grant Agreement to Sub-recipients	July 1, 2019

Federal Award Number - E19DC540001
CFDA Number HUD - 14.231



Table of Contents

Application Checklist	3
Section 1: Overview	4
Section 2: Award Information	8
Section 3: Eligibility Information	9
Section 4: WVCAD 2019 ESG Application	13
<i>Applicant Narrative</i>	13
<i>Applicant General Process Information</i>	16
<i>Program Component Narrative</i>	21
<i>General Administrative Narrative</i>	32
Attachments	34
<i>Attachment A: Budget/Outcome form</i>	34
<i>Attachment B: Certificate of Continuum of Care Participation</i>	35
<i>Attachment C: ESG Certifications</i>	37
<i>Attachment D: Organizational Chart</i>	42
<i>Attachment E: Nonprofit Organization Tax Exempt Form and SAM Registration</i>	43
<i>Attachment F: Local Government Approval for Shelter Activities</i>	44
Section 5: Submission and Review	45
Section 6: Technical Assistance	46



Funded By the U.S. Department of Housing and Urban Development.

2019 Emergency Solutions Grant Application Checklist

(Checklist must be completed and submitted with the application)

Applicant Name

A digital copy of the application must be received by WVCAD by **Friday, April 26, 2019** no later than 5:00 p.m. The application should include this Grant Application Checklist followed by each item in the order it appears below.

All applicants must complete the following sections in their entirety:

- Application Checklist
- Application
- Applicant Narrative
- Applicant General Process Information
- Program Component Narrative
- General Administrative Narrative

The following attachments must be submitted by all applicants if applicable:

- Attachment A:** Budget/Outcome Forms
- Attachment B:** Certificate of Continuum of Care Participation and Coordination
- Attachment C:** ESG Applicant Certifications
- Attachment D:** Organizational Chart
- Attachment E:** Nonprofit Organization's Tax-exempt Status and SAM Registration
- Attachment F:** Local Government Approval for Nonprofit Organizations Conducting Emergency Shelter Activities

By submitting this application, I certify that the applicant meets all eligibility requirements.

Signature of Authorized Official

Date

Printed Name of Authorized Official/Title

A. INTRODUCTION

1. The U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) evolved in 2011 from the Emergency Shelter Grant program as part of a comprehensive Federal Strategic Plan to Prevent and End Homelessness. In ***Home, Together: The Federal Strategic Plan to Prevent and End Homelessness*** published in 2018, stability because of housing interventions and supportive services for the homeless community is clearly stated.

"We are making this progress because communities are focused more than ever on the ultimate solution to homelessness: Home. And they are doing this work by breaking down silos and working together in profoundly new ways. To help people find the stability of home, communities are embracing Housing First practices, through which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Communities are also developing coordinated homelessness service systems so that people who need help are identified quickly, their needs and strengths are assessed, and they can be matched to the appropriate local housing and services opportunities and social supports. Through housing interventions like supportive housing and rapid re-housing, individuals and families are connected to the tailored array of community services that can help them stay and succeed in their home and pursue economic advancement."

2. ***Home, Together*** is supported by the mandates of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and recognizes ending homelessness requires collaborative efforts to align collective resources toward eradicating homelessness.

B. PURPOSE OF PROGRAM

The purpose of the ESG program is to assist individuals and families quickly to regain stability in permanent housing after experiencing a housing crisis or homelessness.

C. PROGRAM DESCRIPTION

1. West Virginia Community and Development (WVCAD) administers the Emergency Solutions Grant in West Virginia as a pass-through entity of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination, including:
 - a. Consultation with Continuums of Care (CoC);
 - b. Coordination with other programs targeted to people experiencing homelessness;
 - c. Coordination with mainstream resources (health, employment, education);
 - d. Centralized or coordinated assessment;
 - e. Written standards for providing ESG assistance; and
 - f. Participation in Homelessness Management Information System (HMIS), or in the case of victim services providers, a comparable system.

2. WVCAD will work closely with the CoCs in the State to evaluate how effectively programs meet the needs of those experiencing homelessness within the CoC. The Emergency Solutions Grants program is designed to meet the needs of those who are experiencing homelessness or at risk of becoming homeless in the State, and resources will be allocated to applicants with the best outcomes for those they serve.
3. This program is targeted to individuals and families who without this assistance will become or remain homeless.
4. Program emphasis should be placed on providing adequate assessment of program participant's housing barriers with a focus on moving them to permanent housing as soon as possible. The goal is that no one is homeless (living on the streets or in emergency shelter) for more than 30 days. ESG program participants should connect with other mainstream resources to assure the most impact with the least amount of ESG funds used, since there are rarely sufficient funds to serve all persons at-risk of homelessness. Communities must limit the use of funds for those individuals who lack the resources or support systems to remain in housing without intervention.

D. COMPONENTS OF THE PROGRAM

1. Street Outreach

- a. Street Outreach includes activities that are designed to meet the immediate needs of unsheltered individuals or families by connecting them with emergency shelters, housing and/or critical health services.

2. Emergency Shelter

- a. Shelters are urged to practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who truly but for this assistance would be staying in a place not meant for human habitation.
- b. Shelters are expected to provide Rapid Re-housing (RRH) to better meet the needs of those they serve. If the site does not provide RHH, then a partnership with the agency providing RRH services to the community must be in place. RRH is the key to moving people from homelessness into housing.
- c. Shelters should strive to ensure that no one is in their shelter longer than 30 days. This is not a deadline to be used to exit individuals from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.
- d. All shelter funded applicants must follow the *Basic Standards for Shelters* located at 24 CFR 576.403 (b) to receive funding. Pass through entities are responsible for monitoring project sponsors to confirm all requirements are met.
- e. To receive funds, shelters are required to have the approval of the local unit of government in which they will operate. Please refer to **Attachment F**.

3. **Rapid Re-housing**

- a. Rapid Re-housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of the individual or family becoming homeless. Programs should be developed to serve those with the highest barriers to housing. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving Rapid Re-housing must be reevaluated at least once per year and do not have to meet the 30% of Area Median Income (AMI) threshold.
- b. No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to six months of arrears.
- c. Those applicants requesting funds for Rapid Re-housing will be required to participate with their respective Continuum of Care in the HMIS data collection and will be responsible for participating in the share of those licensing costs per agency. ESG funds may be used for such. Please contact the local Continuum of Care for more details.

4. **Homelessness Prevention**

- a. Financial assistance includes rent and utility assistance in the cases where eligible program participants:
 - i. Cannot make the required payments due to a sudden reduction in income;
 - ii. The assistance is necessary to avoid the eviction or termination of services;
 - iii. There is a reasonable prospect that the family will be able to resume payments within a reasonable period;
 - iv. The assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.
- b. All program participants receiving prevention services must have household income at or below 30% AMI. Detailed information on AMI can be found here: <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- c. No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to six months of arrears.

E. GENERAL ESG PROGRAM GUIDANCE

1. Staff costs should be limited to 30% of the overall program budget requested.
2. Rapid Re-housing costs should be at least 80% of the combined Rapid Re-housing and Homelessness Prevention budgets.
3. Homelessness Prevention costs cannot be greater than 20% of the combined Rapid Re-housing and Homelessness Prevention budgets.
4. Ineligible costs include, but are not limited to:

- a. Recruitment of staff
 - b. Depreciation for assets that have outlived their depreciable lives
(Use allowance method no longer allowed)
 - c. Costs associated with the agency rather than the specific program
 - d. Any costs associated with advertisements, pamphlets, surveys, etc.
 - e. Staff training, entertainment, conferences, or retreats **(WVCAD approval required)**
 - f. Public relations
 - g. Bad debts and/or late fees
 - h. Program participant mortgage and/or debt services
 - i. Mortgage assistance
5. Documentation of program participant's homeless situation is an essential part of ESG program compliance. File documentation is required to verify need of every program participant receiving shelter, rapid rehousing, and/or homelessness prevention services, as defined on the WVCAD Homeless Certification and WVCAD At-risk of Homeless Certification. These forms can be found on WVCAD's website: <http://www.wvcad.org/resources> under "Emergency Solutions Grant (ESG)."
 6. Third-party documentation is the preferred method and can be gathered at the time of referral, entry, intake or orientation to the ESG program. All documentation must be retained in the program participant's file.
 7. All facilities and housing units where program participants move must meet basic habitability standards. This documentation must be included in all program participants' files. A sample habitability checklist can be found on WVCAD's website: <http://www.wvcad.org/resources> under "Emergency Solutions Grant (ESG)."
 8. Fair Housing requirements:
 - a. The applicant must maintain and continuously update a listing of Fair Housing resources and place the Fair Housing logo on all materials relating to their housing programs.
 - b. An individual will be designated the Fair Housing contact person who will be available during business hours.
 - c. The Fair Housing contact person will maintain a running log to record Fair Housing issues, complaints and distribution of fair housing materials per program requirements.
 - d. The Fair Housing contact person will respond to all fair housing issues and/or complaints in accordance with program requirements.
 - e. The applicant will conduct business and provide emergency housing from a barrier-free facility or make a reasonable accommodation for persons with impaired mobility.
 9. Applicants providing Rapid Re-housing or Homelessness Prevention must secure a separate agreement between their agency and the landlord for each entity providing rental assistance to a program participant.

F. GENERAL GOALS AND OBJECTIVES

1. The WVCAD ESG program should exhibit interagency collaboration to address the five goals outlined in the U.S. Interagency Council on Homelessness' Federal Strategic Plan to Prevent and End Homelessness titled *Home, Together: The Federal Strategic Plan to Prevent and End Homelessness*. Those goals are:
 - a. To end homelessness among Veterans,
 - b. To end chronic homelessness among people with disabilities,
 - c. To end homelessness among families with children,
 - d. To end homelessness among unaccompanied youth, and
 - e. To end homelessness among all other individuals.
2. All applicants are to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen not only the ESG program but also its program participants. Applicants must demonstrate community collaboration.

Section 2: Award Information

FUNDING AVAILABILITY

1. Grant Agreements will be awarded on a competitive basis following evaluation of all eligible applications per the rating factors described in *Section Four: Application*. WVCAD anticipates the potential for several awards to be made with this funding. Total funding available for this project is approximately \$1.4 million.
2. The start date for this award is July 1, 2019. The period of performance is July 1, 2019 to September 30, 2020.
3. Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with WVCAD, or a letter to proceed.

Section 3: Eligibility Information

A. ELIGIBLE APPLICANTS

1. Nonprofit agencies are eligible applicants for ESG funding and are referred to as "Sub-recipients" where funding is received directly from WVCAD.
2. Every entity that receives federal funds has fiduciary and contractual obligations to:
 - a. Use federal funds to provide the allowable services;
 - b. Can track those funds and expenditures in compliance with federal grant requirements; and
 - c. Have in place an adequate financial system supported by robust internal controls and financial oversight.
3. Eligible applicants must be:

- a. A nonprofit 501(c)(3) and be current on 990 filings at time of application;
- b. Comply with ESG guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws;
- c. Have established accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and can track agency and program expense by revenue source;
- d. Submit, as part of this application, the applicant's West Virginia Business License and IRS 501(c)(3) determination letter;
- e. Can demonstrate prior experience serving individuals and families at-risk of, or currently experiencing homelessness;
- f. Certify that they will fully utilize the Homelessness Management Information System (HMIS) and the Shelter Point module within the HMIS, or comparable system as in the case of domestic violence applicants; and
- g. Participate in the official Continuum of Care in the applicant's area.

B. MATCHING

ESG has a dollar-for-dollar **matching requirement**. Match can be cash or non-cash (in-kind). To be considered match, the expense or in-kind contribution must be something that would be an allowable expense to the ESG program if there were enough money in the grant to pay for it.

C. ELIGIBLE ACTIVITIES

Eligible activities are focused on housing—either financial assistance to help pay for housing or services designed to keep people in housing or to obtain housing. This assistance is *not* intended to provide long-term support for program participants, nor will it be able to address all the financial and supportive service needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. As of July 1, 2015, WVCAD no longer funds transitional housing.

1. **Street Outreach:** See 24 CFR 576.101

Essential Services are those related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

Eligible activities include:

- a) Engagement,
- b) Case management,
- c) Emergency health services,
- d) Mental health services,
- e) Transportation, and
- f) Services for special populations.

2. **Emergency Shelter:** See 24 CFR 576.102

Provide essential services to homeless families or individuals in emergency shelters. Eligible services/activities include:

- a) Case management,
- b) Child care,
- c) Education services,
- d) Employment assistance,
- e) Job training,
- f) Outpatient health services,
- g) Legal services,
- h) Life skills training,
- i) Mental health services,
- j) Substance abuse treatment services,
- k) Transportation, and
- l) Services for special populations.

Shelter Operations eligible activities include:

- a) Maintenance,
- b) Rent of the space used for shelter,
- c) Repair,
- d) Security,
- e) Fuel,
- f) Equipment,
- g) Insurance,
- h) Utilities,
- i) Food for the provision of meals to shelter residents,
- j) Furnishings,
- k) Supplies necessary for the operation of the emergency shelter, and
- l) Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

3. **Rapid Re-housing:** See 24 CFR 576.104

- i. Rapid Re-housing activities include relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- ii. Eligible costs include:
 - a) Case Management: *personnel and fringe benefits;*
 - b) Rental Assistance: *rental assistance and rental arrears;*

- c) Financial Assistance: *rental application fees, security and utility deposits, utility payments, last month's rent, moving costs; and*
- d) Services: *housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.*

d. Homelessness Prevention: See 24 CFR 576.103

- i. Homelessness Prevention activities include housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to:
 - a) An emergency shelter;
 - b) A place not meant for human habitation; or
 - c) Another place such as a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.
- ii. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.
- iii. Eligible costs include:
 - a) *Case Management:* personnel and fringe benefits;
 - b) *Rental Assistance:* rental assistance and rental arrears;
 - c) *Financial assistance:* rental application fees, security and utility deposits, utility payments, last month's rent, moving costs;
 - d) *Services:* housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

e. Data Collection (HMIS): See 24 CFR 576.107

- i. ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.

f. Administration

- i. Up to 2.5% of an applicant's total allocation can be used for administrative activities which include costs such as:
 - a) Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services;
 - b) Other costs for goods and services required for the administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space;
 - c) Staff salaries, wages, and related costs of staff engaged in eligible program administration activities; and
 - d) Audit costs for only those pro-rated costs associated with any federal required single audits.

D. PROGRAM REQUIREMENTS

1. In accepting funds, applicants must comply with the following minimum requirements which allow them to:
 - a. Engage homeless individuals and families living on the street;
 - b. Improve the quality of emergency shelters for homeless individuals and families;
 - c. Help operate these shelters;
 - d. Provide essential services to shelter residents;
 - e. Rapidly rehouse homeless individuals and families; and
 - f. Prevent individuals and families from becoming homeless.

E. GRANT PERFORMANCE

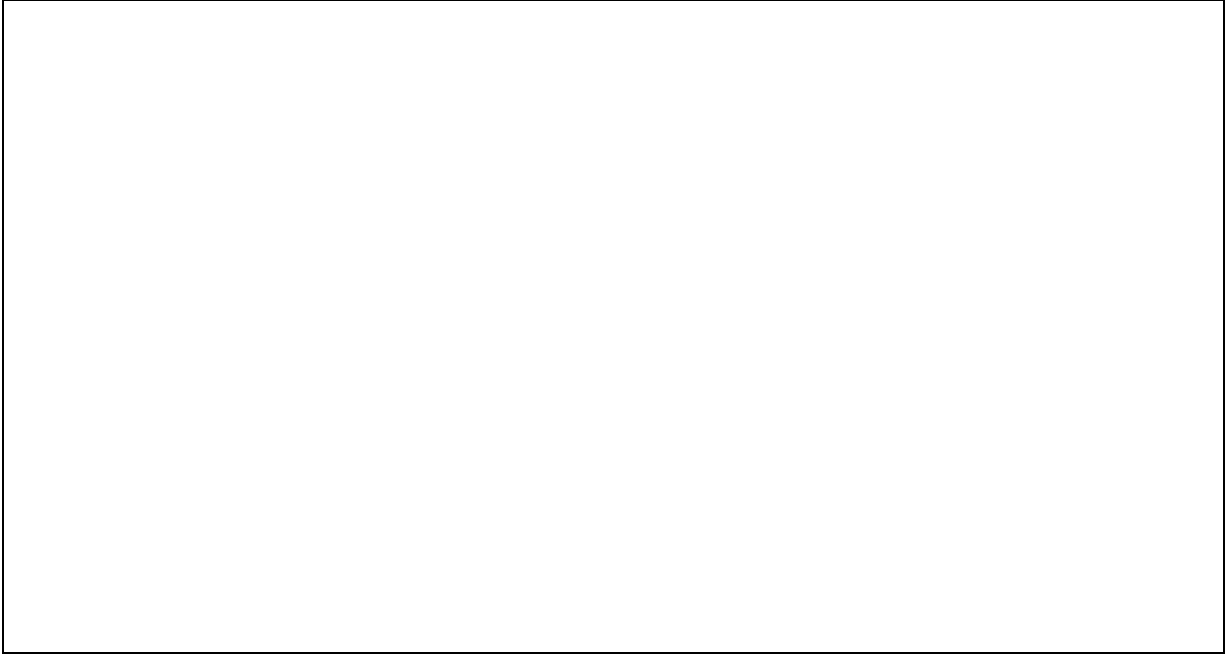
1. The successful applicant will enter an agreement with WVCAD for services to be performed. The term of the grant is July 1, 2019 through September 30, 2020. Dates are predicated on the availability and release of funds from HUD.
2. To ensure program effectiveness and the best outcomes for program participants, WVCAD funding decisions may take into consideration applicant performance, including but not limited to:
 - a. Progress in meeting projected program goals and outcomes;
 - b. Timely and accurate reporting; and
 - c. Effective and timely use of all available resources to meet the ESG goals and outcomes.
3. WVCAD reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event WVCAD may solicit applications for another provider to serve the area.

Section 4: Application

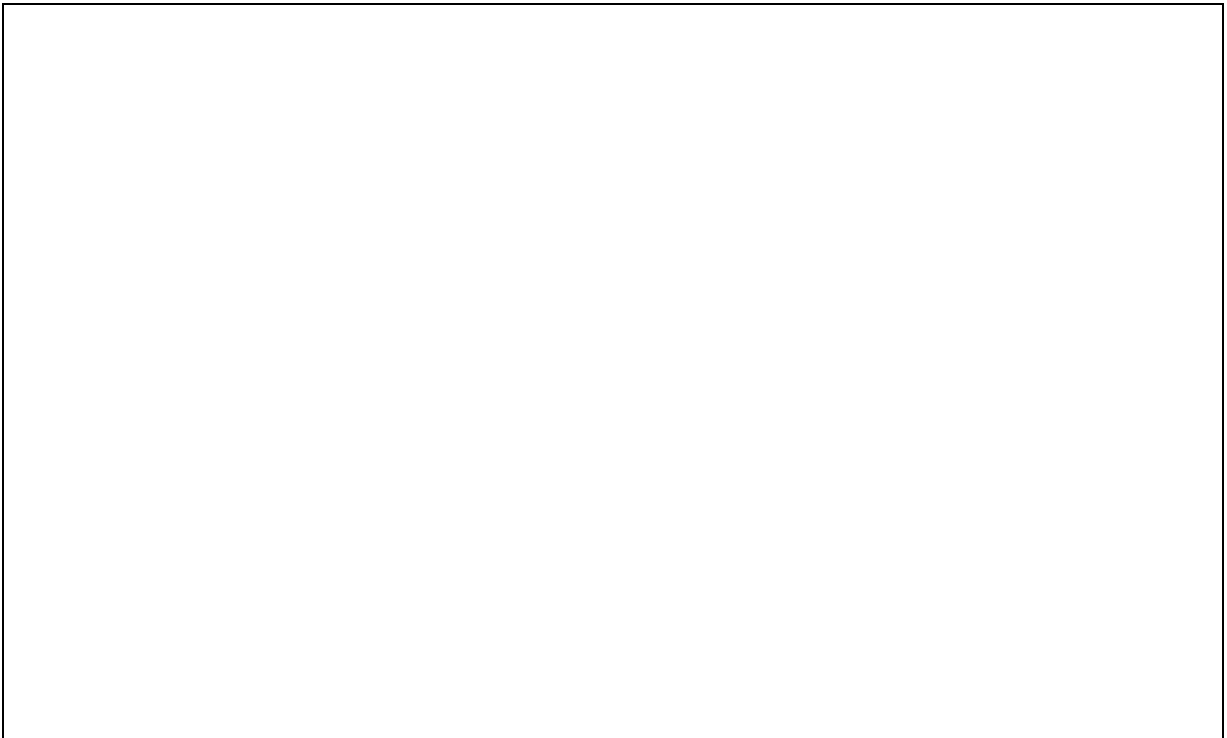
APPLICANT NARRATIVE *(required of all applicants)*

This narrative describes the applicant and must clearly address **all items** below:

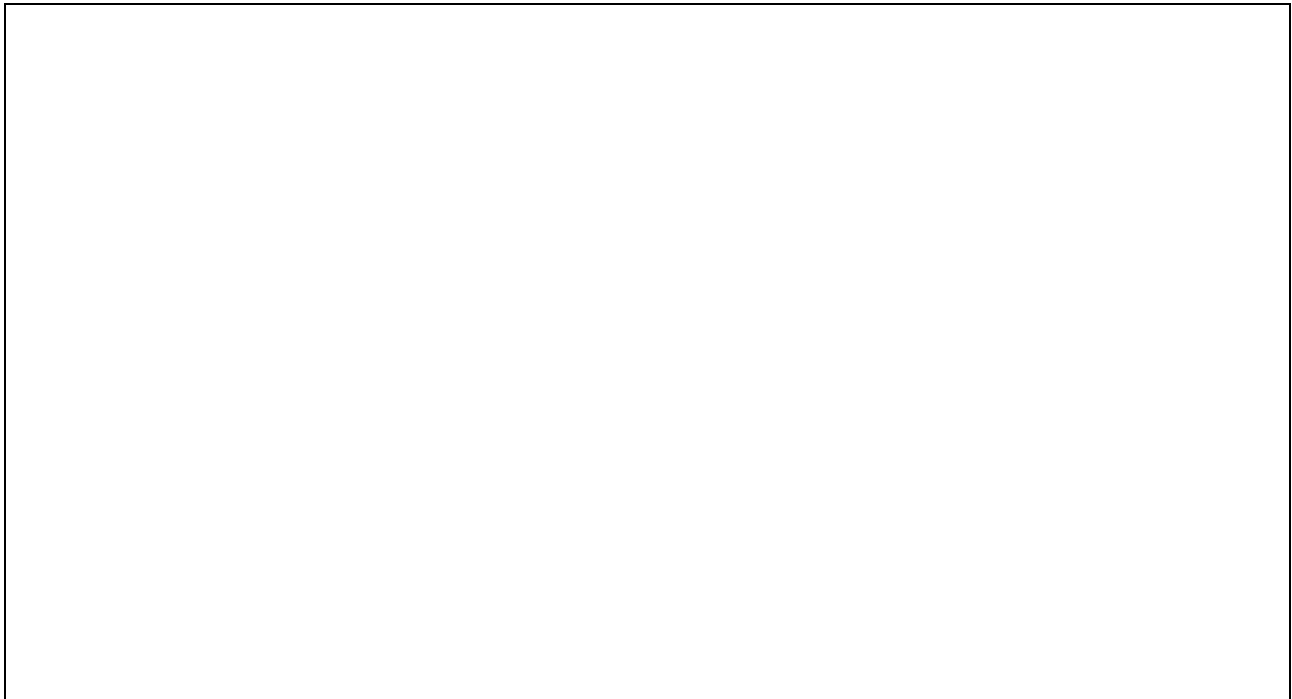
1. What is the geographic area served by the applicant?



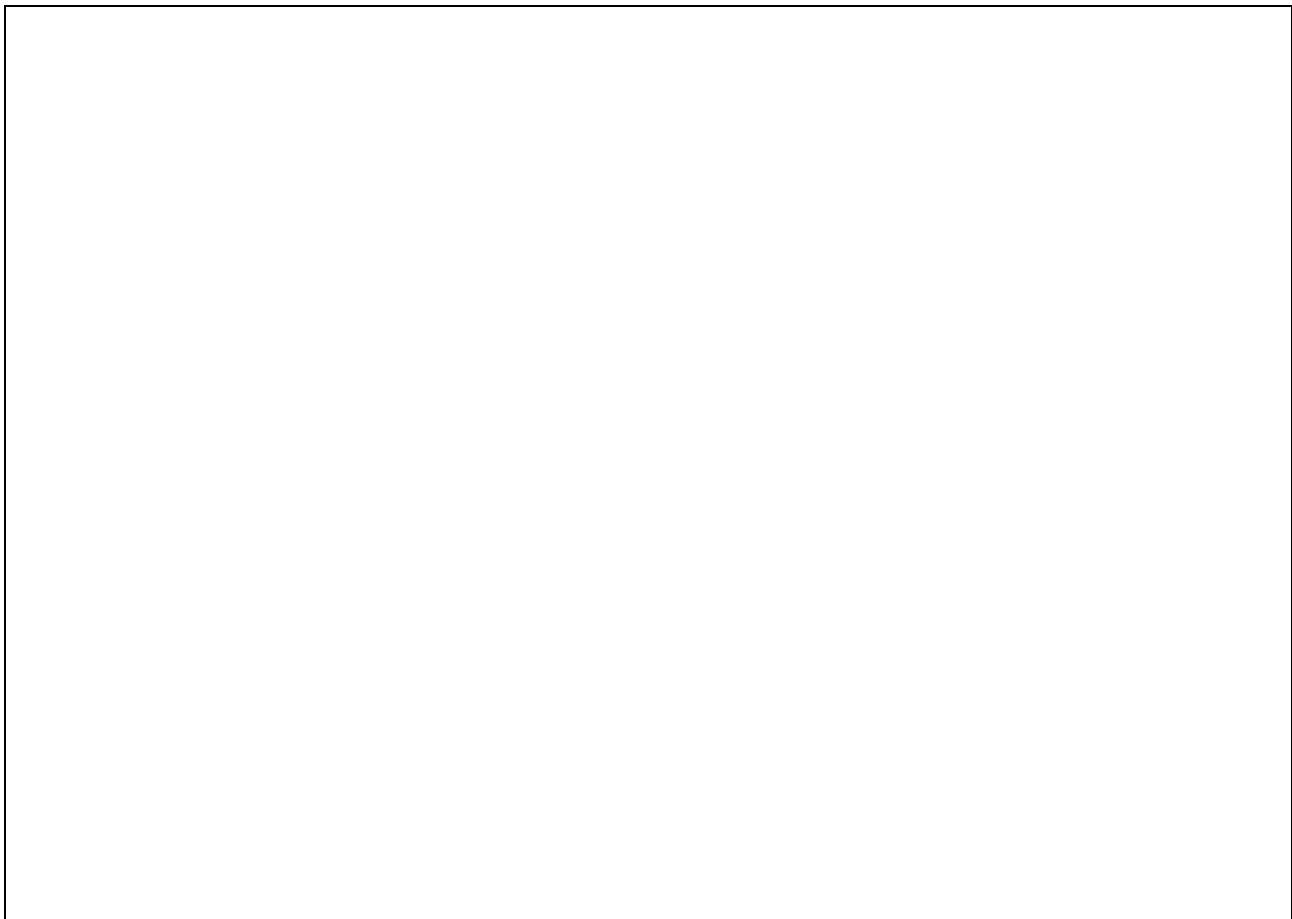
2. What is the address of the main and any satellite office?



3. What is the applicant's mission statement?



4. What programs and services does the applicant provide?



5. How will the ESG grant program help the applicant fulfill its mission?

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed answer to the question above. The box occupies most of the page's vertical space.

APPLICANT GENERAL PROCESS INFORMATION

Describe the applicant’s participation in the local centralized or coordinated assessment system.

Describe the applicant’s intake process.

Are intakes standardized? Yes No

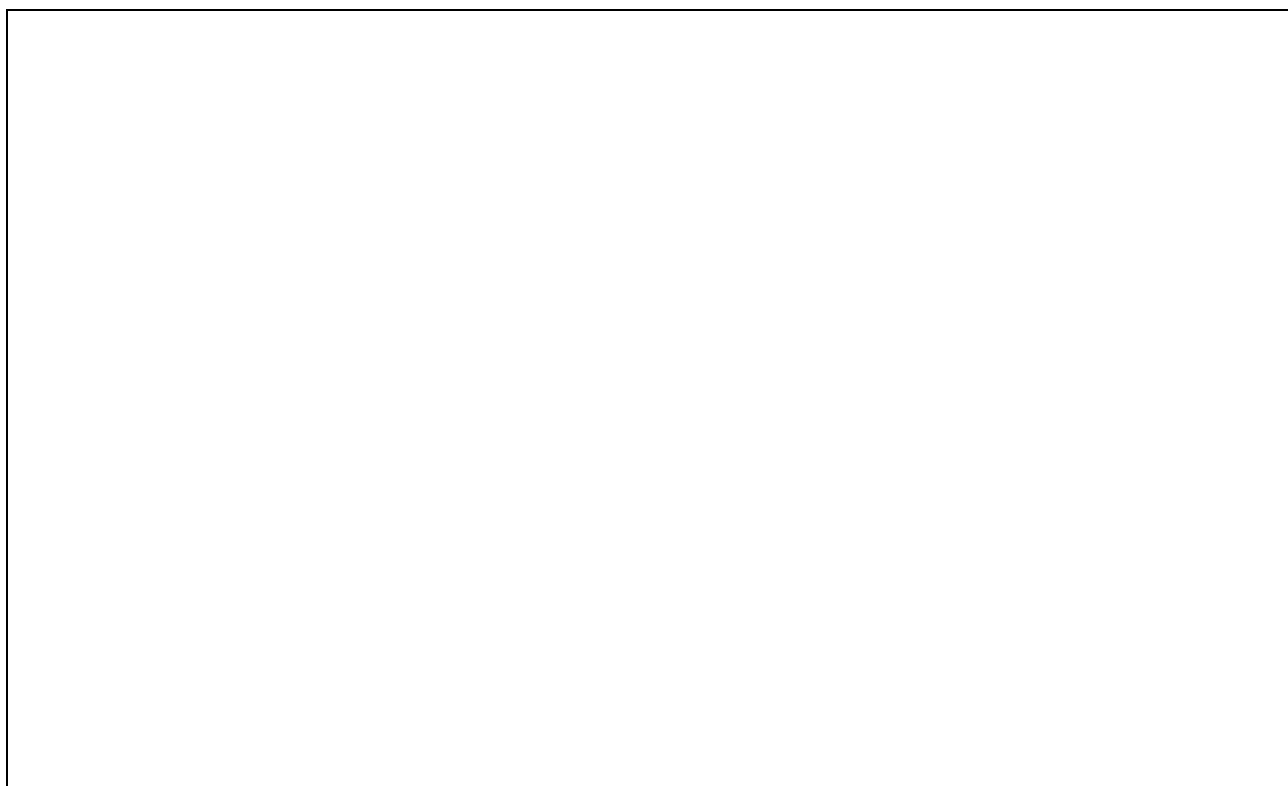
If no, explain.

How does the applicant prioritize funds?

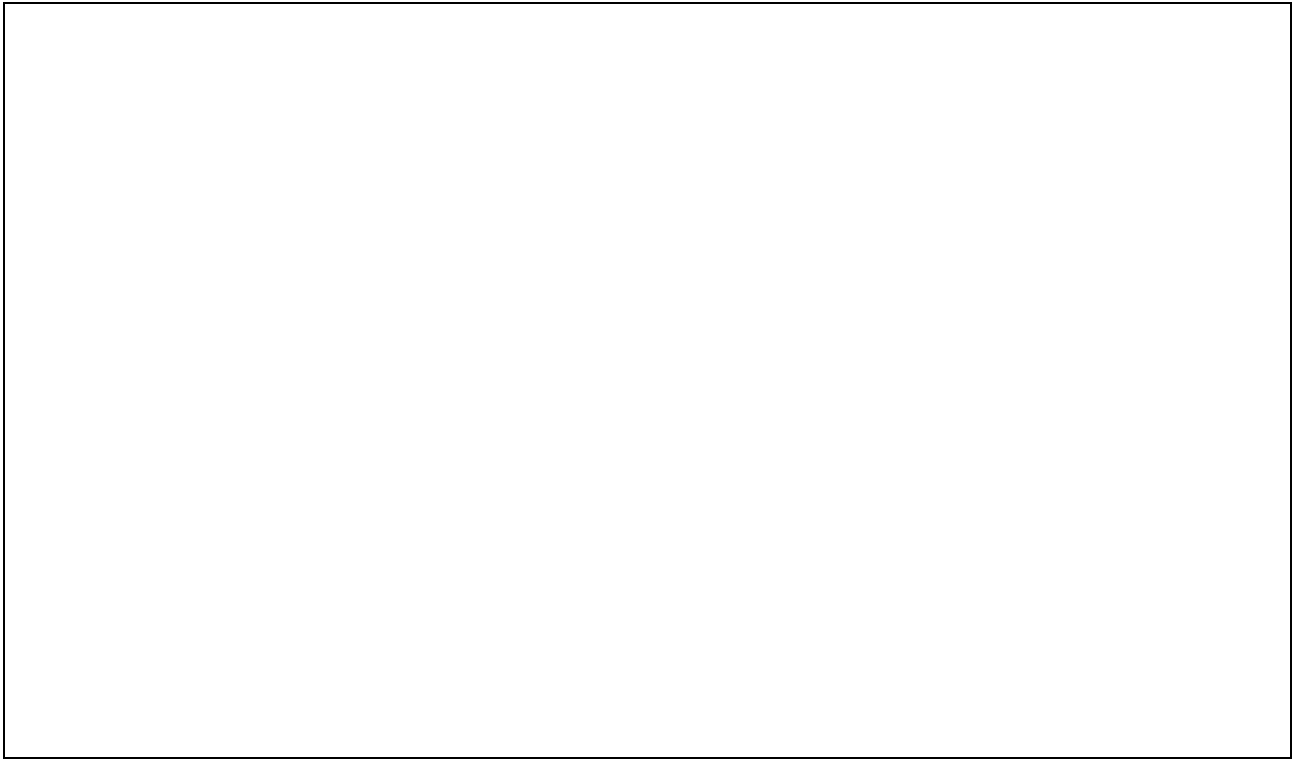
Describe the applicant's process for giving and receiving referrals.



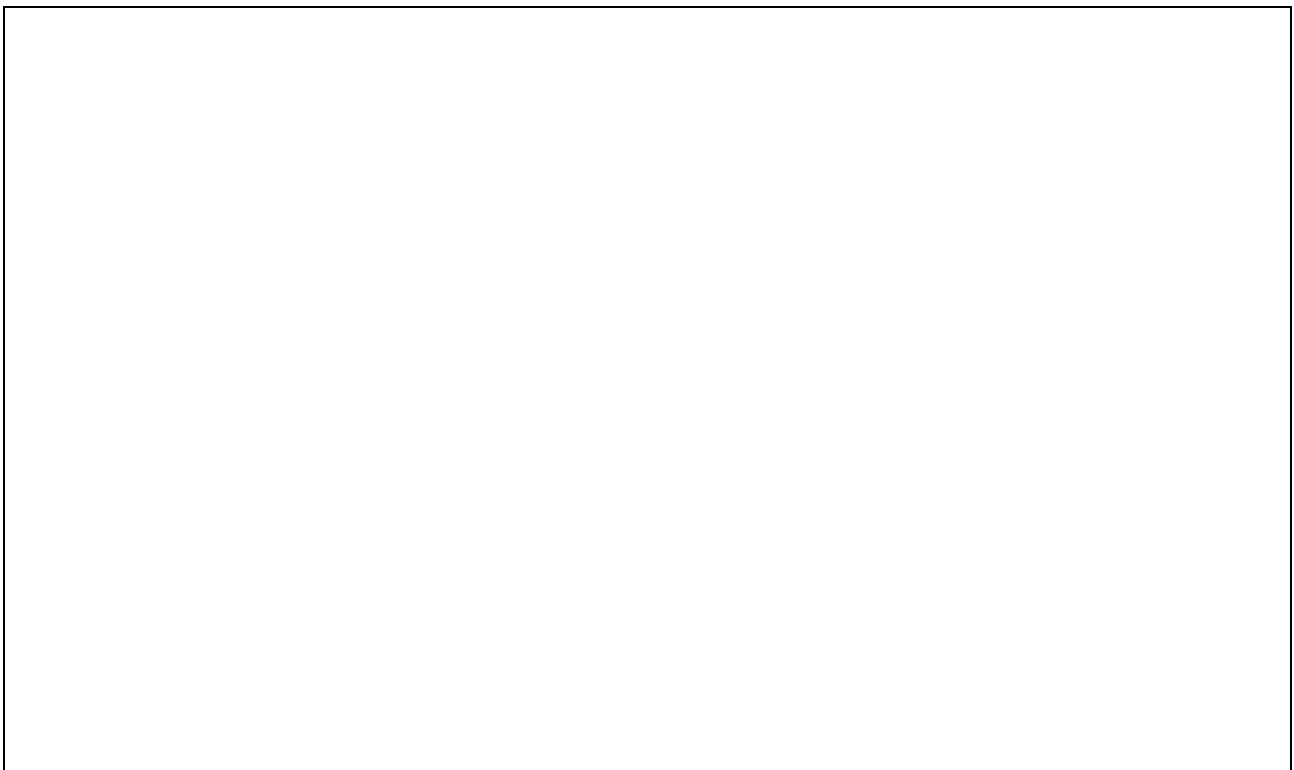
Describe the process for follow up.



Describe the network of public and private agencies with which formal collaborative agreements are in place that assist in successful outcomes for this component for program participants.

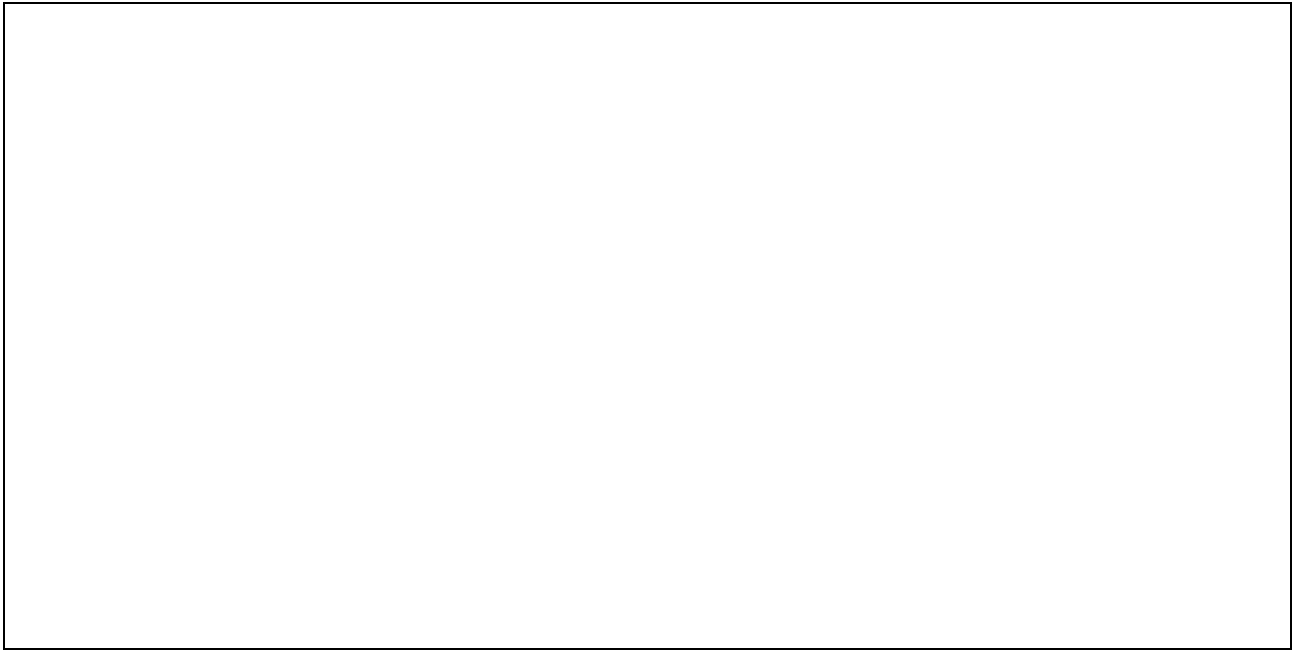
A large, empty rectangular box with a thin black border, intended for the applicant to describe the network of public and private agencies with which formal collaborative agreements are in place.

Describe how the applicant receives and responds to feedback from participants in the program (e.g. exit interviews, internal surveys, etc.).

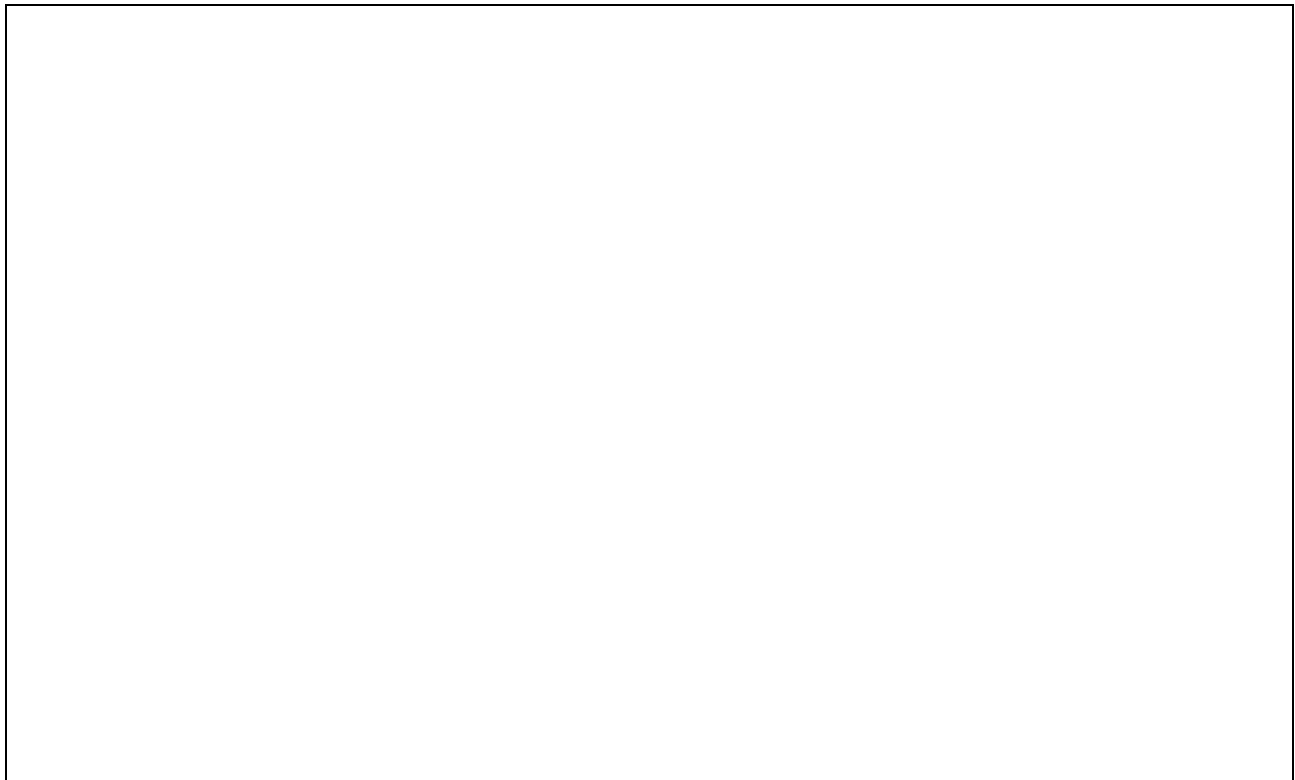
A large, empty rectangular box with a thin black border, intended for the applicant to describe how they receive and respond to feedback from participants in the program.

What is the average number of responses?

Describe any changes made because of participant feedback.



How does the applicant track the program participant's housing status once ESG assistance has ended? (Include both process and frequency)



PROGRAM COMPONENT NARRATIVE

The following narrative addresses service delivery and effectiveness of applicants with regard to each program component. (*Street Outreach, Emergency Shelter, Rapid Re-housing, and Homelessness Prevention*)

Directions to complete the following section:

Place an "X" in each box below for the services related to each component the applicant will provide directly, and the services/resources for which the applicant will refer participants to others.

*If requesting ESG funds for any component, answer corresponding questions below and fill out **only** the components for which the applicant is requesting funds.*

Indicate the dollar amount from the budget for each component of ESG funds requested.

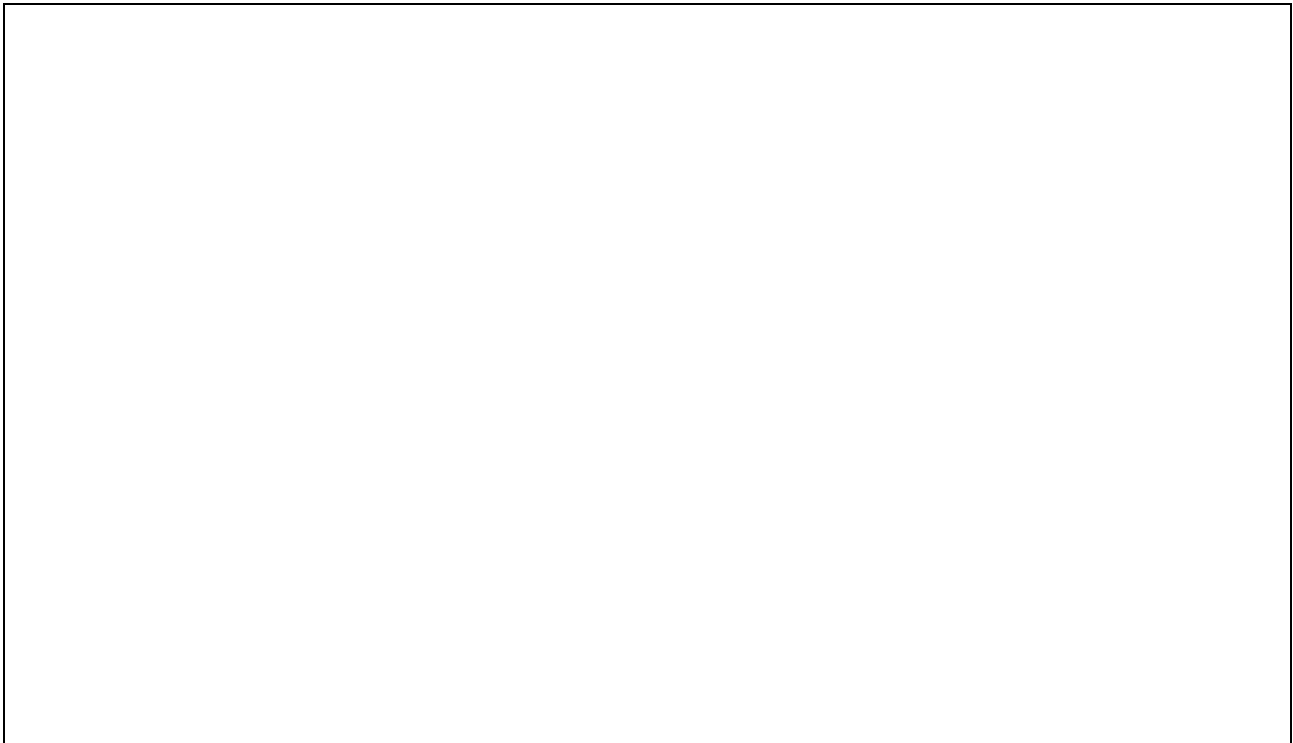
1. STREET OUTREACH

\$

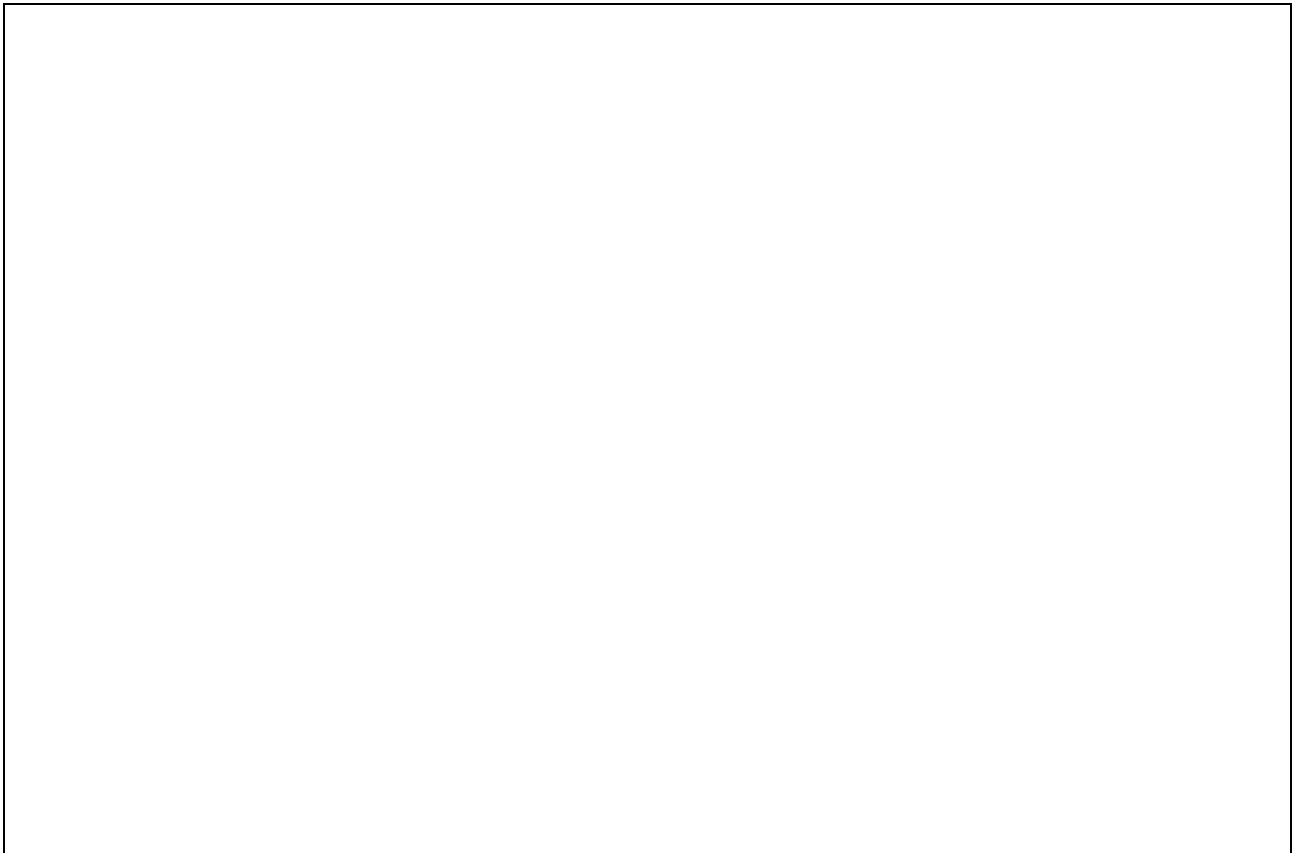
Outreach	Direct Service	Referral Only
Engagement		
Case management		
Emergency health treatment		
Mental health services		
Transportation		
Services for special populations		

a) Describe how the applicant uses this component to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.

b) Does the applicant have the capacity to immediately house unsheltered persons encountered on the street?



c) If not, how will they be provided shelter?




2. EMERGENCY SHELTER

\$

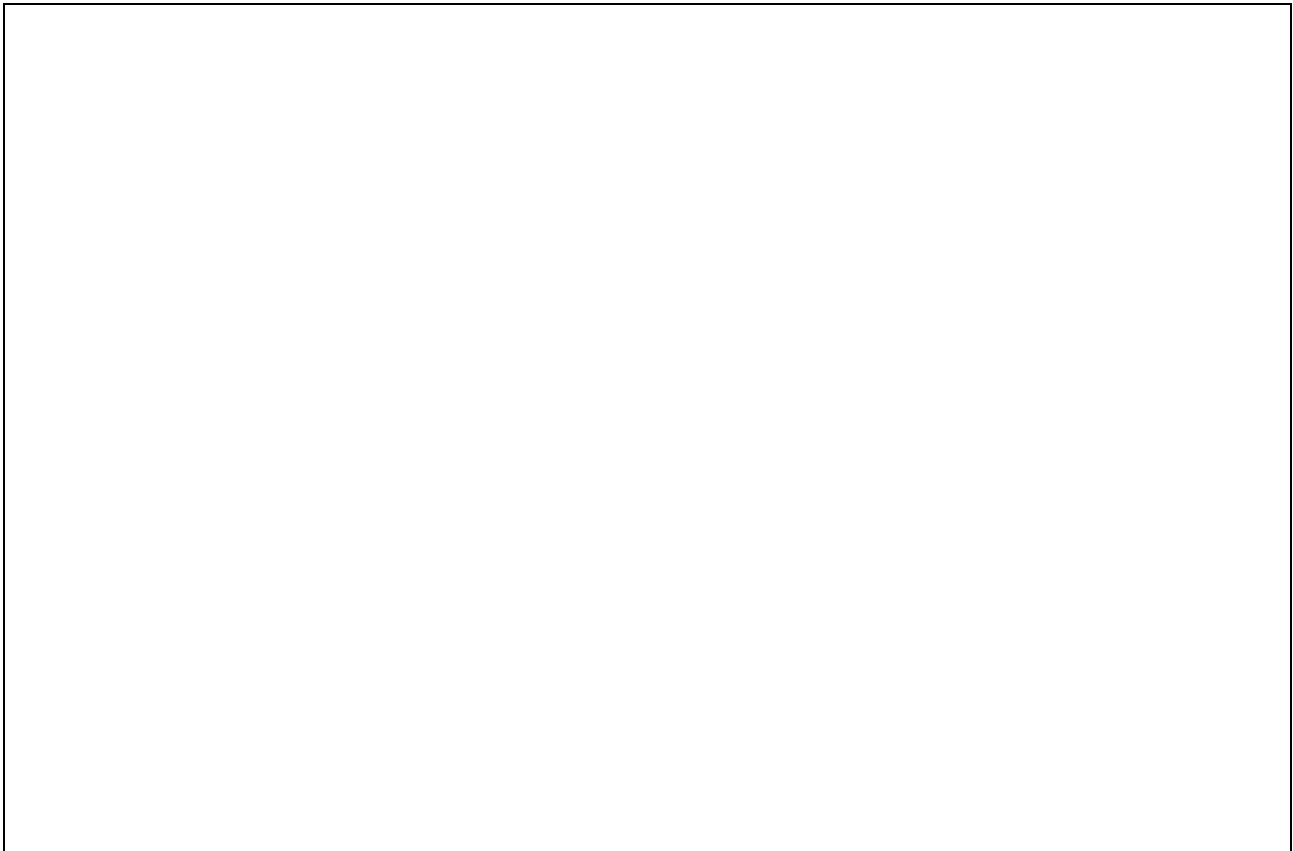
Emergency Shelter	Direct Service	Referral Only
Case management		
Child care		
Education services		
Employment assistance and job training		
Outpatient health services		
Legal services		
Life skills training		
Mental health services		
Transportation		

- a) Describe how the applicant uses this component to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.

b) Describe the strategies for prioritizing services, removing barriers to services and using diversion.



c) Describe rapid rehousing services available on-site. If the applicant does not provide on-site rapid rehousing services, describe how those services are provided through another agency.



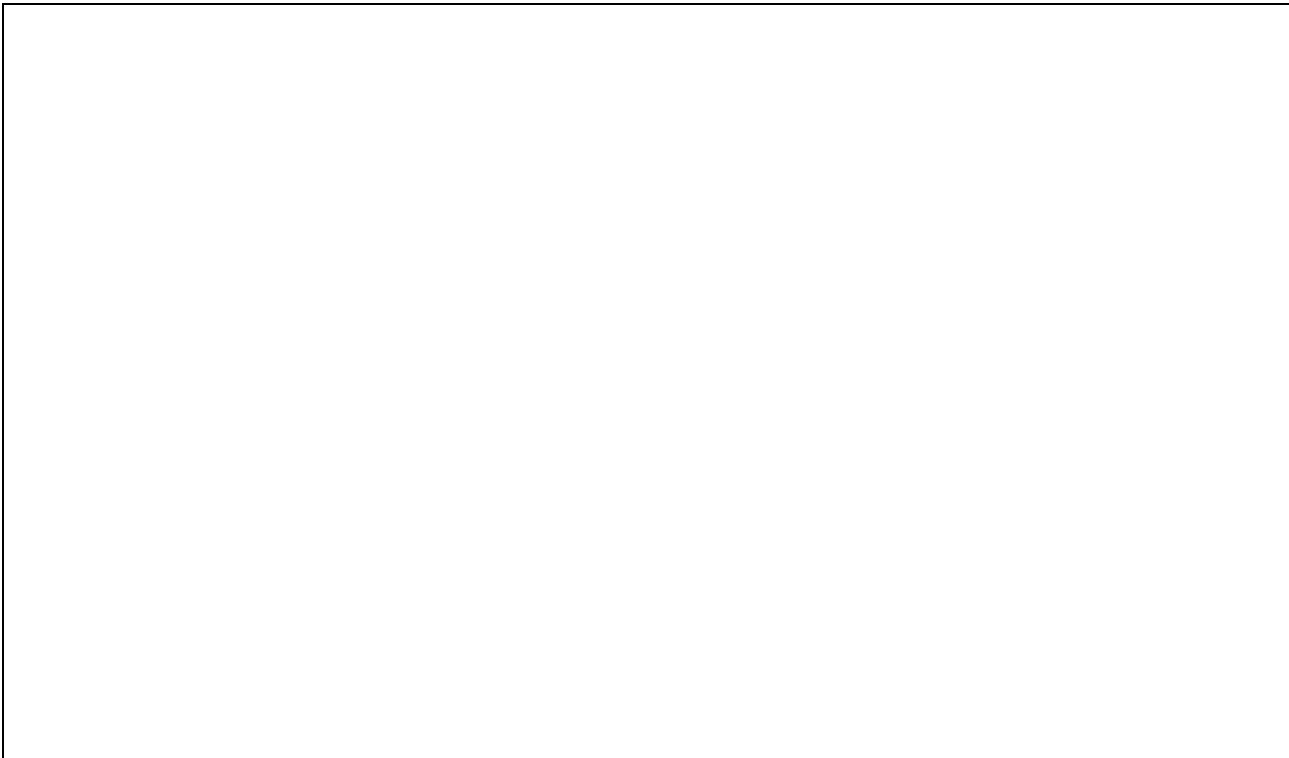
3. RAPID REHOUSING

\$

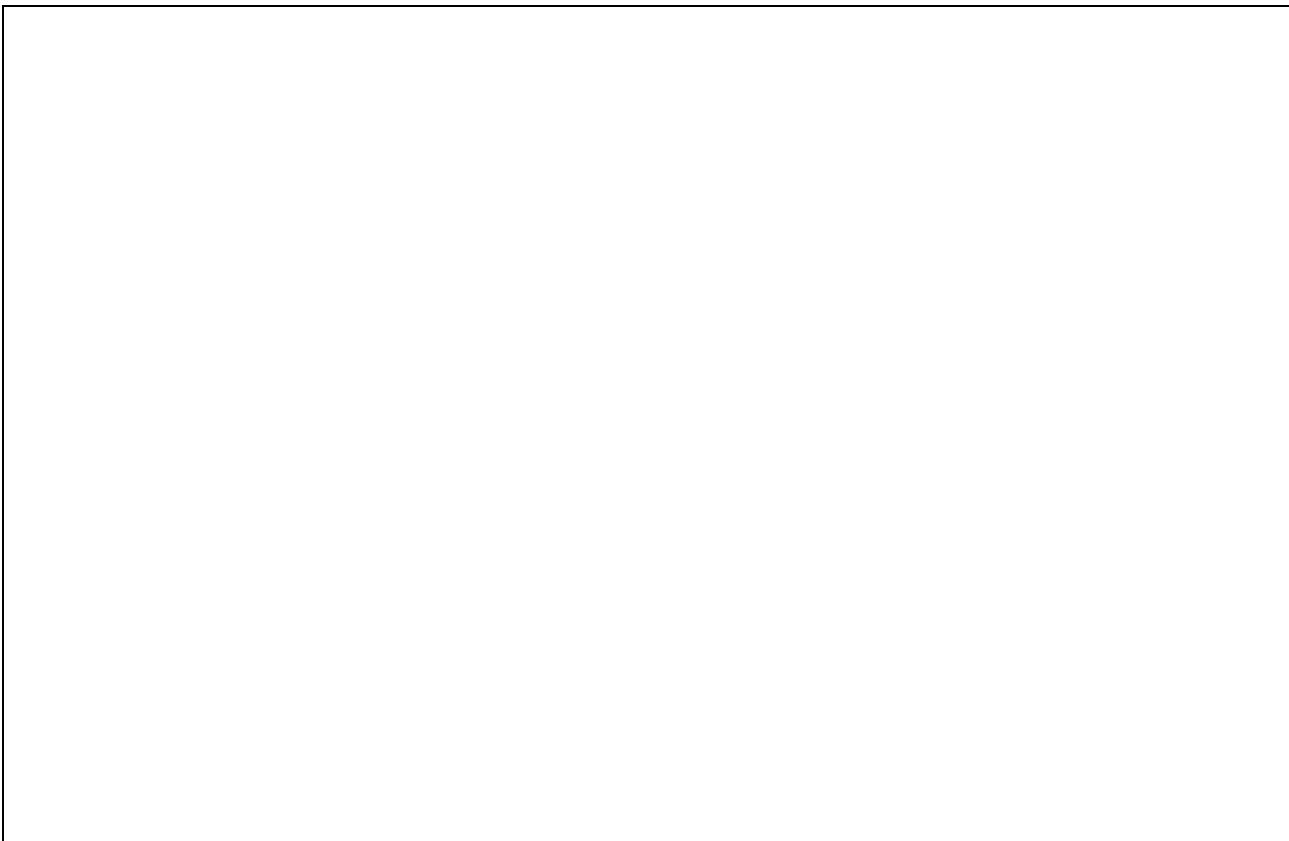
Rapid Rehousing	Direct Service	Referral Only
Rental application fees		
Security deposits		
Last month's rent		
Utility deposits		
Utility payments		
Moving costs		
Housing search and placement		
Housing stability and case management		
Mediation		
Legal services		
Credit repair		
Short term rental assistance		
Medium term rental assistance		
Payment of arrearages		

- a) Describe how the applicant uses this component to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.

b) How are referrals or intakes prioritized?



c) How does the applicant locate and identify individuals for rapid rehousing services?



d) Specify the average time between client intake and start of service delivery.

e) Specify average time from intake to placement in permanent housing.

f) Specify average length of stay (enrollment to exit) in the program.

g) Does the applicant conduct intakes within the shelters?

Yes No

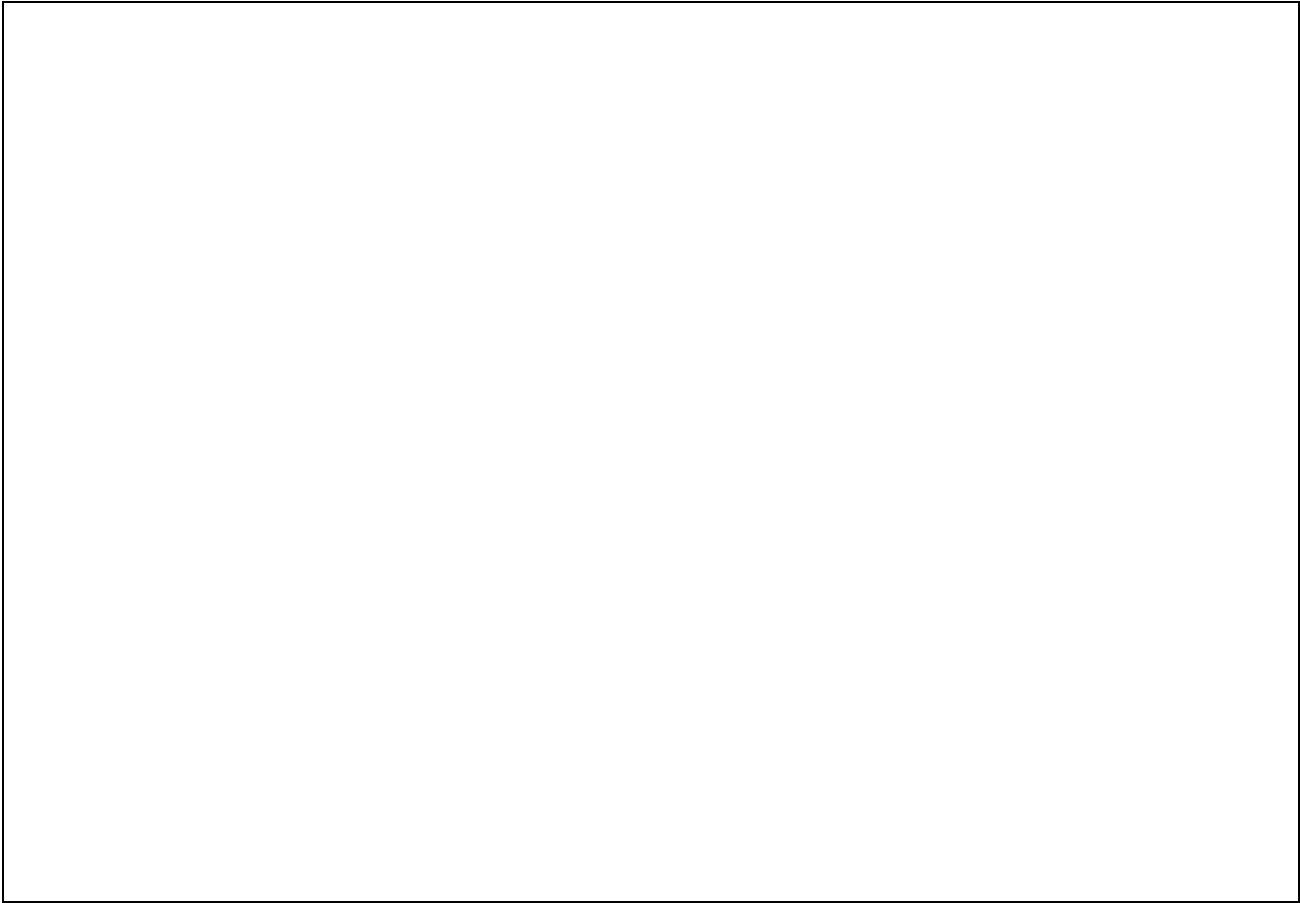
4. PREVENTION

\$

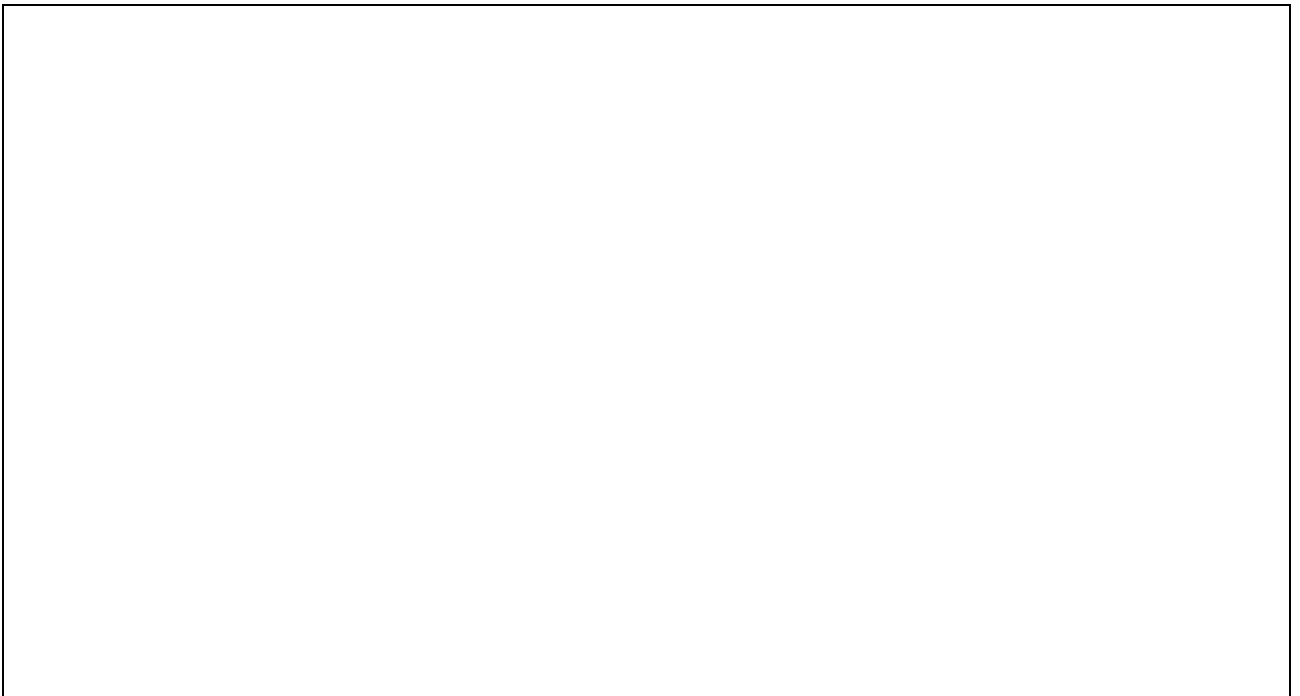
Prevention	Direct Service	Referral Only
Rental application fees		
Security deposits		
Last month's rent		
Utility deposits		
Utility payments		
Moving costs		
Housing search and placement		
Housing stability and case mgmt..		
Mediation		
Legal services		
Credit repair		
Short term rental assistance		
Medium term rental assistance		
Payment of arrearages		

- a) Describe how the applicant uses this component to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.

b) Describe in detail how the applicant's program is targeting these resources in a way that reaches those who "but for" this assistance would end up homeless.



c) Describe the criteria the applicant uses to determine if the household is at-risk of homelessness.



GENERAL ADMINISTRATIVE NARRATIVE (required of any applicant including HMIS and/or Administrative funds in their budget)

This narrative addresses funding for HMIS or Administrative costs, either from federal funds, or if using those costs to meet required match. **Only** complete this section if you are including these costs as part of your funding request.

HMIS Costs (Homeless Management Information System)

a) Briefly describe the equipment and or personnel costs associated with this request.

b) How many HMIS positions are funded in applicant's agency?

c) What, if any, other funds are available to support HMIS?

d) What portion of the HMIS costs are paid for by COC funds?

Administrative Costs

a) Does the applicant have a federally approved Indirect Cost Rate? If so, what is that rate? *(Please attach a copy of the approval letter.)*

b) Briefly describe the procedure for determining ESG share of administrative costs.

Attachment A

Budget/Outcome Form

Budget/Outcomes - (“Budget Attachment A Form” provided by WVCAD) In addition to the Application, applicants must submit a detailed budget with outcomes. Please see the instructions contained within the Budget Attachment A form.

This form can be found on WVCAD’s website: <http://www.wvcad.org/resources> under “Emergency Solutions Grant (ESG).”

Attachment B

Certificate of Continuum of Care Participation and Coordination

General Instructions for Applicants

ESG Applicants are required to consult with the Continuum of Care (CoC) while designing the ESG Application and its proposed activities.

Applicants must provide this form to the CoC staff in the CoC where the applicant agency is applying for funds for CoC completion and approval. If the form is not signed by the CoC, no points will be awarded.

To be completed by the CoC Staff

Name of applicant for which this form is being completed:

Name of Continuum of Care:

Name of CoC Staff:

Participation

1. Indicate the frequency of the applicant's participation in CoC planning meetings from January 1 - December 31, 2018:

Attended out of meetings.

2. Was the applicant involved in the 2019 Point-in-Time Count (i.e. applicant staff or volunteers assisted in planning or conducting the count, assisted in volunteer training, or submitted data on the PIT shelter population)?

Yes No

Coordination

3. Did the applicant listed above consult with the CoC while preparing the 2019 ESG Application and its proposed activities?

Yes No

4. Do the applicants proposed ESG activities align with the CoC's priorities for serving persons experiencing homelessness and persons at-risk of homelessness?

Yes No

5. Was it explained to the applicant when requesting funds for Rapid Re-housing their required participation with HMIS and the potential cost share of licensing fees with the CoC?

Yes No

Attachment B

Certificate of Continuum of Care Participation and Coordination *(continued)*

If the proposed ESG activities **do not** align with the CoC's priorities for serving persons experiencing homelessness and persons at risk of homelessness, briefly explain why:

Include any further information in support of this applicant, briefly explain why:

I certify that the information provided on the applicant's participation and coordination is accurate and verifiable.

Name of CoC Staff

E-mail

Signature

Date

Attachment C

ESG Applicant Certifications

I, _____, am authorized to act on behalf of, _____, to certify that:

Affirmatively Further Fair Housing The Single Applicant Sub-recipients and/or Pass through entities will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within their community, region, or CoC area, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG programs (which includes ESG).

Drug Free Workplace It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Attachment C

ESG Applicant Certifications *(continued)*

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or another appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Anti-Lobbying To the best of the Sub-recipients and/or Project Sponsor's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 Grant Agreement, 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 Grant Agreement, grant, loan, or cooperative Agreement;
2. 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 about this Federal Grant Agreement, grant, loan, or cooperative Agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all sub awards at all tiers (including Sub-recipient Agreements and Project Sponsor Agreements under grants, loans, and cooperative Agreements) and that all sub-recipients shall certify and disclose accordingly.

Attachment C

ESG Applicant Certifications *(continued)*

Authority of Jurisdiction The consolidated plan is authorized under State and local law (as applicable) and the Sub-recipient possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with the State's Consolidated Plan The housing activities to be undertaken with ESG funds are consistent with the strategic plan.

Section 3 The Single Applicant Sub-recipients and/or Pass through entities will comply with section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

Major rehabilitation/conversion If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the Sub-recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the Sub-recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the sub-recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation Any renovation carried out with ESG assistance shall be enough to ensure that the building involved is safe and sanitary.

Supportive Services The sub-recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds The sub-recipient will obtain any matching amounts required under 24 CFR 576.201.

Confidentiality The sub-recipient will implement and follow procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Attachment C

ESG Applicant Certifications *(continued)*

Homeless Persons Involvement To the maximum extent practicable, the sub-recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted with ESG.

Consolidated Plan All activities the sub-recipient undertake with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.

Discharge Policy The sub-recipient will implement and follow, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) to prevent this discharge from immediately resulting in homelessness for these persons.

Other Federal Requirements

- a) *General.* The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have propriety over other Section 3 residents in accordance with §576.405(c).
- b) *Affirmative outreach.* The sub-recipient must make known at use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the recipient or sub-recipient intends to use to make known the availability of the facilities, assistance, and services will to reach persons of a particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those ensure that those persons are made aware of the facilities, assistance, and services. The sub-recipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons, information concerning the location or assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and sub-recipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.
- c) *Uniform Administrative Requirements.* The requirements of 24 CFR part 85 apply to all sub-recipients that are units of general purpose local government, except that 24 CFR 85.24 and 85.42 do not apply, and program income is to be used as match under 24 CFR 85.25(g). The requirements of 24 CFR part 84 apply to sub-recipients that are private nonprofit agencies, except that 24 CFR 84.23 and 84.53 do not apply, and program income is to be used as the nonfederal share under 24 CFR 84.24(b). These regulations include allowable costs and non-Federal audit requirements.

Attachment C

ESG Applicant Certifications *(continued)*

d) *Environmental review responsibilities*

- 1) Activities under this part are categorically excluded activities not subject to § 58.5 (24 CFR 58.35(b)). It is the responsibility of the WVCAD to comply with HUD environmental regulations. While specific environmental related questions may be asked under specific circumstances, sub-recipients are not required to complete environmental review paperwork.
- 2) Sub-recipients planning to acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project will require additional, more extensive environmental review.

e) *Davis-Bacon Act* - The provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-5) do not apply to the ESG program.

f) *Procurement of Recovered Materials* - The sub-recipient and its contractors must comply with Section 60002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 60002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered material identified in the EPA guidelines.

Authorized Signature, Chief Elected Official

Date

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.

Attachment D

Organizational Chart

General Instructions:

Use this page as a cover page. Applicant must attach one complete copy of the applicant's most up-to-date organizational chart.

Attachment E

Nonprofit Organization's Tax Exempt Status and SAM Registration

General Instructions:

Use this page as a cover page and attach documentation of nonprofit Tax Exempt 501(c)3 status and Certificate of Formation.

Tax-Exempt Status

- All private nonprofit organizations must document their status as a 501(c)(3) tax-exempt entity.
- Expired advance rulings from the IRS are not acceptable.
- Local nonprofit affiliates of a state or national nonprofit may submit documentation if agency is a subsidiary of a parent organization. Local nonprofit affiliates must provide a copy of the page listing your agency as part of the larger organization in the documents filed with the IRS.

SAM Registration

Submit one complete copy of the applicant's most recent SAM registration. www.sam.gov

Attachment F

Local Government Approval for Nonprofit Organizations Conducting ESG Shelter Activities

General Instructions

- WVCAD will distribute ESG funds to private nonprofit agencies conducting emergency shelter activities only if the unit of general local government (any city or county) in which the proposed emergency shelter activities are to be located certifies that it approves the project.
- In accordance with 24 CFR 576, private nonprofit agencies that plan to conduct ESG emergency shelter activities must obtain a certification of approval from the city or county in which the ESG emergency shelter activities are to be carried out by completing the certification part of this page. If serving multiple counties, only the cities or counties where the shelters are located must approve the proposed project. Applicants not providing emergency shelter activities do not need to complete this form.
- The form must be signed by the county judge or mayor, or their official designee (such as city manager, assistant city manager, community development director or human services director) for the locality in which the project is located. Each local government determines who has the authority to sign this document.

Certification (to be completed by the City or County)

I, _____, duly authorized to act on behalf of the _____,
by _____, hereby approve the following emergency shelter activities proposed _____,
located in _____.

Signature

Date

Section 5: Submission and Review

TIMELINES

The following is the schedule for Applicant Selection:

- Application Release March 21, 2019
- Technical Assistance Call 1 March 28, 2019
- Technical Assistance Call 2 April 1, 2019
- Application Submission Deadline April 26, 2019
- Notification of Approval June 14, 2019
- Grant Agreements to Sub-recipients July 1, 2019

Applicants may submit their application at any time prior to the deadline. **All applications must be received by Friday April 26, 2019 no later than 5:00 pm.**

Applications received after the deadline will NOT be considered for funding.

All applications must be submitted digitally to lee.g.tabor@wv.gov

WVCAD staff will respond to verify receipt of the application. If no response is received, please contact our office.

REVIEW

1. All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed.
2. If all applicable sections of the application are not completed, the application will not be scored.
3. All applications that meet the standards outlined in 1 and 2 will be scored and evaluated by a review team comprised of WVCAD staff.
4. Each question in the narrative is worth 10 total points and will be scored by component. Each component must receive 70% of the points to be considered for funding.
5. Each appendix is worth 5 points.
6. Budget/Outcome forms are worth 50 points each. Budget/Outcome forms must receive 70% of the points for the application to be considered for funding.
7. One point will be given to all applicants from non-entitlement areas in accordance with the WV consolidated plan.
8. Points may be deducted for compliance issues for applicants who have had the grant in the previous years.

(WVCAD reserves the right to negotiate with applicants and adjust funding amounts to support all well-qualified applicant programs.)

Section 5: Technical Assistance

TECHNICAL ASSISTANCE CALLS

The West Virginia Community & Development Office will provide two technical assistance conference calls to all applicants. The call number is (877) 278-8686. When prompted, enter PIN 117558.

- March 28, 2019 at 10:00 am
- April 1, 2019 at 2:00 pm

QUESTIONS AND ANSWERS

The Emergency Solutions Grant is a competitive grant. Two technical assistance calls will be provided to ask and answer questions in a public forum. Outside of the technical assistance calls, all questions must be submitted in writing via e-mail to lee.g.tabor@wv.gov. Responses to any written questions will be provided via e-mail to all agencies that have notified WVCAD of their intent to apply.