



Emergency Solutions Grant (ESG)

2021 Notice of Funding Availability (NOFA)

Shasta County Community Action Agency
1450 Court Street • Suite 108 • Redding, CA • 96001

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NorCal CoC ESG Application Instructions

2021

Introduction

This Notice of Funding Availability (NOFA) announces the availability of funding for the 2021 Emergency Solutions Grant Program (ESG). The ESG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered by the California Department of Housing and Community Development (HCD).

Emergency Solutions Grants (ESG) Program

The regulations implementing the ESG Program are located in Subtitle B of the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act changed the name of the Emergency Shelter Grant to the Emergency Solutions Grant, focuses the funding on initiatives that assist to prevent and end homelessness, and increases funding allocated to entitlement jurisdictions.

Notice of Funding Availability

The Shasta County Housing & Community Action Agency, lead agency for the Nor Cal Continuum of Care (CoC) invites applications from qualified entities to apply for funding under this NOFA. The primary objective of this NOFA is to fund programs that provide rapid re-housing to homeless individuals and families.

Funding Available

The NorCal CoC is part of the Northern California Balance of State funding allocation which serves areas that do not contain a city or county that are an ESG "Entitlement" Program jurisdiction. As part of the Balance of State funding allocation, the NorCal CoC receives a California allocation and a Federal allocation that make up our ESG non-competitive allocation of \$125,594; Rapid Re-Housing \$113,035 and the Homeless Information Management System (HMIS) \$12,559.

This NOFA is only the first step in the process of obtaining ESG funding and is not, on its own, a sufficient basis for an award of funds. Selected providers/agencies are required to submit timely, completed application, including all required attachments, and supporting documents, in compliance with ESG federal and state Regulations and Program Guidelines.

This NOFA is for a retroactive funding request for programs April 1, 2022 to August 31, 2023 for households at-risk to homelessness or homeless individuals and families that are designed to prevent or end homelessness.

Eligible Applicants

Applicants may be public agencies or non-profit agencies that provide direct services to homeless persons or persons at-risk of becoming homeless. In addition, to be eligible to receive federal funds, applicants must be registered under the System of Awards (SAM). Visit www.sam.gov for more information.

Match Requirements

ESG service providers must match ESG funds a minimum of 100% from non-ESG sources. Please note that funds used to match a previous ESG activity may not be used to match a subsequent grant award. Your agency or organization is required to indicate funds to be used as match in its application.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

1. Laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.

2. If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements as described in 24 CFR Part 576.201.

Eligible ESG Costs and Activities

The following are eligible activities that can be funded through our RFP:

Rapid Re-housing (RR)

Funds can be used for individuals or families defined as homeless. Eligible activities include:

- **Provision of rental assistance** to provide short-term or medium-term housing to families or individuals to move as quickly as possible into permanent housing and achieve housing stability. Participants must meet the homeless criteria in 24 CFR part 576.2. (Maximum of 24 months in a 3-year period).
- **Housing relocation or stabilization services** for homeless individuals or families, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at stabilizing individuals and families in their current housing or quickly moving such individuals and families to other permanent housing.
- Rapid Re-housing may be requested as a stand-alone activity or applicants may request up to 10 percent of the Rapid Re-housing funding for Street Outreach and 10 percent of Rapid Re-housing funding for Homelessness Prevention.

All Rapid Re-Housing activities must meet all the HUD requirements specified at 24 CFR Part 576.104, 24 CFR Part 576.105, and 24 CFR Part 576.106, including, but not limited to, requirements for:

- Eligible program participants;
- Eligible costs, including financial assistance costs and services costs;
- Maximum amounts and periods of assistance;
- Use with other subsidies;
- Limitations on maximum rent levels;
- Rental assistance agreement with owner;
- Lease agreement between owner and participant; and
- Condition of housing where assistance is provided.

Homeless Management Information System (HMIS)

ESG funds may be used for HMIS activities associated with contributing data derived from ESG-funded programs. As defined in state regulations, HMIS includes the use of a comparable database as permitted by HUD. In no event can costs exceed 10 percent of the total amount requested per applicant. HMIS activities must comply with HUD's standards on participation, data collection, and reporting. See 24 CFR Part 576.107 for a complete list of eligible HMIS costs.

Ineligible Costs and Activities

ESG funds shall not be used for costs associated with activities in violation of any law or for any activities referenced as ineligible in 25 CCR 8408. The Department reserves the right to request additional information and clarification to determine the reasonableness and eligibility of all costs to be paid with funds made available by this Agreement. If Contractor or its funded subrecipients use ESG funds for the costs of ineligible activities, Contractor shall be required to reimburse these funds to the Department and shall be prohibited from applying to the Department for subsequent ESG funds until the Department is fully reimbursed.

The general rule is that any cost or activity that is not authorized under the federal ESG regulations is ineligible to be assisted with ESG funds. In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith-Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

Religious organizations may receive ESG funds only if they agree to provide all eligible Activities under this program in a manner that is in accordance with 24 CFR Part 576.406.

Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that they provide. A social service program includes services that:

1. *Reduce poverty*
2. *Improve opportunities for low-income children/youth/families*
3. *Revitalize low-income communities*
4. *Empower low-income families and individuals to become self-sufficient*
5. *Help people who are in need.*

Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization. Refer to 24 CFR Part 576.406 for additional details.

Threshold Requirements

All applicants **must meet** the local and HUD defined threshold requirements as detailed below. If an applicant does not demonstrate that the project meets these threshold requirements, the applicant will be advised that its application will not be considered for funding.

1. The applicant must be a public agency or private nonprofit agency, authority or organization, requesting ESG funds to undertake homeless prevention and/or rapid re-housing activities for assistance of homeless persons as defined in Section 103 (a) of the McKinney-Vento Act as amended by HEARTH; or persons at risk of homelessness as defined in Section 401(1) of the same Act and having income at or below 30% of Area Median Income.
2. The costs and activities for which funding is being requested must be eligible.
3. All applicants' projects are required to demonstrate evidence of direct collaboration with other agencies. See **Attachment A** for the Form.
4. All applicants must obtain a HMIS/CE Participation Certification signed by the NorCal CoC HMIS Administrator showing active participation **and utilization** in HMIS in calendar year 2021. See **Attachment B** for the Form.
5. All applicants must obtain a Point In Time Certification signed by the CoC Local PIT Committee Chair. See **Attachment C** for the Form.
6. All Applicants must have a CoC Local Advisory Board Approval certification, certifying the agency is an active member of the local CoC advisory board. See **Attachment D** for the Form.
7. Participating County CoC Contract of Participation agreement must be in good standing with the Shasta County Housing & Community Action Agency; the contract must be fully executed and paid.
8. ESG funds require a 100% match in cash or in-kind services. The applicant must demonstrate the ability to match funds awarded under this RFP with an equal amount of other funds. In calculating the amount of supplemental funds provided, a proposer may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the program, and the value of the time and services contributed by volunteers to carry out the program of the recipient at a rate determined by HUD.
9. All eligible activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services. Agencies must certify they utilize Housing First practices. See **Attachment E** for the Form.

Redding/Shasta, Siskiyou, Lassen Plumas, Del Norte, Modoc Sierra Counties CoC, 2021 ESG Application Instructions

10. All agencies receiving funds awarded through ESG, must use the NorCal CoC Homeless Management Information System (HMIS) to record client level data. In addition, the NorCal CoC Coordinated Entry System must be used to identify potential clients using VI-SPDAT scoring and collaboration with other entities within the county of operation.
11. Applicants must be registered under the System of Awards (SAM). Visit www.sam.gov for more information. Proof of registration must be included with the application.

Application Instructions

All applicants must submit one (1) electronic copy via email **or** (1) hardcopy version in person at 1450 Court St. Suite 108, Redding, CA 96001 completed RFP Application and the attachments by **4:00 P.M. on 5/13/2022 to:**

Shasta County Housing & Community Action Agency, NorCal CoC Lead Agency
 Hollie Zander
 1450 Court Street Suite 108
 Redding, CA 96001
 hjzander@co.shasta.ca.us

All supporting documents must be included in the submissions. Incomplete applications will not be considered for funding.

Questions / Technical Assistance

The CoC Lead Agency is available to answer any questions and provide technical assistance to any organization wishing to submit an application. Questions regarding this NOFA should be directed only to the person(s) designated below.

Shasta County Housing & Community Action Agency, NorCal CoC Lead Agency
 Hollie Zander
 T (530) 245-6438
 E hjzander@co.shasta.ca.us

Selection Process

The Lead Agency will screen all applications to determine that the applicant(s) has met threshold requirements. If the remaining applications are oversubscribed, then an evaluation panel comprised of no less than three (3) NorCal Continuum of Care Executive Board Members will review and evaluate each application that is deemed eligible and complete. Each application will be evaluated on its own merits. Ineligible and incomplete applications will not be considered. Funding recommendations will be reviewed, and award notifications will be issued by 6/30/2022.

Evaluation Criteria

The evaluation panel will score applications based on a weighted scale of 100 points and the following criteria:

Evaluation Criteria	Available Points
Threshold requirements	Pass / fail
Applicant Experience	20 pts
Need for Funds	20 pts
Impact and Effectiveness	30 pts
Program Financing and Budget (Attachment A)	30 pts
Maximum Points Available	100 pts

Contract Terms and Requirements

- A. **Potential Documentation.** If your application is selected you should anticipate having to provide, or document, the following:
1. **Cost Allocation Plan:** A document identifying how your agency is accumulating and distributing allowable direct and/or indirect costs, and the allocation method used.
 2. **Scope of Service:** This item provides an overview of the program services as described in the application, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).
 3. **Performance and Activity Schedule:** The projected time per quarter for performance of major activities by expected goals.
 4. **Performance Assessment:** The following items will be utilized to assess project performance and evaluate the outcomes/impacts of ESG funded activities: project description and expected outcomes.
 5. **Budget:** Provide ESG detailed Expenses Report on a quarterly basis.

General Provisions and Conditions if awarded ESG funding by the Shasta County Housing & Community Action Agency through the NOFA Application Process

A. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the applicant(s) in: (1) preparing its application in response to this NOFA; (2) submitting that application to Shasta County Housing & Community Action Agency; or (3) engaging in any other activity prior to the effective date of award, if any, and of a contract resulting from this ESG NOFA process. Shasta County Housing & Community Action Agency shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the application(s), and applicants(s) shall not include any such expenses as part of their budget.

B. No Commitment to Award

Issuance of this NOFA does not commit Shasta County Housing & Community Action Agency to award a contract. The Shasta County Housing & Community Action Agency expressly reserves the right to postpone application opening for its own convenience, to accept or reject any or all application received in response to this NOFA, to negotiate with more than one application concurrently, or to cancel all or any part of this NOFA.

C. Equal Opportunity Contracting Policy

The Shasta County Housing & Community Action Agency is committed to a policy of Equal Opportunity. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit applications. Applicant expressly agree to comply with HCD's ordinances and regulations regarding Equal Opportunity Employment.

D. Certificate of Insurance

Proof of insurance is required to be submitted to Shasta County Housing & Community Action Agency as a component of Special Conditions, if awarded funding.

E. Standard Terms and Conditions

Prior to the award of any work hereunder, Shasta County Housing & Community Action Agency and Applicant shall enter into a written Grantee Agreement, if awarded funding.

F. Instructions and Questions

Questions regarding this NOFA should be directed only to the person(s) designated below.

Shasta County Housing & Community Action Agency, NorCal CoC Lead Agency
Hollie Zander, Program Manager

T (530) 245-6438

E hjzander@co.shasta.ca.us

G. Proof of Authority

If the applicant is a non-profit organization or a corporation, **formal proof of the authority of the officer signing the application to bind the corporation must be submitted with said application.**

H. Withdrawal of Application

Any applicant may withdraw its application by written request at any time following the submission deadline.

I. Firm Commitment of Availability of Service

Once an application is opened, the applicant is expected to maintain an availability of service as set forth in its application.

J. Reservations

The Shasta County Housing & Community Action Agency reserves the right to reject any or all applications and any item or items therein, and to waive any non-conformity of applications with this NOFA, whether of a technical or substantive nature, as the interest of the CoC may require.

K. Notice of Funding Availability (NOFA) not Contractual

Nothing contained in this NOFA shall create any contractual relationship between the applicant and Shasta County Housing & Community Action Agency. Shasta County Housing & Community Action Agency accepts no financial responsibility for costs incurred by any applicant regarding this NOFA.

Emergency Solution Grant (ESG) Funds

I. Summary

A. Agency Information

Agency Legal Name:

Agency Address:

Primary Contact: Title:

Telephone Number: Email Address:

Tax Identification #: DUNS Number:

Preparer Name: Title:

B. Project Component

Check the ESG eligible component that this project will address:

- Rapid Rehousing Homeless Prevention Street Outreach
 Homeless Management Information System

Is the Target Population for this project categorized as homeless youth (Youth-Set Aside)?

- Yes No

C. Gap Assessment

Describe the gaps between your current housing or homeless resources, and your current housing or homeless population needs. Describe how you identified these gaps. Please include how your project will address the identified gaps.

D. Project Summary

E. Collaborative Partnerships

Describe how your agency will collaborate with other agencies in the scope of this project. Please include how your agency is involved in efforts to create sustainable housing solutions for people experiencing homelessness or at risk of homelessness.

II. Project Detail

A. Project Design

Describe the project design (*limit to 250 words*):

B. Project History

Has this project been funded by HCD before? Yes No If so, when? _____

C. Use of Evidence Based Practices

Describe your agency's use of evidence-based practices for this project (*limit to 250 words*):

D. Compliance with Housing First

Briefly describe the project will comply with the core components of Housing First as defined in Welfare and Institutions Code 8255(b) (*limit to 250 words*):

E. Resources Addressing Homelessness

Briefly describe your agency's existing programs and resources used to address homelessness.

III. PARTICIPATION INFORMATION

A. Household Served

Number of Unduplicated Households projected to be served by the project during the grant period of approximately April 1, 2022 to August 31, 2023.

IV. Project Budget

Eligible Use Category	Amount for the Term of the agreement	Funding Amount to meet 100% Match requirement	Funding Match Source
Rapid Rehousing			
Street Outreach			
Homelessness Prevention			
Homeless Management Information System			

V. CERTIFICATION

I certify that:

1. To the best of my knowledge and belief, that information in this application is true and correct.
2. The undersigned is an authorized certifying official of the organization here represented and is authorized to submit this application on their behalf.
3. The organization responsible for carrying out the project activities under this proposal will comply with all applicable local and federal laws and regulations.

Organization Name: _____

Project Name: _____

Project Address: _____

Certifying Official: _____

Title: _____

Signature: _____

Date: _____



HMIS/CE Database Certificate

Agency Name: _____

Agency Entering Data (if different from Agency/Applicant): _____

To complete the Project Level Performance the Applicant is required to provide supporting documentation for the outcome data using HMIS. The report to be attached with this form is the CoC APR. The data provided must be reported out of an HMIS or a comparable database if the Applicant is a Victim Service Provider or Legal Assistance provider. Attach the CoC APR Report for the most recent 12 months.

If you should have questions about retrieving the reports, please reach out to the HMIS system administrator hmis@co.shasta.ca.us.

		HMIS/CE Data	Or	Comparable Database
<input type="checkbox"/>	Total # of Individuals served			
<input type="checkbox"/>	Total # of Individual Leavers who exited to a permanent housing destination			
<input type="checkbox"/>	Total # of Individual Leavers who exited any destination			

CERTIFICATION OF THE APPLICATION INFORMATION

I certify that the supporting data for Project Level documents were generated from an HMIS/CE or a comparable database. All information contained in these reports is true and completed to the best of my knowledge.

Printed Name of HMIS Administrator

Title

HMIS Administrator Signature

Date

<input type="checkbox"/>	The Applicant did not use HMIS during the reporting period, but the Applicant has a HMIS Contract dated _____
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Certification of Point In Time Participation

I, _____, certify that staff from _____ participated in the Point In Time Count by performing one or more of the below listed activities within our community:

- Surveyed persons using the paper survey forms.
- Coordinated the Point In Time Count in our County.
- Assisted the coordinator within the County.
- Other: _____

Dated: _____

Printed Name County PIT Committee Chair

Signature of County PIT Committee Chair



Certification of Local Advisory Board Approval for Applicant

By signing below, the Local Advisory Board certifies that _____
is recommended to apply for the Emergency Solution Grant 2021 funds to operate
_____ within the County of _____.

Dated: _____

Printed Name of Advisory Board Chair

Signature



HOUSING FIRST COMPLIANCE AND TRAINING CERTIFICATION

Housing First is a homeless assistance approach that prioritizes providing permanent housing to persons who are experiencing homelessness. This approach is guided by the understanding that people need necessities like food and shelter before being required to gain employment, pursue life skills courses, or attend substance use education. Housing First does not require persons experiencing homelessness to address behavioral health issues or to graduate through a series of programs before accessing safe, stable housing.

All eligible ESG activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services. Agencies must participate in annual Housing First training and utilize Housing First practices.

By signing this document, I certify that _____ understands that
(agency)
housing is the foundation for life improvement and if awarded ESG funds will:

- 1. Adhere to Housing First principles
- 2. Participate in annual mandatory Housing First training

Name _____ Title _____

Signature _____ Agency _____

Date _____