



# CITY OF MEMPHIS DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT

## EMERGENCY SOLUTIONS GRANT- CV2

# CARES ACT FUNDING

## INSTRUCTIONS

**JIM STRICKLAND**  
MAYOR, CITY OF MEMPHIS  
**PAUL A. YOUNG**, DIRECTOR



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## **SECTION I**

### **EMERGENCY SOLUTIONS GRANTS CARES ACT PROGRAM DESCRIPTION AND INFORMATION**

#### ***INTRODUCTION***

The City's Emergency Solutions Grants Program seeks to improve the quality of life of homeless citizens living in Memphis and to fund activities intended to help homeless families move toward independent living and to prevent homelessness. The City's Program is funded with Federal Emergency Solutions Grants Program Cares Act funding awarded to the City by the U.S. Department of Housing and Urban Development (HUD) due to COVID-19. Consequently, all projects must comply with applicable ESG regulations as well as City requirements.

The City will award the funds to qualified nonprofit organizations to carry out ESG-eligible activities identified as priorities in the City's Consolidated Plan and Homeless Needs Assessment. The projects may include renovation and operation of emergency and transitional shelters and provision of a wide range of services including homeless prevention activities and supportive services for homeless persons in Memphis.

Emergency Solutions Grants-funded projects must meet a number of criteria. The following are explained in greater detail in the following pages of this packet.

1. The people served with this funding must be COVID-19 related.
1. The proposal should fund an activity that has been identified as a priority in the City's Consolidated Plan or an activity that will create a gap in services if not funded.
2. The proposed activities must meet one of the ESG objectives and be per the list found below.
3. The eligible activities must serve only homeless persons or, in the case of homeless prevention activities, persons at risk of becoming homeless.
4. The agency must meet specific criteria to be eligible for funding.
5. The agency must provide dollar for dollar matching funds or in-kind services.
6. The costs must appear to be necessary and reasonable.
7. The activity must comply with the environmental clearance procedures and other requirements established in Federal regulations.

**“READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR APPLICATION.”**

#### ***FUNDING PRIORITIES***

Proposals are being solicited to fund projects that have been identified as priorities through the City's Consolidated Plan for COVID-19. These priorities are determined annually for homeless persons and families in Memphis and include services for families

and individuals. Proposals requesting on-going funding for existing effective programs that address a priority will be given funding although they are not listed among the Objectives for the Homeless in the Consolidated Plan.

## **ESG-CV OBJECTIVES**

The Emergency Solutions Grant Program recognizes and addresses the needs of the homeless for emergency and transitional shelter and related social services designed to address the conditions contributing to individuals' homelessness as well as for activities that help prevent homelessness. The program is designed to address the following objectives:

1. To improve the quality and capacity of emergency and transitional shelters for the homeless by renovating existing shelters, by renovating buildings to make available additional shelters, and by converting buildings for use as a shelter.
2. To help ensure adequate operating funds for existing emergency and transitional shelters as well as for new shelters.
3. To help provide certain essential social services to homeless individuals so that these persons have access not only to safe and sanitary shelter, but also to the kinds of assistance they need to improve their situations.
4. To help restrict the increase of homelessness through the funding of preventive programs and activities.

## **ELIGIBLE ACTIVITIES**

There are four types of eligible activities. Limits are placed on the amount of funds that can be used for Street Outreach, and Emergency Shelter which can not exceed 60% of the fiscal year's total ESG grant award. These are described below.

1. **STREET OUTREACH:** Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

- a. **Eligible Cost –**

- i. Engagement – Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs. (Eligible Costs include: initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs; actively connecting and providing info and referral; cell phone costs of outreach workers).
- ii. Case Management – Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services. (Eligible Costs include: using the centralized or coordinated assessment system; initial evaluation/verifying and documenting eligibility; counseling; developing / securing / coordinating services; helping obtain Federal, state, and local

benefits; monitoring/evaluating participant progress; providing information and referral to other providers; developing an individualized housing/service plan).

- iii. Emergency Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based setting (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. (Eligible Costs include: assessing participants' health problems and developing treatment plans; assisting participants to understand their health needs; providing or helping participants obtain appropriate emergency medical treatment; providing medication and follow-up services, Transportation, and Services to Special Populations.
- iv. Emergency Mental Health Services – Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility. (Eligible Costs include: crisis interventions; prescription of psychotropic medications; explain the use and management of medications; and combinations of therapeutic approaches to address multiple problems).
- v. Transportation – Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. (Eligible Costs include: transporting unsheltered people to emergency shelters or other service facilities; cost of a participant's travel on public transit; mileage allowance for outreach workers to visit participants; purchasing or leasing vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle; and costs of staff to accompany or assist participants to use public transportation).
- vi. Services to Special Populations – Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victim of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. (Eligible Costs include: engagement; case management; emergency health services; emergency mental health services; and transportation).

**2. EMERGENCY SHELTER:** Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency activities are also eligible.

**a. Eligible Costs –**

- i. Essential Services – Services provided to individuals and families who are in an emergency shelter. (Services include: case management, child care, education services, employment assistance and job training, outpatient health services, legal

services, life skills, mental health services, substance abuse treatment services, transportation, services for special populations).

- ii. **Rehabilitation and Renovation** – Renovating buildings to be used as an emergency shelter for homeless families and individuals. (Eligible costs include: labor, materials, tools, other costs for renovation, including soft costs, major rehabilitation of an emergency shelter, and conversion of a building into an emergency shelter).

**Minimum use period:**

	<b>Use Requirement</b>	<b>Building Valuation</b>
Major Rehabilitation	10 years*	If rehab costs exceed 75% of the value of the building <b>before rehab</b>
Conversion	10 years*	If rehab costs exceed 75% of the value of the building <b>after rehab</b>
Other Renovation	3 years*	If rehab costs are 75% or less of the value of the building <b>before rehab</b>

**\*Recorded deed or use restriction required.**

- iii. **Shelter Operations** – Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate. (Eligible Costs include: maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies necessary for the operation of the emergency shelter, and hotel or motel voucher for a family or individual. Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

**3. HOMELESS PREVENTION and RAPID REHOUSING:**

- a. **Homeless Prevention** – Individuals and families who are **at imminent risk, or at risk, of homelessness**, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI. The purpose is to prevent persons from becoming homeless in a shelter or an unsheltered situation, and to help such persons regain stability in their current housing or other permanent housing. **Eligible Participants:** Extremely low-income individuals and families (household income below 30% of family AMI at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation). **Eligible Activities:** Housing Relocation and Stabilization Services, and Short and Medium-Term Rental Assistance.
- b. **Rapid Re-housing** – Individuals and families who are **literally homeless**, meaning those who qualify under paragraph (1) of the definition of homeless. The purpose is to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and to help such persons achieve stability in that housing. **Eligible Participants:** Literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation). **Eligible**

**Activities:** Housing Relocation and Stabilization Services, and Short and Medium-Term Rental Assistance.

- i. **NOTE:** Short and medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible.

**Housing Relocation and Stabilization Services Financial Assistance**

Rental Application Fees	Application fee that is charged by the owner to all applicants
Security Deposits	Equal to no more than 2 months’ rent
Last Month’s Rent	Paid to the owner of housing at the time security deposit and first month’s rent are paid
Moving Costs	Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
Utility Costs	Standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage)
Utility Payments	Up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewage), including up to 6 months of arrearages, per service.

- ii. **Housing Relocation and Stabilization Services**
  - 1. Housing Search and Placement
  - 2. Housing Stability Case Management
  - 3. Mediation
  - 4. Legal Services
  - 5. Credit Repair
- iii. **Housing Relocation and Stabilization Services – Requirements and Restrictions**
  - 1. Participants must meet with a case manager at least once a month for the duration of assistance, except where funding under VAWA or FVSP prohibits the recipient or sub-recipient from making shelter or housing conditional upon the receipt of services.
  - 2. Participants must be assisted, as needed, in obtaining:
    - a. Appropriate supportive services like medical or mental health treatment or services essential for independent living
    - b. Mainstream benefits like Medicaid, SSI, or TANF

**Short and Medium-Term Rental Assistance**

<b>Types of Rental Assistance</b>	<b>Length of Assistance</b>
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Short-Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One-time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3-year period, including any payment for last month's rent

- **Tenant Based Rental Assistance** – Program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance.
- **Project Based Rental Assistance** – recipients or sub-recipients identify permanent housing units that meet ESG requirements and enter into a rental assistance unit assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

**Short and Medium-Term Rental Assistance: Requirements and Restrictions –**

- **Compliance with FMR limits and Rent Reasonableness**
- **Compliance with Minimum Habitability Standards**
- **Rental Assistance Agreement and Lease Standards:**
  - The rental assistance agreement must set forth the terms under which rental assistance will be provided.
  - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears.
  - Project-based rental assistance leases must have an initial term of one year.
- **Cannot be used with other subsidies**
  - No rental assistance can be provided to households receiving rental assistance from another public source for the same time period (except 6 months of arrears).
  - Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance).

**Example:** Persons living in public housing units, using housing choice vouchers or residing in project based assisted units **can not** receive monthly rental assistance under ESG.

- **Late Payments**



- The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.
- The recipient or sub-recipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.

#### **Housing Relocation and Stabilization Services and Short and Medium-Term Rental Assistance – Requirements and Restrictions:**

- **Maximum Period of Use** – the **total period** for which any program participant may receive the services must not exceed **24 months during any 3-year period**.
- **Discretion to set cap** – The recipient may also set a **maximum dollar amount** and maximum period for which a program participant may receive any of the types of assistance or services described within the regulatory maximums.

#### **4. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

- The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and sub-recipients.
- Victim service providers cannot, and Legal Services Organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.
- **Eligible Costs Include:** Hardware, Equipment and Software Costs; Staffing; Paying salaries for operating HMIS; and Training & Overhead.
- **General Restriction:** Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.

#### ***ELIGIBLE CLIENTS/DEFINITION OF HOMELESS***

An agency using ESG funds must serve only homeless clients and clients that are at risk of being homeless as a result of COVID-19 that meets the following definition.

##### **Homeless means:**

1. An individual or family which lacks a fixed, regular, and adequate nighttime residence meaning:
  - a. An individual or family that has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b. An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals); or

- c. An individual who is exiting an institution where he or she resided for **90 days or less** and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a. The primary nighttime residence will be lost within **fourteen (14)** days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under **25 years of age**, or families with children and youth, who do not otherwise qualify as homeless under the definition, but who:
  - a. An individual or family who meets the homeless definition under another federal statute;
  - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d. Can be expected to continue in such status for an extended period of time because of: chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which includes the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; and
4. Any individual or family who:
  - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

### **ELIGIBLE CLIENTS/DEFINITION OF AT RISK OF HOMELESSNESS**

1. Individuals/families who:
  - a. Have annual incomes below 30% AMI; and

- b. Do not have sufficient resources or support networks immediately available to prevent literal homelessness; and
- c. Meet at least one of the following seven (7) conditions:
  - i. Moved two or more times due to economic reasons in 60 days prior to application for assistance;
  - ii. Living in home of another due to economic hardship;
  - iii. Losing housing within 21 days after application date;
  - iv. Live in hotel/motel not paid for by charitable organizations or Federal/State/local government programs;
  - v. Lives in severely overcrowded unit as defined by the US Census Bureau;
  - vi. Exiting publicly funded institution or system of care;
  - vii. Living in housing associated with instability and increased risk.
- d. Unaccompanied children/youth who qualify under other Federal statutes:
  - i. Does not include children/youth who qualify under the homeless definition;
  - ii. Does not include parents or guardians;
- e. Children/youth who qualify under the Education for Children and Youth program (McKinney-Vento Act) and the parents or guardians of the child/youth if living with him/her.

An agency will be required to document the homelessness of project participants to demonstrate that the project is eligible. Guidelines you should keep in mind are found in

**Appendix A**, Participant Eligibility Guidelines.

Agencies using ESG funds for a homeless prevention activity must document that clients are in danger of becoming homeless without the ESG-funded assistance.

### ***MATCHING FUNDS***

Due to the funding being specifically for COVID-19, matching funds will not be required.

### ***CONSTRUCTION OR REHABILITATION PROJECT REQUIREMENTS***

All projects that request funds for rehabilitation or conversion of a building must comply with the following requirements.

1. **Proof of Site Control.**  
Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease.
2. **Site Information, present zoning and adjoining land uses.**  
Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning

- or special use permits required for the proposed use. The adjoining land uses must also be described.
3. **Construction Estimates.**  
The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review these for feasibility.
  4. **Design of Improvements.**  
Shelter improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including handicapped accessibility), and oversee construction and verify draw requests.
  5. **Competitive Selection of Architects, Engineers and Construction Contractors.**  
All ESG-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.
  6. **Treatment of Existing Lead-Based Paint and Asbestos.**  
Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates should include these costs. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.
  7. **Displacement of Residents or Businesses.**  
No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.
  8. **Compliance with Federal Historic Preservation guidelines.**  
If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by Memphis Heritage and the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget.
  9. **Compliance with Local Codes and State laws.**  
Any shelter renovated or operated with ESG funds must meet all applicable local government codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive ESG funds. No exceptions are made.
  10. **Insurance and Bonding Requirements for Construction.**  
Bidders and Contractors will be required to meet bonding requirements established by HUD.
  11. **Davis-Bacon Wage Rates.**  
Davis-Bacon Wage Rates do **not** apply to ESG-funded construction.

## **REQUIREMENTS FOR NON-CONSTRUCTION PROJECTS**

The following requirements apply to all non-construction projects.

1. **Use Requirements.** ESG-funded services also carry use-related requirements. If emergency solutions grant funds are used for the provision of emergency shelter or street outreach at a particular site, the building must be maintained as a shelter or service site for the homeless for the contract period. A substitute site or shelter may be used during this period as long as the same general population is served and City approval has been obtained.
2. **Compliance with Local Codes and State Laws.** ESG-funded shelters must comply with local codes and applicable State laws.

### **OTHER REQUIREMENTS AFFECTING ALL PROJECTS**

The following requirements apply to construction and non-construction projects.

1. **Disbursement of Funds** – Grant funds are **not** awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded ESG funds for operating / maintenance, essential services and homeless prevention activities are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. However, funds for construction or rehabilitation will be paid when costs have been incurred. These construction-related payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for construction costs. No funds will be used to reimburse costs incurred before the beginning of the grant cycle on July 1<sup>st</sup> or before the award of the grant, environmental clearance of the project by the City, and execution of the contract between the City and the applicant agency.
2. **Federal Administrative Requirements** – Agencies must comply with Federal administrative requirements. All agencies awarded ESG grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:
  - \* Standards for Financial Management (OMB Circular A-110)
  - \* Cost Principles and Allowable Costs (OMB Circular A-122)
  - \* Federal Audit Standards (OMB Circular A-133)
  - \* Conflict of Interest (OMB Circular A-110 and 24 CFR 576.79)
  - \* Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded ESG funds will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

3. **Allocation of Costs** – Costs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or project, the costs must be allocated among the sources in an acceptable manner. The City must approve the allocation plan.

4. **Liability insurance is required for the Emergency Solutions Grant.** All agencies awarded grants will be required to obtain the following liability coverages:

- General liability insurance in the amount of One Million Dollars (\$1,000,000.00)
- Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00).
- Worker’s Compensation insurance for agencies with five (5) or more employees.

**“The City of Memphis must be named as the additional insured.”** The cost of the insurance may be included in the project budget.

5. **Handicapped Accessibility** – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

6. **Nondiscrimination** – All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS.

7. **Formal Termination Policy** – Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients’ services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance or housing relocation and stabilization services must include: written notice to the program participant, with clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to third party; prompt written notice to the program participant of final decision.

8. **Supportive Assistance** – Agencies awarded funds must assure that homeless individuals and families are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services program for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.

9. **Confidentiality** – Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.

10. **Other Federal Regulations** – Agencies awarded funds must agree to comply with all applicable Federal regulations. All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.
11. **Membership in Community Alliance for the Homeless** – Each agency awarded ESG funds is **required** to be a member of the Community Alliance for the Homeless and to participate in service provider meetings.
12. **Participation in HMIS** – Each agency awarded ESG funds will be required to regularly submit information to Community Alliance for the Homeless for their homeless management information system. The City’s intention is to strengthen participation in this database so it can become a more accurate and useful tool in planning and administering programs for the homeless.
13. There is not a maximum amount of grant funds an agency can request. The City reserves the right to award less than the amount of funds requested.
14. Your **Agency Revenues & Expenses Budget**, which is included in the Applicant Profile application, **Program Budget – A and Program Budget – B Justification**, which is included in this program application, must be completed using the format presented. **Applications that do not contain all three budgets will be rejected. Applications with incomplete budget forms will be penalized.**

## **SECTION II**

### **CARES ACT APPLICATION SELECTION PROCESS**

#### **THRESHOLD REQUIREMENTS**

#### **"NO APPLICATION FOR ESG FUNDS WILL BE ACCEPTED WITHOUT THE APPLICANT PROFILE APPLICATION."**

All proposals submitted by the deadline will be reviewed by Homeless and Special Needs Department staff for technical completeness and adherence to the required format. The City may request information to correct technical deficiencies. However, if such information is not submitted within the time provided, the application will be rejected. The applicant will be informed of the rejection by letter. Applications submitted after the deadline will be rejected, also.

Technically complete applications will be reviewed by City staff to determine applicant eligibility and project eligibility.

1. **Applicant Eligibility** - Applicant eligibility is determined based to a large extent on the ESG-CV application. Staff will review required documents listed in the Matrix of Required Documents of the application to determine that the agency is eligible for ESG funding. If the City determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility.

2. **Project Eligibility** - Staff will review the ESG Program Application to determine that the proposed activities are eligible for ESG funding. This will include ensuring that all proposed ESG-funded activities are eligible, that they do not exceed any limitations, and that they propose to serve only eligible program participants. If any of the activities or participants are not eligible, the application will be rejected, and the applicant agency notified by letter. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

## **GRANT REVIEW AND SELECTION PROCESS**

A Grant Review Committee will review and score the applications. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that submit an application for the ESG funds.

Committee members will review eligible applications and will determine the steps in the review process with regard to making on-site visits to agencies or inviting agency representatives to attend a Review Committee meeting to answer questions about their applications. The City will make available to committee members all monitoring information related to grants previously awarded to the applicant.

## **RATING AND RANKING**

Committee members will rate and rank all eligible applications. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in **Appendix B**. Each applicant should carefully read the factors for rating and ranking applications described below.

**Applicant capacity.** Up to 20 points will be awarded based on the extent to which the application demonstrates the capacity of the applicant agency. The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that in addition to knowledge of and experience in serving the homelessness in general, the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific activities proposed. Factors to be considered will include: prior agency experience and results in the type of work being proposed; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience and credentials in the area to be implemented. The City's monitoring records of previously funded projects will also be included in determining applicant capacity.

**Project quality.** Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the project. The housing and services proposed must be appropriate to the needs of the persons to be served. The application must



demonstrate a clear understanding of the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. The City may consider a project to be of poor quality if:

1. The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems or proposes to separate members of the same family without an acceptable rationale.)
2. The application does not show how the project will help participants to access permanent housing, achieve self-sufficiency and make progress toward living independently.
3. The project is not cost-effective in the Committee's opinion and all costs are not reasonable, but deviate substantially from the norm in Memphis;
4. The application shows no evidence of collaboration with other existing programs and services for the homeless;
5. The shelter proposed does not meet City code, health or safety standards;
6. The Shelter does not participate in Community Alliance's HMIS database, and/or is not a member of Community Alliance for the Homeless.
7. The application does not describe how the agency will assist clients enroll in mainstream programs for which they are eligible.

**Need for Project.** Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It must describe the need for the specific project vis-à-vis existing services. The project may be judged to adequately describe the need for the project if it addresses the following points:

1. The need for the project is documented by use of waiting lists, references to similar programs, etc.
2. The project is consistent with the priorities described in the City's 2017-2019 Consolidated Plan;
3. The project does not duplicate existing programs and services.

**Operational Feasibility.** Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project;
2. Adequate committed funding to implement the project;
3. An adequate strategy for securing additional support and commitment;
4. Indicators that demonstrate that the project is ready to be implemented;
5. The availability of dollar for dollar matching funds for the ESG request.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

### **GRANT AWARD AND IMPLEMENTATION PROCESS**

As soon as projects are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City will make its best efforts to complete environmental and other reviews and contract execution so that project funding will be effective July 1, 2020.

### **PROJECT COMPLETION AND EXPENDITURE OF FUNDS**

The City must ensure that all ESG funds awarded through this process are encumbered within 180 days of the date HUD awards the City funds. Additionally, all funds must be expended, and contracts closed out before June 30, 2022. according to HUD regulations. Consequently, agencies must request final payment for these activities by April 1, 2022. The City reserves the right to reallocate ESG funds if a project is not operational and funds are not being spent in a timely manner.

### **CITY CONTACTS TO ANSWER QUESTIONS**

Inquiries regarding this grant program should be directed to Timothy Saffold at 636-7316.

**APPENDIX A - CRITERIA FOR DEFINING HOMELESS**

This document provides guidance to nonprofit agencies using HUD funding for a project to assist the homeless. The following information will help an agency determine whether someone is eligible to be served by HUD's homeless assistance programs. Documentation described below must be maintained by all Emergency Solutions Grant Sub-recipient agencies and be made available for review by the City and HUD.

<p><b>Category 1</b></p>	<p>Literally Homeless</p>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or</li> <li>• Is exiting an institution where (s)he resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>
<p><b>Category 2</b></p>	<p>Imminent Risk of Homelessness</p>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; <b>and</b></li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>

<p><b>Category 3</b></p>	<p>Homeless under other Federal statuses</p>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statuses;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>• Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b>and</b></li> </ul> <p>Can be expected to continue in such status for an extended period of time due to special needs or barriers.</p>
<p><b>Category 4</b></p>	<p>Fleeing/Attempting to Flee Domestic Violence</p>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence: <b>and</b></li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> </ul>

**APPENDIX B - RECORD KEEPING REQUIREMENTS**

<p>Category 1</p>	<p>Literally Homeless</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; or</li> <li>• Written referral by another housing or service provider; or</li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution – one of the forms of evidence above <b><u>and:</u></b></li> <li>• Discharge paperwork or written/oral referral, <b><u>or</u></b></li> <li>• Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution</li> </ul>
<p>Category 2</p>	<p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <b><u>or</u></b></li> <li>• For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <b><u>or</u></b></li> <li>• A documented and verified oral statement; <b><u>and</u></b></li> <li>• Certification that no subsequent residence has been identified; <b><u>and</u></b></li> <li>• Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.</li> </ul>
<p>Category 3</p>	<p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <b><u>and</u></b></li> <li>• Certification of no PH in last 60 days; <b><u>and</u></b></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he</li> </ul>

		<p>has moved two or more times in the last 60 days; <b>and</b></p> <ul style="list-style-type: none"> <li>• Documentation of special needs or 2 or more barriers.</li> </ul>
<p>Category 4</p>	<p>Fleeing/Attempting to Flee Domestic Violence</p>	<ul style="list-style-type: none"> <li>• <b>For victim service providers:</b>                      An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> <li>• <b>For non-victim service providers:</b>                      Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self-certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and</li> </ul> <p>Certification by the individual or head of household that no subsequent residence has been identified; and</p> <p>Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing.</p>

**APPENDIX C - EMERGENCY SOLUTIONS GRANT CARES ACT EVALUATION FORM**

Proposal No: \_\_\_\_\_ Applicant \_\_\_\_\_

Project Title: \_\_\_\_\_

**APPLICANT CAPACITY – 4 points for each question (Maximum 20 points)**

- Does the agency have sufficient *qualified staff* to carry out the project?
- Does the agency have a positive record of implementing similar projects?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity to implement the project?
- Does the agency collaborate with other agencies in serving the homeless?

**PROJECT QUALITY – 5 points for each question (Maximum 20 points)**

- Are the services and programs to be offered clearly described as well as the specific target population to be served?
- Are the type and scale of services appropriate for the target population?
- Does the project encourage client self-sufficiency & accessing permanent housing?
- Does the application include expected outcomes and specific measures by which the project's success can be assessed periodically?

**NEED FOR PROJECT – 7.5 points for each question (Maximum 30 points)**

- Are the needs of the target population and the need for the project described well?
- Does the application demonstrate the need for the project?
- Does the project duplicate existing programs and services? If so, did the applicant demonstrate how their services will be different from other service providers?
- Is there a demand for the services? Are there waiting lists, etc.?

**OPERATIONAL FEASIBILITY – 7.5 points for each question (Maximum 30 points)**

- Does the application contain clear and complete plans for implementing the project?
- Is committed funding adequate for implementation of the proposed project?
- Is the strategy for securing additional support and commitment adequate?

**TOTAL POINTS AWARDED** \_\_\_\_\_

**APPENDIX D - EMERGENCY SOLUTIONS GRANT CARES ACT APPLICATION**  
**(NOTE: FOR REFERENCE PURPOSES ONLY. ALL APPLICATIONS MUST BE COMPLETED VIA ONLINE PORTAL. SEE LINK PROVIDED.)**

Agency Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

Agency Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

ESG Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Amounts and Sources of Matching Funds:  
\_\_\_\_\_  
\_\_\_\_\_

Service Site Address(es): \_\_\_\_\_

Proposed project period: from \_\_\_\_\_ to \_\_\_\_\_

(ESG funding will not be available to pay costs incurred before July 1, 2020.)

1. Briefly describe your proposed project and objectives as it relates to COVID-19. What services will be provided to the homeless or to prevent homelessness? Briefly describe services and staff including how clients are identified (screening process). How many clients will be served? Where will the services be provided? Over what period of time? Be succinct, please.
2. What COVID-19 needs of the homeless or those at risk of homelessness will your project address? Is there any duplication of services? If so, how is your program different from other local providers providing the same or similar services? Include any other information from your organization that directly supports the need for this program including: (a) waiting lists; (b) client demographic information; (c) documentation of unmet needs; (d) an increase in referrals; and (e) evaluation results.



3. What services will be provided to clients to encourage their **self-sufficiency** and their **accessing permanent housing**?
4. What effect will your project have on the needs of your clients? What differences will the services make in the lives of your clients?
5. What subpopulation will be served? Would failure to fund the project create a gap where services currently exist? Is there already a significant unmet COVID-19 need that will be addressed by the project? What is the relative priority of those services?
6. How will you measure your project's success? What benchmarks / stepping stones / measurements will you use to determine whether you have been successful in implementing activities and making changes described above? Describe your tracking and measurement methods.
7. Describe how this project will be coordinated with other agencies that serve the homeless. Include a brief description of your intake and referral process, as well as how you share clients and coordinate services with other agencies.
8. Does your agency comply with the following?
  - a. Is your agency a member of Community Alliance for the Homeless?  
\_\_\_\_\_Yes \_\_\_\_\_No
  - b. Does your agency provide data to Community Alliance for the Homeless for the database on a regular basis?  
\_\_\_\_\_Yes \_\_\_\_\_No
9. Briefly describe the ESG-eligible activities you are proposing and how the ESG funds will be used in your proposed COVID-19 project. (Please refer to the eligible activities and your project budget found below.)
10. Please indicate the unduplicated number of clients you anticipate will be served.
11. What percentage of the clients to be served by this project will be homeless as a result of COVID-19?

12. Describe how you will ensure that your clients meet HUD's definition of homeless found in the Program Description Section.

13.

a. Does your agency plan to repair or renovate a building using ESG funds?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If so, what is the address?

b. Does your agency have site control or own the structure to be renovated?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If so, include a copy of documentation demonstrating control of the site.

c. Does your agency rent the structure to be renovated?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If so, include a copy of the current lease.

**PLEASE NOTE:** A copy of a recent appraisal of the property must be included if funds for renovation are being requested. We must use the information to calculate the 3 or 10-year use period.

14. If you plan to use ESG funds to renovate or operate a shelter, will it be licensed?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If so, what agency will license it? When? For how long?

15. If you plan to use ESG funds to renovate or operate a shelter, please provide a management/operations plan for a three-year period if you plan repairs or non-substantial rehabilitation. A ten-year plan should be provided if you are requesting funds for substantial rehabilitation (greater than 75% of the value of the property).

If you plan to use ESG funds to operate a shelter, does the shelter meet the following?

Zoning codes? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Fire and Safety codes? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Health codes? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Section 504 / Handicapped Accessibility requirements? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If not, what steps will you take to meet the requirements? (type N/a is not applicable)

16. If you are requesting funds under Emergency Shelter or Street Outreach, please provide a management/operation plan for the period of the proposed grant.

17. If you are requesting funds to operate a shelter, do you have a Use and Occupancy Permit? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If so, please provide a copy (upload at the end).  
 If not, please explain what steps you must take to obtain one.

18. If you are requesting funds to provide Rapid-Re-housing or Homeless Prevention. Please provide a detailed plan of implementation.
19. If you are requesting funds for HMIS. Please describe the eligible costs.
20. List below all staff positions currently employed by your agency that will assist with the implementation of this COVID-19 program that **will not be paid with ESG-CV funds**. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

Name	Job Title	Qualifications/Experience

21. List below staff positions currently employed by your agency that **will be paid with ESG-CV funds**. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

Name	Job Title	Qualifications/Experience

22. List below **new** staff positions that will be **created** to carry out the proposed project as it relates to COVID-19.

Attach a copy of job descriptions, employment requirements, and proposed salaries for each new staff position to be funded through this grant.

<b>Job Titles</b>	<b>Qualifications</b>	<b>Proposed Salaries</b>

23. If you receive ESG funds, how do you plan to fund/operate the project after they are spent? What long-range plans do you have for the project? Be specific.
  
24. If your project does not receive ESG funds, or receives less than you're requesting, are specific activities higher priorities for funding than others? Please list them beginning with the highest priority and associated budget amount.
  
25. Provide a schedule or timetable for implementing your project. Funds will be awarded by October 1, 2020.

**EMERGENCY SOLUTIONS GRANT CARES ACT (COVID-19)/ PROJECT BUDGET**

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Funding Period: from \_\_\_\_\_ to \_\_\_\_\_

**“YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT SUBMIT PROJECT BUDGET.”**

**“Applications with Incomplete Budgets Will Be Penalized”**

Line Items	Total ESG Budget	Total Non-ESG Budget	Total Project Budget
<b>REVENUE</b>			
Agency Fund Raising			
Grants & Contracts			
Fees for Services			
Other Income			
TOTAL REVENUE			
<b>Emergency Shelter</b>			
Renovation			
Operation			
Essential Services			
URA Assistance			
<b>Street Outreach – Essential Svcs.</b>			
Engagement			
Case Management			
Emergency Health Svcs.			
Emergency Mental Health Services			
Transportation			
Services to Special Populations			
<b>HMIS</b>			
Hardware, Equipment, & Software			
Staffing			
Training & Overhead			
<b>Rapid Re-housing</b>			
Housing Relocation & Stabilization Services			
Tenant Based Rental Assistance			
Project Based Rental Assistance			
<b>Homeless Prevention</b>			
Housing Relocation & Stabilization Services			
Tenant Based Rental Assistance			
Project Based Rental Assistance			
<b>V. TOTAL EXPENDITURES</b>			

**EMERGENCY SOLUTIONS GRANT CARES ACT**

**PROJECT BUDGET FOR PERSONNEL**

In each funding category, please list the annual salary and the annual cost of taxes / fringes for positions that will be paid in whole or in part with ESG funds. If ESG funds will pay a portion of the salary, please indicate the total amount as well as the ESG and other amounts.

<b>Title</b>	<b>Annual Salary</b>	<b>Annual Taxes</b>	<b>Annual Benefits</b>	<b>Total Salary Costs</b>	<b>ESG Amount</b>	<b>Non-ESG Amount</b>
<b>Totals</b>						

**EMERGENCY SOLUTIONS GRANT CARES ACT**

**PROJECT BUDGET - JUSTIFICATION**

**INSTRUCTIONS FOR COMPLETING BUDGET JUSTIFICATION**

The Budget Justification is a narrative explanation of the ESG funding requested. Please itemize costs for each category indicated on your Project Budget-A as per the following guidelines.

**“YOUR APPLICATION WILL BE REJECTED IF THE PROJECT BUDGET JUSTIFICATION IS NOT SUBMITTED.”**

**“ELIGIBLE ACTIVITIES”**

**Emergency Shelter:**

**Street Outreach:**

**HMIS:**

**Rapid Re-Housing:**

**Homeless Prevention:**

**Application Process Overview and Timeline**

<b><u>Activity</u></b>	<b><u>Estimated number of business days</u></b>	<b><u>Estimated Completion Date</u></b>
Application Submittal	37	<b>Deadline</b> <u>April 7, 2021</u>
Completeness Review	<u>5 days</u>	<u>April 14, 2021</u>
Scoring & Ranking Review	<u>10 days</u>	<u>April 26, 2021</u>
Preliminary Award	<u>6 days</u>	<u>May 5, 2021</u>
Contract Execution City Legal for contract drafting, contract draft to applicant for review and execution.	<u>15 days</u>	<u>May 31, 2021</u>
Total Number of Days from Application to Contract Execution	<u>73 days</u>	