



Strength, Dignity, Quality of Life

MISSOURI HOUSING

DEVELOPMENT COMMISSION

EMERGENCY SOLUTIONS GRANT

Application Guidance

2018

DUE DATE:

Friday, October 20, 2017

5:00 p.m.

Missouri Housing Development Commission

ATTN: Community Initiatives Department

920 Main Street, Suite 1400

Kansas City, MO 64105

ci.applications@mhdc.com



EMERGENCY SOLUTIONS GRANT (ESG) APPLICATION GUIDANCE

INTRODUCTION

Purpose:

The Missouri Housing Development Commission (MHDC), in collaboration with the Missouri Department of Social Services, hereby notifies interested organizations of the availability of Emergency Solutions Grant (ESG) funds to provide housing assistance to homeless or nearly homeless Missourians in an amount up to **\$3,307,300.00 (estimated)**. The funds will be allocated in a competitive process in accordance with the Allocation Plan. The allocation of FY2017 funds will be awarded for program year 2018.

Deadline:

Applications for funding will be accepted by MHDC in the Kansas City office until **5:00 p.m. on Friday, October 20, 2017**. All applications received after the deadline will not be considered for funding. Decisions regarding funding of proposals are estimated to be made in December, 2017.

Requirements:

- Applicants must be a city/county that has submitted a letter of intent or non-profit entity eligible to conduct business in Missouri, be an entity in good standing with the state of Missouri and provide housing or housing services. Funding will not be awarded to individuals.
- All proposals must be submitted on the current year's application form posted on the MHDC website (www.mhdc.com) and in compliance with the 2018 Application Guidance (ESG-102) also posted on the MHDC website. The 2018 Application Guidance should be reviewed before completing and submitting a proposal.
- Applications must comply with the following restrictions on funding requests:
 - Entitlement cities/counties receiving an ESG allocation directly from HUD are eligible to apply for up to \$50,000 per CoC;
 - Cities/counties are eligible to apply for up to \$50,000 per sub-grantee totaling \$150,000 per CoC;
 - Direct non-profits are eligible to apply for up to \$50,000 per grant application per CoC;
 - Direct non-profits that serve multiple counties within a Continuum of Care may apply for up to \$50,000 per county up to \$100,000.

Submission:

Both a hard copy and an electronic copy are required to be submitted.

Please submit required hard copy applications to:

Missouri Housing Development Commission
Community Initiatives Department
920 Main Street, Suite 1400
Kansas City, MO 64105

Please send required electronic applications to: ci.applications@mhdc.com

Contact Information:

If there are any questions, please contact:

Steve Whitson, Community Initiatives Coordinator
Phone: (816) 759-6632
Email: steve.whitson@mhdc.com

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SECTION I – Applicant Requirements

Overview

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grants program, now the Emergency Solutions Grant (ESG) program.

Emergency Solutions Grant program funds are made available in order to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households that become homeless and the overall rate of formerly homeless households returning to homelessness. This funding supports shelter, prevention and re-housing activities that are targeted and coordinated with other homeless providers and homeless prevention providers.

The goals of the ESG program include efforts to:

- Reduce the number of individuals/households who become homeless
- Shorten the length of time an individual or household is homeless
- Reduce the number of individuals/households that return to homelessness; and
- Prevent people at risk from becoming homeless

For more information on the ESG Interim Rule visit: <http://www.hudhre.info/esg/index.cfm>

Eligible Applicants

Applicants must be a unit of local government or a qualified non-profit agency. The first right of refusal was initially offered to units of local government (cities or counties). If a city/county accepted the funds by submitting a letter of intent in collaboration with their location Continuum of Care by September 1, 2017 they may use the requested funds to sub-grant with local qualified non-profit organizations to administer the ESG Program or they may administer the program themselves. If the unit of local government did not choose to apply for funds; applications will be accepted directly from local non-profits. A complete list of cities/counties that submitted a letter of intent and will be applying for funds or will not apply, but will require a letter of support is listed in Appendix A of this document.

The term "private non-profit organization" means a secular or religious organization described in section 501(c) of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences. To the extent determined under state law, private, secular or faith-based non-profit organizations are eligible to serve as direct grantees if the city/county has declined funding through the letter of intent process.

All applicants are expected to participate in Continuum of Care planning where the proposed ESG activities will take place to the satisfaction of those CoCs.

Emergency Solutions Grant funds are not intended for start-up of new homeless service providers or programs and duplicative efforts should be avoided. First time applicants are expected to have established homeless programs, be collaborative partners within their local CoC and discuss their intention to apply for ESG funding with their local CoC prior to participating in the ESG application process.

Funding

The Missouri Housing Development Commission (MHDC), in collaboration with the Missouri Department of Social Services will make available an amount up to \$3,307,300.00 available as outlined in the 2018 Notice of Funding Availability. The funds will be allocated in a competitive process in accordance with the Allocation Plan.

Sub-contracting

Cities/counties may sub-contract part or all of their grant amounts to non-profit organizations to provide eligible ESG services. Non-profit organizations must demonstrate collaboration with local mainstream service providers and local homeless provider groups. Direct non-profits **may not** sub-contract grant amounts.

Evaluation

Local governments that are awarded ESG funding are required by state and federal law to perform due diligence in regards to organizational capacity of sub-grantees before making awards to non-profit organizations. Funding decisions for sub-grantee non-profit agencies should be based on an objective selection process and a review of the following information:

- a. The complexity or nature of the request;
- b. Organizational structure, operating processes and capacity;
- c. The extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors;
- d. Professional management;
- e. The consistency of the organization's identity or its mission to the provision of homeless services;
- f. The extent to which the organization utilizes networks to avoid duplication of housing and services;
- g. Participation in appropriate provider groups and local Continuum of Care Meetings;
- h. Sound operating procedures, accounting policy and controls;
- i. The presence and accuracy of financial management systems, accounts, funds, reports, tax returns, etc.;
- j. Unrestricted financial resources available to the agency; and
- k. Organizational financial policy, controls, stability and capacity.

Cities/counties will have the responsibility to perform compliance on non-profit sub-grantees and ensure that programs are operating within the requirements and regulations of the ESG Program.

Obligation of Funds

Once notified of a funding award, a city/county has 120 days to have its grant amounts obligated to sub-grantees to directly administer the ESG program (if the city or county is not providing services directly). According to CFR 576.203, obligation is considered:

- A signed sub-grantee grant agreement;
- A letter of award requiring payment to a private non-profit organization;
- A signed procurement contract; and/or
- The written designation of a department within the government directly responsible for carrying out eligible ESG activities.

Match

All applicants must provide at least a 100 percent match for all ESG funds. Match sources can be cash or in-kind. The anticipated amount and sources of any matching funds must be stated in the match section of the application submitted. Documentation of the final match amounts, sources and use of match funds will be required to be documented and tracked throughout the grant year and submitted at the end of the grant period. A local government may comply with this requirement by providing the match funds itself or through match funds provided by any sub-grantee (as appropriate).

Match can include all ESG eligible funds available or expected to be available to the applicant from local, state and federal agencies, foundations and private contributions, fundraising activities, and fees charged to participants.

In order to meet the matching requirements:

1. Matching contributions must meet all requirements that apply to the ESG funds provided by HUD other than expenditure limits.
2. Matching funds (cash and non-cash) must be available and expended within the same time period as the ESG grant award.
3. Contributions used to match an ESG grant may not have been used to match previous ESG grants and may not be used to match subsequent ESG grants.
4. Matching contributions may be obtained from any source, including any federal source as well as state, local and private sources. Additionally, the following requirements apply to matching contributions from any federal source of funds:
 - a. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds and;

- b. 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 of the ESG program.

Matching funds may include:

1. Cash contributions which include: cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the grantee/sub-grantee.
2. Non-cash contributions which include: the value of any real property, equipment, goods or services contributed to the grantee's/sub-grantee's ESG program, provided that if they had been paid for with ESG grant funds, the costs would have been allowable. Non-cash contributions may also include the purchase value of any donated building one time.

Applicants should include all funds available or expected to be available to applicant from local, state, and federal agencies, foundations and private contributions, fundraising activities and fees charged to participants. These amounts will be verified by MHDC throughout the grant period. Applicants should be realistic and prepared to provide match verification if funds are awarded.

Match Exemption

MHDC is able to provide reasonable match exemptions to agencies who may be unable to meet the 100 percent match requirement of the ESG program. If the match requirement imposes a hardship, the applicant may request a match exemption on the Proposal Information section of the application.

Administration

Applicants are eligible to apply for up to five percent of the total grant request in administrative funding. If a city/county were to apply on behalf of non-profit sub-grantees the city/county would be eligible for five percent of the total grant for administration and could pass some or the entire administration amount on to its sub-grantees. Direct non-profit grantees are eligible to request up to five percent of the grant request in administrative funds. Example: if the total grant request is \$50,000 then the administration request would be \$2,500 and the remaining request for other eligible activities would be \$47,500.

Data Collection

ESG applicants providing client services must enroll in the Homeless Management Information System (HMIS) system or a Comparable Database (victim service providers) of their Continuum of Care to be eligible to receive ESG funds. Grantees/sub-grantees must be in compliance with all requirements set forth by the current published HUD Data Standards.

All activities funded under ESG must comply with HUD's standards on participation, data collection and reporting, including those victim service providers using a comparable database.

All ESG grantees/sub-grantees, including those not currently receiving funds, are required to be in full compliance with HMIS implementation guidelines and adhere to HUD Data Standards at the time of application. New ESG grantees/sub-grantees and applicants that have never received ESG funds from the state allocation, must be in full compliance with HMIS implementation at the time a grant agreement is signed.

For more information on HUD's Homeless Management Information System (HMIS), please refer to: <http://www.hudhre.info/index.cfm?do=viewHMISHome>

Victim Services/Domestic Violence Providers Data Collection:

While victim service providers are not required to participate in the local HMIS due to confidentiality and safety concerns, they are required to utilize a **comparable database** that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to a HMIS, but must identify clients by a unique identifier that will allow MHDC and HUD to ensure that eligible services are provided to eligible participants. The comparable database must be approved by the HMIS lead agency of the Continuum.

Victim Services/Domestic Violence Providers must document how they intend to ensure that ESG reporting policies and procedures are in place and followed while assuring the confidentiality of participants.

All activities funded under ESG must comply with HUD's standards on participation, data collection and reporting under a local HMIS (including those victim service providers using a comparable database).

Confidentiality for victim services/domestic violence providers must be protected as required by statute for victims of domestic violence, dating violence, sexual assault, stalking or sex trafficking.

SECTION II – Application Outline and Instructions

General Completion Instructions

- 1. Applications will be accepted from five funding categories: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and HMIS/Comparable Database.** Administration is an eligible activity and is included in the Proposal Information. Applicants should refer to the general funding guidelines on page one for the maximum amounts grantees/sub-grantees are eligible to apply for.
- 2. Separate application for each Continuum of Care.** If an applicant wants to request funding for programs within different Missouri Continua, the applicant must submit a complete and separate application for each Continuum of Care. Each application is considered separately.

3. **Applicants may only submit one application per Missouri Continuum of Care.** If a non-profit applicant chooses to apply as a sub-grantee of a city or county, they may not apply as a direct non-profit within the same geographic area.
4. **Applicants may only request funds for the counties in which the services will be located.** Applicants applying for Emergency Shelter funding may only request funding to serve the county that the shelter is located in. Applicants applying for funding to provide direct services may only request funding for the counties in which participants being served by the funding reside in.
5. **The application should be completed in sequential order.** The application has been designed with the ability to populate information based on entered detail.
6. **Do not tamper with, modify or delete elements in the application.** In order to maintain the integrity of the electronic application, most cells are locked and password protected. Any attempt to access or tamper with the formulas, modify the document or delete tabs will be a cause for automatic reduction of points.
7. **Applicants must respond to each question on the application and checklist.** Each answer should be concise, self-supporting and not refer to any other area of the application or external documentation.
8. **No green boxes in application.** All questions are required to be answered in the application except:
 - a. **Program Tabs:** Only complete the program tab for the component(s) that you are requesting funding for. You do not need to include blank tabs in your hard copy application if you are not applying for multiple components.

MHDC will accept:

- Only one application per local unit of government (i.e., city or county), multiple sub-grantees are allowable.
- A single application from multiple cities/counties in the same CoC as long as one county or unit of local government (city, township, etc.) is designated as the grantee and there is an MOU in place.
- A single application from a direct non-profit where the city/county has declined funding.
- If an agency is applying in multiple CoCs then an application for each CoC must be received.

Obtaining and Navigating Application

Directions for saving, printing, navigating and electronically copying the Application:

1. **Use 2018 Excel Application.** All applicants are required to use the 2018 ESG Application Workbook provided by the Missouri Housing Development Commission (MHDC) on its website under the FY2018 Items: <http://mhdc.com/ci/esg/index.htm>. Please note that

every county library system in Missouri has at least one location with internet access that is free to the public.

- 2. Save application to computer or removable storage.** To save the file on your computer, click the “Application” link under the heading “FY 2018 Items” from the above website. When the dialog box appears, you may either choose to “Save As” and save it on your computer or removable storage, or click “Open”. If you choose to open the file, you must then choose “Save As” from Excel’s file tab to save a copy on your computer or removable storage device. **Please note that the file must be saved in .xlsx format, PDF will not be accepted.**
- 3. Print.** To print the application, left click on the **File** option on the top menu in Excel with the workbook open. Then click on the **Print** option. When the screen shows print details, select the **Entire Workbook** option in the lower left portion of the screen showing print details. This will print each and every worksheet within the workbook. To print just a single worksheet within the workbook, follow the procedure described above but select **Active Sheet(s)**. To preview the entire application workbook before printing, right-click on one of the worksheet tabs, select “Select All Sheets,” select the File option on the top menu and then the Print option from the drop down menu and you will be able to click on the arrows on the bottom of the screen to preview each page of the application.
- 4. Navigating Tabs.** To navigate between the different tabs in the workbook, point the mouse cursor at the desired tab at the bottom of the screen and left click. Also, the small black arrows at bottom left will assist in moving between the tabs.

Application Document Checklist:

Excel Workbook

PART A: Application Information

- 1A. Cover Sheet
- 2A. Checklist
- 3A. Agency Information
- 4A. Proposal Information
- 5A. City/county Information
- 6A. Agency Information

PART B: Program Information

- 1B. Street Outreach
- 2B. Emergency Shelter
- 3B. Homelessness Prevention
- 4B. Rapid Re-housing
- 5B. HMIS/Comparable Database

PART C: Attachments, included in application

- 1C. Sources and Uses
- 2C. Agency Budget
- 3C. Match Information
- 4C. Board of Directors/Decision Making Body

External Attachments, to be provided by applicant

- 1. Written Standards
- 2. Homeless Participation Certification Letter
- 3. Letters of Support
- 4. Certificate of Good Standing
- 5. 501(c)3 Verification
- 6. Organization's Most Recent Audit/Financial Statements

Application Detailed Instructions

Listed below are descriptions of all sections and documentation required in the application. Please note that everything in the checklist must be included in the application; program information for components which funds are not being requested do not need to be included. Specific questions or topics within each section that may need more detailed explanation are listed under each section topic.

Core Application:

1A. Cover Sheet

No information is entered on the cover sheet. Information from the completed application is automatically populated onto the cover sheet. Please ensure that the information displayed on the printed cover sheet accurately reflects the information in your proposal (i.e., do not print your cover sheet before the remainder of your application is final). Missing or mismatched information from the cover sheet and the rest of the application may result in a point loss on the application.

2A. Checklist

The entire check list must be completed, with no green boxes.

3A. Agency Information

This section collects general information about your organization.

Question 4 – Grant Contact: The person listed as your grant contact should be the program administrator for the ESG grant throughout the entire 2018 grant year. This IS NOT the grant writer, unless they are also the program administrator.

Question 7 – This must be a live/original signature from Executive Director/CEO/Board President only. Signature from other persons will not be accepted, unless a Board Resolution from the agency's Executive Board gives

signing authority to an individual other than the Executive Director/CEO/Board President and a copy is included with the application.

4A. Proposal Information

This section collects information about your request and general program questions.

Question 5 – This is the amount requested for funding for this proposal. PLEASE NOTE the following criteria for the 2018 application cycle:

1. Entitlement Communities receiving their own ESG allocation directly from HUD are eligible to apply for up to \$50,000;
2. Cities/counties are eligible to apply for up to \$50,000 per sub-grantee with a maximum total request of \$150,000;
3. Direct non-profits are eligible to apply for up to \$50,000 per grant application;
4. Direct non-profits that serve multiple counties within a single Continuum of Care may apply for up to \$50,000 per county up to \$100,000.
5. Administration requests are limited to five percent of the total grant request.

5A. City/County Information

This should only be completed by the lead local government (city or county) applying for funds. Cities/counties should complete the applicant information required.

6A. Agency Information

This section should be completed based on information pertaining to the non-profit applicant. This section will be completed by non-profits as either direct grantees or city/county sub-grantees. If the city/county will also be providing direct services and not sub-granting part or all of the funds, then this section should be completed by the city/county as well. The Agency Information section is intended to provide detailed information about the organization that will be providing the services.

1B – 5B. Program Information

Program Information should be completed based on the ESG program for which ESG funding will be used.

Of the five eligible funding categories, only submit program information where ESG funds are requested. For example, if your organization is proposing to provide Street Outreach, you should only submit the 1B: Street Outreach program information. In this example, your organization would not complete or submit sections 2B-5B. If you do not request funds for HMIS/Comparable Database in 5B, you will not receive HMIS/Comparable Database funds. Administration is requested in the Proposal Information Section.

The total proposed budget amounts in Question #4 should match the amounts reflected in the Proposal Information. In addition, if the applicant is a sub-grantee of a city/county,

the total proposed budget amount in in Question #4 should match the city/county requested amount in the Proposal Information section also.

1B. Street Outreach Information

(Street Outreach applicants only)

Collects information specifically for the program in which ESG funds will be used.

2B. Emergency Shelter Information

(Emergency Shelter applicants only)

Collects information specifically for the program in which ESG funds will be used.

3B. Homelessness Prevention

(Homelessness Prevention applicants only)

Collects information specifically for the program in which ESG funds will be used.

4B. Rapid Re-housing Information

(Rapid Re-housing applicants only)

Collects information specifically for the program in which ESG funds will be used.

5B. Homeless Management Information Systems (HMIS) Information

(HMIS and Comparable Database applicants only)

Collects information specifically for the program in which ESG funds will be used.

Attachments

The following attachments are included as tabs in the Excel application:

1C. Sources and Uses

The applicant must complete the program budget showing the ESG request for funds and the total **program budget**. All sources of funding that are used in the program where ESG funds will be utilized should be listed in the "Sources" sections at the top. The general uses of each funding source should be listed underneath "Revenue Uses."

Any uses of ESG should be eligible uses of the grant. If applicant is unsure what eligible uses of the ESG grant are, please refer to the current ESG Desk Guide posted at: <http://www.mhdc.com/ci/esg/fad/index2015.htm> for more details.

2C. Agency Budget

The applicant must complete the projected agency budget for 2018 ESG grant year.

3C. Match

The applicant must detail how they will meet the 100 percent match requirement for the ESG funding requested.

4C. Board of Directors/Decision Making Body

The applicant must enter a complete list of the organization's current board or governing members (officers identified). The list must be reflective of the executive board, **not** an advisory board. Only the member's first and last names are required.

External Attachments, to be provided by applicant:

Written Standards:

The applicant should include written Policies and Procedures that address each of the following written standards for the project(s) to be funded by ESG:

Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-housing Applicants:

- Standards for evaluating the eligibility of individuals and families for assistance under the ESG program
- Standards for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing providers, other homeless assistance providers, and mainstream service and housing providers
- Standards for the formal termination process established by the agency that recognizes the rights of individuals affected
- Standards for the program participant's formal grievance process
- Standards for participation in HMIS or comparable database
- Standards for ensuring that clients served and activities provided with ESG funds are entered into HMIS or comparable database, the timeframe for data to be entered, and the process for ensuring confidentiality of client records
- Standards for participation in the Coordinated Entry system of the Continuum of Care

Street Outreach and Emergency Applicants Only:

- Standards for targeting and providing services related to street outreach
- Standards for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of victims of domestic violence, sexual assault, etc.
- Standards for admission, diversion, referral, and discharge by emergency shelters, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of individuals and families who have the highest barriers to housing and are likely to be homeless the longest
- Standards for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter

Homelessness Prevention and Rapid Re-housing Applicants Only:

- Standards for determining which eligible individuals and families will receive homelessness prevention and which eligible individuals and families will receive rapid re-housing assistance

- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance
- Standards for determining how long a program participant will be provided rental assistance and how the amount of that assistance will be adjusted over time, if at all
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program, or the maximum number of times the program participant may receive assistance
- Standards for addressing the needs of ineligible applicants

Please note that forms and intake documents are not acceptable forms of Written Standards. The applicant must include written Policies and Procedures to address all of the applicable standards as listed above.

Homeless Participation Certification: The applicant should provide a letter from the president of the organization’s Board of Directors certifying compliance with HUD 24 CFR 576.405, which requires that homeless persons are included in the decision making process for ESG programs. The letter should be written on agency letterhead, signed by the Board president, should include verification of the participation of at least one homeless or formerly homeless person included in agency policy decision-making directly related to the ESG program and the process by which this requirement is fulfilled.

Letters of Support:

Applicant must provide two letters of support for their ESG proposal from elected officials and/or collaborative agencies.

Certificate of Good Standing:

Applicant must include a Certificate of Good Standing that is current within 60 days of the application due date. If applicant does not have a Certificate of Good Standing that is current within 60 days, applicant may include most recent Certificate AND a print out from the Secretary of State website that states that organization is in good standing with a date within 60 days of application due date.

501(c) (3) Verification:

The applicant should provide verification of the organization’s 501 (c) (3) status.

Organization’s Audit/Financials:

Applicant must include the organizations most recently completed and board approved audit including the independent auditor’s report. If the most recent fiscal year audit is not complete yet, applicant should submit the last completed, board approved audit in addition to unaudited financial statements (i.e., balance sheet, income statement, and

statement of cash flows). The unaudited financial statements should cover the gap in time from when the last audit ended until 30 days before the application deadline.

SECTION III –Evaluation of Applications

Overview

Missouri Housing Development Commission wants to ensure that the limited pool of funding received is used in the most effective way possible to help organizations provide the necessary services to homeless individuals and families in the state of Missouri. In order to do this, funds awarded will be based on scoring system for applications. Individual scores by component may be assessed for completeness of the grant application, past performance, procurement of outside resources, impact on homelessness within community, participation in Coordinated Entry, participation in their Continuum of Care, extent to which programs result in increased housing stability for clients, organizational development and experience, budgeting and financial reporting, efficient and effective data collection and other relevant factors that show how effectively the project addresses the goals of the ESG program. Applicants requesting funds for multiple components may receive funds for one, but not all.

Additionally, there are certain conditions, which may result in an application being rejected without being reviewed. These threshold requirements include, but are not limited to, missing deadlines, incomplete applications, lack of demonstrated need for the activities within the service area or the Continuum of Care, 501(c) 3 status for non-profit agencies and serious, recurrent or outstanding finding of noncompliance.

Submission of an application does not guarantee an applicant will receive funds.

Evaluation of Application Details

Individual scores by program may be assessed for:

- Completeness and organization of the grant application;
- Extent to which the applicant demonstrates an understanding of HEARTH regulations, HUD priorities for the ESG program, and USICH Opening Doors;
- Past performance in ESG programs;
- Strength of program design and implementation strategy;
- Extent to which programs result in increased housing stability and permanent housing outcomes for clients;
- Extent to which program serves exclusively (100%) “homeless” persons;
- Consistency with local need, collaboration with local plans, and service delivery strategies;
- Participation in the Coordinated Entry system recognized by the Continuum of Care;
- Amount of funds requested;
- Value of applicant’s match contributions (cash and in-kind);

- Demonstrated ability of the agency to move homeless individuals into housing; or demonstrated ability of the organization to increase housing stability of homeless individuals;
- Coordination and participation within local Continuum of Care;
- Extent to which the project’s approach makes homelessness rare, brief, and non-recurring; and
- Use of best practices for provision of services.

SECTION IV– Submission Requirements

Submission Instructions:

Complete application submissions must include both the original hard copy application in a three-ring binder and one electronic version of the application both received by **5:00 pm on October 20, 2017**. The hard copy and electronic copy of the application must match exactly. Both versions of the application must be received by the deadline.

Failure to submit fully complete applications as designated below will result in a point reduction when the application is evaluated. Applications received after the deadline will not be considered for funding.

1. Hard Copy Application Submission:
 - a. Printed completed 2018 ESG application with all required attachments submitted in a three ring, hard cover binder
 - i. Application and external attachments must use labeled section dividers. The labels for each section should directly correspond with the bolded, capitalized categories on the tab 2A. Application Checklist in the application.
 - b. Submitted to: Missouri Housing Development Commission
Attn: Community Initiatives Department
920 Main Street, Suite 1400
Kansas City, MO 64105
 - i. The application must be received by MHDC’s Kansas City office before 5:00 p.m. on October 20, 2017.

2. Electronic Application Submission:
 - a. Completed Excel 2018 Emergency Solutions Grant Program application saved in .xlsx format, PDF will not be accepted
 - i. Application should mirror printed application exactly.
 - ii. Program components for which funding is not requested do not need to be completed.

- iii. Only the Excel application needs to be submitted electronically. External attachments **DO NOT** need to be submitted electronically, only in the hard-copy of the application.
- b. Submitted to: ci.applications@mhdc.com
 - i. The application must be submitted to the above email address before 5:00pm on October 20, 2017.
 - ii. The subject line of the application submission email should include the agency's legal name and Continuum of Care (i.e. MHDC_Balance of State_ESG_Application).

Applications should be put together in the following order and sections should be clearly separated by clearly marked tabs:

City/County Applicants:

- 1. Cover Sheet
- 2. Checklist
- 3. Agency Information
- 4. Proposal Information
- 5. City/county Information
- 6. Attachments
 - a. Board of Directors
 - b. Certificate of Good Standing
 - c. Audit/Financial Statements
- 7. Sub-grantee Application (repeat for each sub-grantee)
 - a. Cover Sheet
 - b. Checklist
 - c. Agency Information
 - d. Proposal Information
 - e. Agency Information
 - f. Program Component Information (as applicable to type of funding requested)
 - i. Street Outreach
 - ii. Emergency Shelter
 - iii. Homelessness Prevention
 - iv. Rapid Re-housing
 - v. HMIS
 - g. Attachments

Direct Non-Profits:

1. Cover Sheet
2. Checklist
3. Agency Information
4. Proposal Information
5. Agency Information
6. Program Component Information (as applicable to type of funded requested)
 - a. Street Outreach
 - b. Emergency Shelter
 - c. Homelessness Prevention
 - d. Rapid Re-housing
 - e. HMIS
7. Attachments

Complete application submissions must include one original hard copy in a 3-ring binder and an electronic version of all applications by **5:00 pm on October 20, 2017**. Funding recommendations are expected to be presented to the Commission for approval in December, 2017. Funded applicants are required to attend a mandatory funded training that will be held in January, 2018.

SECTION V– General Information

2018 ESG Timeline

Application Posted on the Website:	September 08, 2017
Application Training:	September 25 and 27, 2017
Application Deadline:	October 20, 2017
Staff Recommendations to Board:	December 2017
Awards Notification:	December 2017
Funded Training:	January 2018
Grant Term Begins:	January 01, 2018
Grant Term Ends:	March 31, 2019

Quiet Period:

MHDC’s Standards of Conduct prohibits interested parties from contacting MHDC staff or Commission during the seven calendar days prior to a vote on a Competitive Manner (“Quiet Period”). ESG applicants should not contact Commissioners or MHDC staff members during the seven days leading up to MHDC’s scheduled Commission meeting in regards to ESG funding decisions.

Contact Information:

For questions about the application or application process, please contact:
Steve Whitson

Community Initiatives Coordinator
(816) 759-6632
steve.whitson@mhdc.com

HUD ESG Resources

ESG Program

<https://www.hudexchange.info/esg/>

ESG Frequently Asked Questions

<http://hudhre.info/index.cfm?do=viewFaq>

SECTION VI – Certifications

The following are some of the certifications that will be required of all grantees/sub-grantees and included in the grant agreement if funded. Applicants should review the required certifications before submitting an application.

By submitting a signed ESG application the applicant certifies that they:

1. Have reviewed and will comply with all requirements in the “Desk Guide” and “Application Guidance” found at: www.mhdc.com.
2. Will track, account for and report separately on ESG funds under this grant.
3. Understand that recipients of ESG funding are legally obligated and must meet state and federal accountability and reporting requirements for ESG. MHDC, the state of Missouri, or the federal funding source may also identify additional requirements or other changes in requirements. Such requirements may be in statute, regulation, policy, or procedure. The recipient is responsible for incorporating these requirements into the performance of the grant agreement.
4. Will enter appropriate data into the local Continuum of Care’s (CoCs) Homeless Management Information System (HMIS) or a comparable database, as applicable, for required HUD reporting.
5. Will use all ESG funds in accordance with state and federal ESG rules and regulations; any misuse of grant funds may result in a range of penalties including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under a grant, and civil and/or criminal penalties; and
6. Have completed this application to the best of his/her knowledge, and that all information included in this application including program design, staff responsibilities, and associated budget, described in this application is true, accurate and complete.

The following additional certifications will be expected to be made by the board president and duly authorized by the organization at the time of signing the grant agreement:

1. I certify that funds received for service operations will be operated for the benefit of eligible beneficiaries for the contract term, and that the level of service will not be less than that stated in the application at any time during the term of the grant agreement.

2. I certify that all programs will be operated in full compliance with any and all local certifications, approvals, and operating permits, and that they will be operated in full compliance with all local codes and ordinances, including zoning, health, fire safety and housing codes or requirements.
3. I certify that the applicant will administer programs to ensure, to the greatest extent practicable, that staff, volunteers and clients of the organization do not illegally use, possess, or distribute drugs, alcohol, or firearms.
4. I certify that the service will be operated in such a way as to maximize the opportunities for clients to participate in program delivery through employment, volunteer services, construction, renovation, maintenance or operation of the facility or program.
5. If homeless benefit activities are proposed, I certify that the organization has formally involved, and will continue to involve, at least one current or formerly homeless person in its policy-making process as it relates to the operation of this service.
6. I certify the organization will refrain from political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationery, or personnel on behalf of any candidate or any question of public policy subject to referendum, or the display of political posters, stickers or other printed materials.
7. I certify that all programs will be operated in compliance with all laws and regulations governing the federal or state programs under which the funds are made available.
8. I certify that applicant organization is actively participating in local area provider networks, homeless housing and service coalitions, and Continuum of Care planning processes.
9. I certify that applicant organization will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
10. I certify that the agency will maintain 501(c) 3 tax status as well as current registry with the Office of the Missouri Secretary of State.

Other Requirements that must be followed and will be included in the ESG grant agreement:

1. The requirements of 24 CFR 576.102(c), concerning the continued use of buildings for which Emergency Solutions Grants are used solely for operating costs or essential services, concerning the population to be served.
2. The building standards requirement of 24 CFR 576.403.
3. The requirements of 24 CFR 576.407, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 CFR 576.407, other appropriate provisions of 24 CFR Part 576, and other applicable Federal law concerning non-discrimination and equal opportunity;
AND
5. The requirements of 24 CFR 576.407(d) concerns Environmental Review/Compliance dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
6. The requirements of 24 CFR 576.408 concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

7. The requirements of 24 CFR 576.408(a) concerning minimizing the displacement of persons as a result of a project assisted with these funds.
8. The requirements of 24 CFR 576.500(x) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the Emergency Solutions Grant Program and that the address or location of any family violence shelter project assisted with ESG funds will not be made public, except with written authorization of the person or persons responsible for the operation of the shelter.
9. The requirement that recipients involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the Emergency Solutions Grant Program, and in providing services for occupants of these facilities as provided by 24 CFR 576.405.
10. The new requirement of the McKinney-Vento Act (42 USC 11301) to develop and implement to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that State and local governments are primarily responsible for the care of these individuals and that Emergency Solutions Grant funds are not to be used to assist such persons in place of State and local resources.
11. The Drug Free Workplace requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
12. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client level information. In the event that state laws conflict with the HMIS Final Notice, as determined by an appropriate state government entity, state law will prevail.
13. HUD's Standards for Outcome Performance Measurement.

Additionally, compliance with the following requirements will also be included in the applicant's grant agreement if funded:

Non-discrimination and Equal Opportunity Requirements

1. The requirements of Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 1001; Executive Order 11063 and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000d-4) implementing regulations issued at 24 CFR Part 1.
2. The requirements of 24 CFR 576.407, the prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146 and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.

3. The requirements of Executive Order 11246 and the regulations issued under the Order at 41 CFR 60.
4. The requirements of section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (see 24 CFR 570.607(b)).
5. The requirements of Executive Orders 11625, 12432, and 12138. Consistent with HUD's responsibilities under these orders, the grantee must make efforts to encourage the use of minority and women's business enterprises in connection with activities funded this part; AND
6. The requirement that the grantee make known that the use of the facilities and services is available to all on a nondiscriminatory basis. Where the procedures that a grantee or recipient intends to use to make known the availability of such facilities and the Emergency Solutions Grant Program services are unlikely to reach persons with handicaps or persons of any particular race, color, religion, sex, age or national origin who may qualify for such services, the recipient or grantee must establish additional procedures that will ensure that these persons are made aware of the facility and services. Adopt and implement procedures designed to make available to interested persons information concerning the existence and location of services and facilities that are accessible to persons with a handicap. Regulations of 24 CFR 576.407.
7. Lead-Based Paint. The requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35; and of 24 CFR Part 576.403(a).
8. Conflicts of Interest. In addition to conflict of interest requirements in OMB Circulars A-102 and A-110, no person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, state recipient, or non-profit recipient (or any designated public agency) that receives Emergency Solutions Grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities or (2) who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for him or herself or those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. HUD may grant an exception to this exclusion as provided in 570.611(d) and (e) of this chapter.
9. Applicability of OMB Circulars. The policies, guidelines, and requirements of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as they relate to the acceptance and use of Emergency Solutions Grant amounts by states and units of general local government, and No. A-110 and A-122 as they relate to the acceptance and use of Emergency Solutions Grant amounts by private non-profit organizations.
10. Use of Debarred, Suspended, or Ineligible Contractors. The provision of 24 CFR Part 24 relating to the employment, engagement of services, awarding of contracts, or funding of any contractors or subcontractors during any period of debarment, suspension or placement in ineligibility status.

11. Illegal Use of Drugs and Alcohol. The recipient and project sponsor conducting activities, funded in whole or in part with McKinney-Vento Act funds, to assist the homeless population in this jurisdiction, will administer, in good faith, a policy designed to ensure that the assisted homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.
12. Audit. Acceptance of an Emergency Solutions Grant Program contract requires the grantee and sub grantee(s) to comply with audit requirements.
13. Single Audit. The Agreement may involve the expenditure of federal funds. Therefore, for any federal funds used, the Grantee shall comply with the requirements listed in the following subparagraphs.
 - a. Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L.104-156) and the Uniform Guidance, including subsequent amendments or revisions, as applicable or 2 CFR 215.26 as it relates to for-profit hospitals and commercial organizations. A copy of any audit report shall be sent to MHDC, if applicable. The Grantee shall return to MHDC any funds disallowed in an audit of this Agreement.
 - b. In performing its responsibilities under the Agreement, the Grantee shall fully comply with the Uniform Guidance, as may be subsequently amended from time to time.
 - c. Grantee shall comply with 31 U.S.C. § 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions. No funds under the Agreement shall be used to pay the salary or expenses of the Grantee, or agent acting for the Grantee, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly. The Grantee shall comply with all requirements of 31 U.S.C. § 1352 which is incorporated herein as if fully set forth. The Grantee shall submit to MHDC, when applicable, Disclosure of Lobbying Activities reporting forms.
14. The information from the data collection form is entered into the FAC by the recipient and/or the auditor. In addition, copies of the audits only need to be sent to the cognizant or oversight agency, as designated by the FAC and to any federal agency when a finding has been issued, only when findings exist.
15. Provision of Assistance to Primary Religious Organization. The limitation on assistance at section 576.406 will be met in the use of Emergency Solutions Grant Program funds.
16. Relocation and Acquisition. The requirement that each grantee must comply with acquisition regulations at 576.407(c) to minimize displacement of persons businesses, nonprofit organizations as a result of project assistance under this program, and to provide relocation assistance for displaced persons.
17. Participation by Faith-Based Organizations. The requirement that each grantee must comply with requirements of 24 CFR 576.406 and the Department of Housing and Urban Development Final Rule which was published in the Federal Register of September 30, 2003, concerning participation in HUD programs by faith based organizations providing for equal treatment of all HUD Program Participants.

HUD Equal Access to Housing Final Rule Compliance Requirement

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. This rule became effective March 5, 2012.

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule creates a new regulatory provision that generally prohibits considering a person's marital status, sexual orientation, or gender identity (a person's internal sense of being male or female) in making homeless housing assistance available. As the nation's housing agency, HUD's goal is to ensure that their programs are carried out free from discrimination and are models for equal housing opportunity. Now lesbian, gay, bisexual, and transgender people are guaranteed equal access to our housing and shelters.

Additional Information: <http://www.hudhre.info/index.cfm?do=viewResource&ResourceID=4599>

Examples of compliance with this rule are provided below:

- If a transgender individual presents as a female to a shelter that serves only females, the shelter must provide services comparable to that provided to any other resident. Reasonable accommodation may be made such as utilizing hotel/motel vouchers to provide separate but equal shelter if the participant requests or if the shelter is limited to one sex because it has shared sleeping areas and/or bathrooms. In this situation inquiries as to sex are permitted, but only to the extent of determining accommodations to be made, not to determine eligibility for services. Such inquiries are not permitted in any other homeless shelter or housing.
- A shelter can inquire as to sexual orientation or gender identity only as it relates directly to shared sleeping areas and/or bathrooms, or to determine the number of bedrooms to which a household might be entitled. It cannot inquire regarding sexual orientation or gender identity to determine whether or not to provide services. As stated above, there is no exemption for ESG assisted faith-based providers.
- A shelter that receives ESG funds for operations and/or essential services and that serves families may not discriminate based on marital status or sexual preference. The shelter must serve eligible participants regardless of whether or not 1) the parents are married, or 2) the parents are a lesbian, gay, or bisexual couple. As stated above, there is no exemption for ESG assisted faith-based providers.
- A program may not refuse to provide financial assistance (rent, utilities, etc.) or services (essential services, case management, legal services, etc.) funded under the ESG to any individual/couple/family that would otherwise be served by the program if the individual/couple/family were heterosexual and/or married. As stated above, there is no exemption for ESG assisted faith-based providers.

Appendix A

2018 ESG Intent to Apply

Below are the Missouri Cities and Counties that intend to apply for 2018 ESG funding on behalf of their geographic area.

For city/county listed below:

- Non-profit agencies must apply through their City or County

For city/county not listed below:

- Non-profit agencies may apply directly to MHDC from that area

MISSOURI CONTINUA OF CARE	CITY/COUNTY APPLYING
<i>Balance of State</i>	City of Cape Girardeau* Cape Girardeau County*
<i>Springfield/Greene, Christian, Webster Counties</i>	City of Springfield* Greene County*
<i>Kansas City/Independence/Lee's Summit/Jackson County</i>	None
<i>St. Louis City</i>	None
<i>St. Louis County</i>	None
<i>Joplin/Jasper, Newton Counties</i>	None
<i>St. Charles, Lincoln, Warren Counties</i>	None
<i>St. Joseph/Andrew, Buchanan, DeKalb</i>	None

**The City of Cape Girardeau and Cape Girardeau County will be submitting a collaborative application and applications from this area will be administered through the City of Cape Girardeau. Direct applications from non-profits will not be accepted.*

**The City of Springfield and Greene County will be submitting a collaborative application and applications from this area will be administered through the City of Springfield. Direct applications from non-profits will not be accepted.*

****NEW THIS YEAR**** *The following Missouri Cities and Counties will not apply for funds, but will require non-profit applicants within their geographic area to secure a letter of support from the local governing officials:*

-City of Columbia (Balance of State CoC)

-Boone County (Balance of State CoC)