

Emergency Solutions Grants Application Workshop

FEBRUARY 2023

ESG Funding Allocation

- FY 2023 Federal Funds
 - * Estimated \$3.2 million based on FY 2022 allocation
 - * Pending notification from HUD
- Leftover FY 2022 Funds Allocation
 - * Amount is still pending

2023 ESG Allocation

- 7.5% Administration for THDA and Local Governments.
- Set Aside Allocation – \$125,000 to the Cities of Chattanooga, Clarksville, Johnson City, and Murfreesboro
- Remaining funds are allocated in a competitive round for non-profit and local government applicants.

Application Highlights

- Applications will **only** be accepted electronically through THDA's Grants Management System (GMS).
- All non-profits **must** submit organizational documentation through THDA's Participant Information Management System (PIMS).
- A Certificate of Existence must be dated on or after (30 days before application due date) and **will not be uploaded PIMS**. The Certificate of Existence must be submitted as an attachment in GMS.
- All applicants **must** submit most recent Financial Audit through PIMS.

Application Submission Deadlines

Competitive & Set-Aside City Application window:
**9:00 AM CST, Wednesday, March 1, 2023 -
4:00 PM CDT, Friday, March 31, 2023**

Prior to submission, make sure:

- ✓ Your answers are complete.
- ✓ The application is signed by the applicable authorized official.
- ✓ All required information is uploaded to PIMS.

SUBMIT YOUR APPLICATION EARLY!!

- Please do not wait until the application due date to submit applications
- After the application is complete, it must be Certified by your authorizing individual before it can be submitted.
- Allow ample time for any glitches, technical assistance, documentation issues, etc.

Limited Cure Period

Limited opportunity of 5 business days for applicants to correct the following threshold factors:

- Failure to upload all required documents to PIMS.
- Failure to submit a Certificate of Existence that was issued within the required time established by the application instructions.
- Failure of the Mayor, Executive Director, or the Board Chairman to sign the application.

Limited Cure Period Continued

- Applicants that are required to submit corrections will receive **an automatic 10 point deduction** to the final application score.
 - The point deduction will be assessed regardless of the number of threshold items required to be corrected.
- THDA **will not** provide an opportunity to correct other application items nor will THDA extend the time period for correction of the threshold item beyond the period identified above

Funding Announcement & Start-Up

- Grant Awards are anticipated to be announced by May 1, 2023.
- Grant term is July 1, 2023 – June 30, 2024.
- Grantee Workshops will be held in June 2023 in person. Mandatory for all Grantees.

This schedule assumes THDA receipt from HUD of FY 2023 ESG allocation

Program Highlights

- ESG is a **reimbursement** grant. No funds will be paid prior to expenditures.

Minimum Grant: \$35,000

Maximum Grant: \$125,000

- Applicants that will seek funding from a Set-Aside City and through the Competitive Application process are limited to a total of \$125,000 through both processes.
- Street Outreach & Shelter is capped at 60% of the state-wide allocation. Not per applicant.

Program Highlights

- Quarterly reports are due by the 15th of the month following the close of the quarter.
- Reporting requirements will reflect use of Sage reporting tool to provide information directly from the HMIS.
 - Organizations must work with their CoC HMIS Lead to ensure compliance of their HMIS to meet this requirement.
 - Agencies serving victims of domestic violence agencies must work with their software provider to meet Sage reporting requirements and must submit their information through Sage.

Match Requirements

- Applicant must provide documentation of 100% match for funded ESG activities.
- Match contributions do not have to be in the same category as the categories billed to ESG grant

Eligible Match Sources

- ✓ Salaries – Paid by other means for employees who will be working on ESG related activities.
- ✓ Volunteer Labor – Time documented by volunteers working on specific ESG related activities.
- ✓ Donated Items – Clothing, food, furniture, etc... that is donated for the purpose of ESG related activities.

Eligible Match Sources Continued

- ✓ Donated Value of Property or Donated Lease
 - A building either owned by, leased, or donated to the Applicant for ESG related activities.
- ✓ Cash Match – Monies the Applicant has on hand to use towards ESG related activities.
- ✓ Other Grant Funding – Only if the grantor of that funding allows that source to be used as a match for federal funds.

Eligible Non-Profit Agencies

Must be organized under Tennessee Law as demonstrated by a Certificate of Existence dated within 30 days of application due date

OR

Organized in another state as demonstrated by a Certificate of Existence from the state of organization and a Certificate of Authorization from TN, both dated within 30 days of application due date

Eligible Non-Profit Agencies Continued

- ✓ Must have current IRS 501(c)(3) or (4) designation.
- ✓ Have no part of net earnings that benefit any member, founder, contributor, or individual.
- ✓ Must be established for charitable purposes, including the prevention or elimination of homelessness.
- ✓ Must have written standards of financial accountability.
- ✓ Must serve all eligible participants without a regard to religion and without a required participation in religious activities.

All Applicants Must

- ✓ Be an active participant in their local Continuum of Care (CoC)
- ✓ Use the Coordinated Entry process established by the local CoC.
 - Applicants serving multiple CoCs **MUST** use the Coordinated Entry process specific to that county established by each CoC.

All Applicants Must

- ✓ Participate in reporting through HMIS data system used by the local CoC as a condition of receipt of ESG funds
 - Only exception: Victim Service Providers
 - However, a Victim Service Provider **must** operate a comparable database that collects client-level data over time (i.e. longitudinal data) and generates unduplicated aggregate reports based on the data.

Shelter Requirements

Applicants providing shelter services must observe the following regulations:

- ✓ Meet basic habitability, zoning, and health requirements.
- ✓ Provide Lead Based Paint information pamphlets to their residents if shelter constructed prior to 1978 and serving children.
- ✓ Not implement high barriers to admittance.
- ✓ Not charge rent or occupancy fees.
- ✓ Provide equal access to transgender persons
- ✓ Not deny access to shelter based on a minor child's age or gender.
- ✓ Not separate families based on a minor child's age
- ✓ Family shelters must accept participants definition of "family" and must not require legal marriage in order to shelter a group of persons as a family

HUD's "Homelessness" Definitions

- 1) **Literally homeless** individuals/families who lack a fixed, regular, and adequate nighttime residence
- 2) **At Risk** individuals/families who will imminently (within 14 days) lose their primary nighttime residence with no subsequent residence, resources or support networks
- 3) **Unaccompanied youth or families with children/youth** who meet the homeless definition under another federal statute and 3 additional criteria
- 4) **Individuals/families fleeing or attempting to flee domestic violence** with no subsequent residence, resources or support networks

HUD's "At-Risk for Homelessness" Definition

Has 3 requirements applicable to both Individuals and Families:

1. Have an annual income **below 30% AMI**; AND
2. Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter; AND
3. Meet at least **one of the following 7 conditions...**

7 Conditions of Eligibility for “At Risk of Homelessness”

1. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
2. Is living in the home of another because of economic hardship; OR
3. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
4. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
5. Lives in an Single Room Occupancy (SRO) or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
6. Is exiting a publicly funded institution or system of care; OR
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

ESG Program Components

Eligible ESG Program Components

1. Street Outreach

2. Emergency
Shelter

3. Prevention

4. Rapid Re-
Housing

5. Data Collection
(HMIS)

6. Administration
(Local
Governments
Only)

Street Outreach Component

Provides essential services necessary to engage to **unsheltered persons experiencing homelessness**; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered people experiencing homelessness who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility

Eligible category: 1. Literally Homeless

Street Outreach – Eligible Activities

- Case management services (salaries)
- Emergency out-patient medical or dental care
- Emergency out-patient mental health services
- Transportation for client to shelter or emergency care
- Travel expenses for employee
- Cell phones for employees

Ineligible Street Outreach Expenses

- × Hotel/Motel vouchers
- × Financial assistance for rent, deposits, utilities, moving, etc.
- × Legal services
- × Prescriptions or medical services that are non-emergency
- × In-patient medical or mental health treatment

Emergency Shelter Component

ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters and operating expenses for emergency shelters.

Eligible Categories:

1. Literally Homeless
2. At Risk of Homelessness
3. Unaccompanied Youth
4. Fleeing Domestic Violence



Eligible Activities under Shelter Essential Services

- ✓ Case management services
- ✓ Transportation
- ✓ Childcare
- ✓ Job training expenses
- ✓ Educational training
- ✓ Nutritional counseling
- ✓ Financial counseling
- ✓ Mental health counseling
- ✓ Assistance in obtaining legal identification
- ✓ Referral and assistance in obtaining government services (insurance, food stamps, Veteran's benefits, SSI, etc...)
- ✓ Legal services relating to housing stability issues, such as social security, child support, domestic violence

Eligible Activities under Shelter Operations

- ✓ Maintenance and minor repair
- ✓ Insurance
- ✓ Rent
- ✓ Utilities, Phone / Communications
- ✓ Security
- ✓ Fuel & transportation expenses
- ✓ Salaries
- ✓ Furnishings & Equipment
- ✓ Food
- ✓ Shelter and Office Supplies
- ✓ Hotel/Motel Vouchers
- ✓ When shelter space is unavailable or not in the client's best interest for safety or health reasons

Ineligible Shelter Activities (Operations and Essential Services)

- × Salaries of administrative duties unrelated to client care
- × Acquisition, rehabilitation or conversion of shelters
- × Advocacy, planning or organizational capacity building
- × Staff recruitment/training
- × Mortgage payments
- × Bad debt/late fees
- × Client rent, utilities, deposits or moving expenses

Rapid Re-Housing (RRH) Component

Provides housing relocation and stabilization services and short and/or medium term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and **achieve stability** in that housing.

Eligible categories: 1. Literally Homeless
4. Fleeing Domestic Violence

Homelessness Prevention (HP) Component

Provides housing stabilization services and short and/or medium term rental assistance necessary to help an individual or family *remain* in affordable permanent housing.

- Eligible categories:
1. At-Risk for Homelessness
 2. Homeless by definition of another Federal program
 3. Fleeing Domestic Violence

RRH and HP Eligibility Requirements

- ✓ Must meet HUDs definition of “homeless” for rapid re-housing or “at-risk for homelessness” for prevention
- ✓ Must document lack of other resources

HP Only Eligibility Requirements

- ✓ Must be below 30% of the Area Median Income for county of residence; and
- ✓ A court order/detainer warrant notifying individual or family they must leave within 14 days of the date of application for assistance is *not required*; however the client must demonstrate that they must leave either with a formal written notice from landlord to vacate rental unit (e.g., 30 day Notice to Quit) OR
- ✓ If staying in a hotel or motel they are paying for themselves, evidence that they lack the resources to stay; AND
- ✓ No subsequent residence has been identified; AND
- ✓ The individual or family lacks the resources or support networks needed to obtain other permanent housing

RRH and HP Limitations

- All rental assistance is a maximum 12 months. This term excludes arrearages, which are limited to an additional 6 months
- Assessment of need must be conducted at intake and at intervals of:
 - 3 months for homelessness prevention assistance
 - 1 year for rapid re-housing assistance
- Arrearages - One time payment of up to 6 months, included in total of 24 months assistance in a 3-year period

RRH and HP Standard Program Requirements

- Must have written standards, procedures and policies
- Housing barriers must be addressed in a written plan for participants
- Participants must be assisted, as needed, in obtaining appropriate supportive services like medical or mental health treatment or benefits like TennCare, SSI, or food stamps
- All participants must meet with a case manager at least once a month for the duration of assistance, *except where funding under the Violence Against Women Act (VAWA) or Family Violence and Prevention Services Act (FVPSA) prohibits the recipient from making shelter or housing conditional upon the receipt of services*

RRH and HP Standard Program Requirements continued

- “Rent Reasonableness” definition includes Fair Market Rent (FMR)
 - FMR is the gross total of utilities + rent charged
- Any unit assisted must be inspected before occupancy for habitability and to assess lead-based paint risks
- Staff conducting the lead-based paint assessment must be certified by HUD’s online lead-based paint visual assessment course:
<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

Eligible RRH and HP Activities

Financial Assistance

- ✓ Moving costs
- ✓ Rental application fees
- ✓ Security deposits, up to 2 months rent
- ✓ Utility deposits
- ✓ Utility payments
- ✓ Arrearages up to 6 months

Rental Assistance

- ✓ Full or partial rent payments made on behalf of the tenant for up to 12 months

Services

- ✓ Housing Search / Placement
- ✓ Housing stability case management
- ✓ Mediation and legal services
- ✓ Credit repair / budgeting / financial counseling
- ✓ Salaries, staff travel and direct costs related to providing services

Ineligible RRH and HP Activities

- × Direct payment to individuals
- × Pet deposits
- × Fuel for client's personal vehicle
- × Long-term rental assistance beyond 12 months
- × Mortgage payments or mortgage counseling
- × Bus Tickets
- × Homebuyer assistance
- × Clothing, food or other supplies given directly to clients
- × Financial rent or utility assistance given at the same time as another government source (i.e., LIHEAP, Section 8, public housing voucher, VASH voucher, supportive housing subsidy)
- × Debt payments (other than arrearages for rent/utilities)

Data Collection (HMIS) Component

ESG funds to pay the costs of contributing data to the Homeless Management Information System (HMIS) designated by the Continuum of Care for the area.

Eligibility Requirements:

- All applicants are required to be compliant in reporting through the local Continuum of Care HMIS
- DV shelters and some legal or medical programs may be waived from using HMIS, but still **required to use a comparable data collection system to provide aggregate information for the purpose of research and reporting**

Eligible Data Collection Expenses

- ✓ Salaries for data entry and reporting
- ✓ Computers and Software
- ✓ Telephone, fax lines
- ✓ Internet
- ✓ Technical support
- ✓ Leasing office space
- ✓ Utilities
- ✓ Staff travel
- ✓ HMIS Training
- ✓ HMIS lead agency fees
- ✓ Development or purchase of a comparable database for DV service providers

Administration

Recipients can use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities.

Eligibility Requirements:

- Available to local units of government only.
- Administrative funds are in addition to the project funds request.

Eligible Administration Expenses

- ✓ Salaries to administer the program, preparation of draw requests, monitoring, preparation of reports, and auditing.
- ✓ Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services
- ✓ Goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space

Application Scoring

Program Design

Up to 40 Points



- Are the proposed activities eligible and appropriate for the target population?
- How will this program achieve housing stability for clients?
- Is the proposed program needed in the targeted area?
- Are there duplicate services?
- Have prior outcomes of success been documented?
- Does the applicant show coordination with other resources?
- Does the program include excessive barriers to serve the homeless?

Applicant Capacity

Up to 20 Points

- Does the Applicant have a history working with the homeless?
- Relative experience of individual(s) of staff?
- Are there volunteers and community support?
- Does the Applicant demonstrate the knowledge of federal requirements?
- Is the Applicant currently using HMIS (if DV provider, a comparable system) and reporting as required?

Fiscal Capacity

Up to 20 Points



- Is the budget complete and match the program description?
- Applicant financial health as demonstrated by a recent audit or financial records?
- Is there clear documentation of committed match?
- Did the Applicant ask for eligible expenses by category?
- Does the fiscal information submitted support the Applicant's fiscal accountability and capability?
- Are the ESG funds a major part of the Applicant's finances?
- Does the Applicant have the financial capacity to manage a reimbursement process?

Coordination with CoC Priorities Up to 20 Points

THDA will award up to 20 points for an application that:

- ✓ Meets the priorities established by the applicable Continuum of Care, including prioritizing activities and subpopulations that have been identified by the CoC as the greatest need.
- ✓ Demonstrates that the applicant actively participates in and coordinates with the local CoC.

Key Points about the Application Process

Application Points to Remember

- Applications must be signed by the appropriate signatory. (Mayor, Executive Director, Board Chairman)
- All attachments requested must be included.
- Attach most current financial audit – Threshold Item for all applicants, including local governments.
- Information required to be uploaded to PIMS must be uploaded to PIMS.

Application Points to Remember

- Prepare your application as if THDA has no experience with the organization or its staff.
- Submit additional information when requested, including but not limited to:
 - ✓ Documentation of match commitments,
 - ✓ Volunteer job descriptions and sign in sheets,
 - ✓ RRH and prevention forms
- ESG written standards are required of all applicants as a threshold item

Application Points to Remember

- Late applications will not be accepted.
- Applications need to be signed and submitted by due date.
- Make sure application has been fully submitted in GMS.

Set Aside applicants –

- You must go in and submit the application after certification.

Application Points to Remember

- CoC Certifications are **not** required with the application. THDA staff will coordinate with the CoC Lead Agencies after March 31, 2023 to rate applicants within their region.
- Local Government Approval of activities is only required for Applicants providing **shelter services** and only in the county of the shelter's physical location.
- Applicants seeking funding for shelter activities must also certify that the shelter meets the **Federal minimum standards. (this will be required before contracts are executed)**

Application Points to Remember

- All applicants serving a local HUD Consolidated Plan jurisdiction must obtain a “Certificate of Consistency” with the local HUD Consolidated Plan. These jurisdictions include:
 - ✓ City of Bristol
 - ✓ City of Chattanooga
 - ✓ City of Clarksville
 - ✓ City of Cleveland
 - ✓ City of Franklin
 - ✓ City of Jackson
 - ✓ City of Johnson City
 - ✓ City of Kingsport
 - ✓ City of Morristown
 - ✓ City of Murfreesboro
 - ✓ City of Oak Ridge
 - ✓ County of Knox

Application Points to Remember

THDA will provide a certification of consistency with the State's Consolidated Plan after the March 31st application due date for all applications submitted outside of the local Consolidated Plan jurisdictions

- In such instances, no Certification is required to be submitted at time of application.

Competitive & Set-Aside City Application Due Date

4:00 PM CDT, Friday, March 31, 2023

When will I know?

Assuming a HUD determination of ESG funding allocation for the State by April 30:

- THDA's Executive Director will approve grant determinations and an announcement will be made by May 1, 2023.
- Applicant contacts will be notified by email after the announcement is made.
- Grantee workshops will be held in June 2023, and will be mandatory for all successful applicants.
- Grant contracts will begin July 1, 2023.

Contact and Additional Information

Please submit all questions or concerns to ESG@thda.org

THDA Online: www.thda.org

Search Emergency Solutions Grant

HUD ESG: <https://www.hudexchange.info/programs/esg/>