APPLICATION INSTRUCTIONS

FOR Emergency Solutions Grants (ESG) 2019

(OCTOBER 01, 2019 – SEPTEMBER 30, 2020)

The ESG Program is designed to end homelessness by providing financial assistance to eligible non-profit organizations (NPOs) or general units of local government for:

- **Street Outreach** (SO) to engage with unsheltered homeless populations
- **Emergency Shelter** (ES) to increase access to, or improve the quality of, temporary emergency shelters
- **Rapid Re-Housing** (RRH) to rapidly move homeless individuals and families into permanent housing
- **Homelessness Prevention** (HP) to provide at-risk individuals and families with financial stabilization to prevent them from becoming homeless
- **Homeless Management Information System** (HMIS) to offset the cost of data collection and reporting required by the program
- **Administration** (ADMIN) to offset the cost of certain program administrative expenses

Specific activities within each of the above ESG "components" may, if the associated requirements are correctly documented, be reimbursable from an ESG sub-grant. Those activities and requirements are described in the regulations for the U.S. Department of Housing and Urban Development (HUD) in 24 CFR Part 576 and in the Arkansas DHS/DCO Office of Community Services Emergency Solutions Grant Policy and Procedures Manual. **Before starting this application, the applicant should review both documents to verify both applicant and project eligibility.**

COMPLETION INSTRUCTIONS – PLEASE READ!

Applicants who fail to follow the completion and submission instructions specified in this document will score poorly or, for certain failures, not be considered for funding.

Applicants who applied for the ESG sub- grant in previous grant cycles are cautioned to be mindful of the specific instructions found in THIS application. Please do not assume that this application is the same as the application from a prior grant cycle. Questions should be read carefully. Applicants should not simply cut and paste responses from a previous year.

Each section of the application should be completed following the specific instructions for that section.

*** IT IS EXTREMELY IMPORTANT TO FOLLOW ALL INSTRUCTIONS EXACTLY AS WRITTEN. ***

`**NOTE:** This application is an Adobe Acrobat fillable form and can be filled with Adobe Acrobat Reader. It was developed on a desktop computer running a Microsoft Windows platform. Applicants using an Apple product or a tablet device with a small screen may encounter difficulties. Please build in additional completion time to resolve any issues that may arise. **All applicants are strongly encouraged to complete the application early.**

Submission Instructions

After completing the application,

1. Print ONE single-sided original.
2. **REMOVE these instruction pages. They are NOT part of the application**.
3. Sign page four of the application in blue ink.
4. Scan the application as a PDF document named “ESG19 Application.”
5. Gather the required attachments, in the order shown on page two of the application, and scan them into a single PDF document named "ESG19 Attachments."
6. Assemble this application and the required attachments, insert 10 tabbed dividers as directed in the instructions throughout the application, and insert the entire application package into a hard-sided 1-inch three ring binder. Do not use a binder larger than 1-inch.
7. Mail the entire completed application package in the hard-sided 1-inch three ring binder to:

   The Arkansas Department of Human Services
   Division of County Operations / Office of Community Services
   PO Box 1437, Slot S330
   Little Rock, AR 72203-1437
   Attn: Lorie Williams, Assistant Director

   The printed original must be received by the Office of Community Services no later than 4:30 PM April 30, 2019. This is NOT a "postmarked by" date; it is a “must be received by” date, and applications arriving after the published deadline, regardless of the reason, will not be considered for funding. It is solely the applicants' responsibility to mail the application early enough to ensure timely delivery. Early submission and verification of receipt by the Assistant Director of the Division of County Operations would be prudent and is strongly encouraged.
8. In addition to the paper submission, an electronic submission is also required. This Adobe document and the PDF saved in step four above should be sent in a single email to lorie.williams@dhs.arkansas.gov, and a read receipt should be requested.

Scoring Criteria

2019-20 ESG Sub-Grant Applications will be scored according to the following criteria:

Criterion	Maximum Possible Score
Narrative	30
Budget	25
Audit	15
Geographic Need	10
Capacity	10
CoC Participation	5
Community Partnerships	5
TOTAL POSSIBLE POINTS	**100**

Up to 30 points will be awarded based on the Narrative.

The Narrative is to clearly, concisely and compellingly address each of six topics:

1. What eligible activities does the applicant propose to complete with ESG funds?
2. Who (quantity and demographic) are the eligible participants who will benefit from the proposed activities?
3. What specific capacity does the applicant possess to provide the proposed activities?
4. What specific capacity does the applicant possess to manage a federal grant?
5. What specific data can the applicant cite to demonstrate a strong need for the proposed project activities?
6. If the applicant received any ESG sub-grant within the past two years, provide a compelling success story.

The Narrative is limited to **not more than six pages**, but there is no minimum length requirement. Six pages of repetitive, poorly written narrative will not score as well as fewer pages of well-written and informative content. The Narrative will be scored on the quality, not the quantity, of the content.

Up to 25 points will be awarded based on the Budget.

Part I is the ESG Sub-Grant Budget and is worth up to five points. This budget must be entered directly into the application and must show only the proposed distribution of only ESG dollars. The ESG Budget subtotals in the ESG budget must exactly equal the ESG Sub-Grant Component totals on the application cover page. ***If the ESG Sub-Grant Budget subtotals do not exactly equal the ESG Sub-Grant Component Requested Funding on the application cover page, zero points will be awarded for the ESG Sub-Grant Budget.***

Part II is the ESG Project Budget and is worth up to 10 points. This budget must also be entered directly into the application and must include the ESG sub-grant budget, the match, and all other resources that will pay for ESG activities provided to ESG participants. The ESG sub-grant requires a 100% (1-to-1) match, and the match must be clearly shown in the ESG project budget. ***If a 100% match is not clearly shown, zero points will be awarded for the ESG Project Budget.***

Part III is an Organizational Budget and is worth up to 10 points. This budget is the applicant's own form and is a required attachment to the ESG application. It must include the ESG Project Budget as well as the budget for any non-ESG activities, or ESG activities provided to non-ESG participants, supported by other funding sources. The Organizational Budget will be used to verify that organization-wide expenses, such as insurance and utilities, are cost-allocated appropriately according to a cost allocation plan approved by the DHS-OCS/Office of Community Services prior to signing the sub-grant agreement.

Up to 15 points will be awarded for the applicant's most recent Audit.

Counties and municipalities may, if available, submit audits of the Department or Division containing the ESG project. The most recently reported audit is required. If no audit has been conducted, a non-profit organization (NPO) must submit a Statement of Financial Position[1] (SOP), and a Statement of Cash Flows[2], but these documents may not be substituted for an audit if an audit has been conducted.

[1] https://www.nonprofitaccountingbasics.org/reporting-operations/statement-financial-position
[2] http://accounting-simplified.com/financial/statements/cash-flow-statement.html

Audits are initially awarded the full 25 points, but the points may be reduced by reviewers according to the Findings, Deficiencies or Concerns revealed by the audit.

SOPs and Statements of Cash Flows are also initially awarded the full 25 points, but these points also may be reduced by reviewers.

Up to 10 points will be awarded based on Geographic Need.

Reviewers will score the application based on the specific counties being served, the available beds in those counties, and Point in Time (PiT) count figures.

Up to 10 points will be awarded based on Capacity.

The ESG program involves significant paperwork that requires accuracy, attention to detail, and the ability to prepare monthly invoices using a Microsoft Excel workbook. The applicant's capacity to effectively assemble the necessary file documentation, to successfully complete and submit a payable invoice, and to provide the service(s) described in the application must be supported by a description of available resources / personnel in the Narrative.

Five points will be awarded for documentation of active Continuum of Care participation.
Newly formed organizations will be awarded five points for documented contact that expresses the intent to join and participate.

Up to five points will be awarded for Community Partnerships.
These partnerships must be presented on the partners' letterhead, be signed by the partners' responsible party, and clearly state the item or service the partner brings to the project. **One point will be awarded for each contributing partner, up to a maximum of five points.**

Applicants may submit as many partnership documents as desired, but only five points will be awarded. Applicants may not partner with their parent organization or with a subsidiary of their own organization. Documentation not presented on the partner's letterhead, not signed by the partner's responsible party, or that do not clearly state the item or service the partner brings to the project will be scored as zero.

The score from each reviewer will be summed, and the resulting total will be divided by the number of reviewers to yield a final application score. **Final application scores lower than 80 will not be considered for funding.**

Application Assistance

Questions? Lorie Williams (501) 682-8714
Assistant Director, OCS lorie.williams@dhs.arkansas.gov

Arkansas Department of Human Services

Division of County Operations

Office of Community Services

Applicant Organization Name:

Continuum of Care:

City, State, ZIP: , AR

County:

2019-2020

Emergency Solutions Grants Program Application

ESG Sub-Grant Component	Requested Funding
Street Outreach (SO)	
Emergency Shelter (ES)	
Rapid Re-Housing (RRH)	
Homelessness Prevention (HP)	
HMIS	$ 1,000.00
ADMIN	$ 400.00
TOTAL REQUESTED	**$ 1,400.00**

APPLICATION CHECKLIST

Each item listed below MUST be provided. Applications that do not include each of the following items are incomplete and will not be considered for funding. The applicant is **strongly** encouraged to obtain necessary signatures and forms early, as some documents require a lead time.

The documents should be assembled, in order, printed with a minimum printer resolution of 300 dpi (dots per inch) and then scanned at a minimum image resolution of 170 ppi (pixels per inch) into a single PDF file. Paper copies are required with the paper submission and the PDF file is required with the electronic submission.

Attachments

- ☐ 1. SF-424
- ☐ 2. State and Regional Development District Clearinghouse Letters
- ☐ 3. Verification of active SAM registration
- ☐ 4. IRS 501(c)(3) Determination Letter [Non-Profit Organizations only]
- ☐ 5. Continuum of Care "Good Standing" Letter[3]
- ☐ 6. Local Government Approval Letter[4]
- ☐ 7. HUD-2991 Certification of Consistency with the Consolidated Plan
- ☐ 8. Organizational Chart showing Staff involved with operation of the ESG program
- ☐ 9. Audit / SOP & Statement of Cash Flows
- ☐ 10. Organizational Budget
- ☐ 11. Letters of Support
- ☐ 12. Partnership Documentation
- ☐ 13. Minimum Habitability Standards for Emergency Shelters (if requesting Shelter funding)

[3] The "Good Standing" Letter is not a specific form. It is simply a letter from the applicant's Continuum of Care stating that the applicant has regularly attended meetings and has participated in PiT counts.

[4] The Local Government Approval Letter is not a specific form.

APPLICANT INFORMATION

The applicant must fill out each field in this Section. If the duties in fields 10-13, 14-17, or 18-21 are duplicated, then the applicant must re-enter the information. **Do not leave fields blank.**

1. Legal Name
2. Federal Tax ID Number (TIN)
3. D-U-N-S* Number *(should be a 9-digit number)* *http://fedgov.dnb.com/webform

4. Physical Address*
5. Physical City* 6. Physical ZIP*

* *The physical location is necessary for the Environmental Review and is* ***required*** *for funding consideration. Domestic Violence Shelters should enter "CONFIDENTAL" directly after the address to ensure the address is kept confidential.* ***Applications that fail to provide a physical address will not be considered for funding.***

7. Mailing Address
8. Mailing City 9. Mailing ZIP

10. Name of the Responsible Party (RP)[5]
11. RP Title
12. RP Phone *Numbers only, please.*
13. RP Email

14. Name of the person who will complete invoices (INV)
15. INV Title
16. INV Phone
17. INV Email

18. Name of the primary HMIS Person (HMIS)
19. HMIS Title
20. HMIS Phone
21. HMIS Email

[5] The Responsible Party (RP) is the Executive Director, Commanding Officer, CEO, etc. It is NOT the project manager or person handling ESG sub-grant responsibilities at the organization.

22. ***Responsible Party***

Printed Name:

Title:

"I hereby acknowledge that the submission of this Emergency Solutions Grants Application has been approved by me and, if necessary, the Board of Directors."

Signature: Date:

[*must be an original signature in blue ink*] [enter only numbers]

PROJECT INFORMATION

The applicant must complete each item in this Section, except for item #1. **A Project Name should only be entered if it differs from the applicant's name. Examples might be a named shelter or a project "doing business as" something other than the parent organization.**

1. Project Name

2. Continuum of Care

- ☐ *Central Arkansas Team Care for the Homeless (CATCH)*
- ☐ *Fayetteville / Northwest Arkansas CoC*
- ☐ *Delta Hills CoC*
- ☐ *Southeast Arkansas CoC*
- ☐ *Old Fort Homeless Coalition*
- ☐ *Arkansas Balance of State*

3. Please enter the counties that this project proposes to serve in the fields below.

☐ Arkansas	☐ Dallas	☐ Lee	☐ Pope
☐ Ashley	☐ Desha	☐ Lincoln	☐ Prairie
☐ Baxter	☐ Drew	☐ Little River	☐ Pulaski
☐ Benton	☐ Faulkner	☐ Logan	☐ Randolph
☐ Boone	☐ Franklin	☐ Lonoke	☐ St. Francis
☐ Bradley	☐ Fulton	☐ Madison	☐ Saline
☐ Calhoun	☐ Garland	☐ Marion	☐ Scott
☐ Carroll	☐ Grant	☐ Miller	☐ Searcy
☐ Chicot	☐ Greene	☐ Mississippi	☐ Sebastian
☐ Clark	☐ Hempstead	☐ Monroe	☐ Sevier
☐ Clay	☐ Hot Spring	☐ Montgomery	☐ Sharp
☐ Cleburne	☐ Howard	☐ Nevada	☐ Stone
☐ Cleveland	☐ Independence	☐ Newton	☐ Union
☐ Columbia	☐ Izard	☐ Ouachita	☐ Van Buren
☐ Conway	☐ Jackson	☐ Perry	☐ Washington
☐ Craighead	☐ Jefferson	☐ Phillips	☐ White
☐ Crawford	☐ Johnson	☐ Pike	☐ Woodruff
☐ Crittenden	☐ Lafayette	☐ Poinsett	☐ Yell
☐ Cross	☐ Lawrence	☐ Polk	

4. Please indicate the population(s) to be served.

(Check all that apply.)

- ☐ Men
- ☐ Women
- ☐ Families
- ☐ Unaccompanied Youth
- ☐ AIDS / Related Disease
- ☐ Chronically Homeless
- ☐ Drug / Alcohol Abuse
- ☐ Fleeing / attempting to flee Domestic / Sexual Violence
- ☐ Severe Mental Illness (SMI)
- ☐ Veterans

BUDGETS

Part I: The ESG Sub-Grant Budget

The applicant must indicate how ESG funds, if awarded, should be distributed.

Street Outreach	
Emergency Shelter	
Shelter Operations	
Essential Services	
Rehab / Renovation / Conversion	
Rapid Re-Housing	
Rental Assistance	
Housing Relocation and Stabilization	
Financial Assistance	
Services	
Homelessness Prevention	
Rental Assistance	
Housing Relocation and Stabilization	
Financial Assistance	
Services	
HMIS	$ 1,000.00
ADMIN	$ 400.00

ESG Sub-Grant Budget Summary	
Street Outreach Subtotal	$ 0.00
Emergency Shelter Subtotal	$ 0.00
Rapid Re-Housing Subtotal	$ 0.00
Homelessness Prevention Subtotal	$ 0.00
HMIS Subtotal	$ 1,000.00
ADMIN Subtotal	$ 400.00
TOTAL ESG REQUEST	$ 1,400.00

NOTE: Verify that the Subtotals and Total ESG Request above exactly match the requests on the Cover Sheet!

Part II: The ESG Project Budget

On the following pages, the applicant must enter the budget for the entire ESG Project.

The ESG Project Budget should show proposed ESG sub-grant funds and all Federal, State, Local and Private funds expected to contribute to the ESG project. Applicants should show only ESG project activities provided to ESG program participants in this budget.

The ESG sub-grant requires a minimum of 100% match. If a minimum match of 100% is not shown on the ESG Project Budget, the project will not be considered for funding.

Applicants may request a waiver of any amount of match shown on the ESG Project Budget. However, waivers should only be requested in instances where the applicant is unable to provide the match. Waivers must not be requested to redirect applicant funding from match to non-ESG activities or to non-ESG persons or families.

ESG Project Budget

Please complete the projected ESG Project Sources and Uses

for the period of October 01, 2019 - September 30, 2020.

ESG Activity	ESG Funds Requested	Other HUD Federal	Non-HUD Federal	State Funds	Local Funds	Private Funds	Total ESG Match Pledged	ESG Project Sub-Total
Street Outreach	$ 0.00						$ 0.00	$ 0.00
Shelter Operations	$ 0.00						$ 0.00	$ 0.00
Shelter Essential Services	$ 0.00						$ 0.00	$ 0.00
Shelter Rehab/Reno/Conv	$ 0.00						$ 0.00	$ 0.00
RRH Rental Assistance	$ 0.00						$ 0.00	$ 0.00
RRH Financial Assistance	$ 0.00						$ 0.00	$ 0.00
RRH Services	$ 0.00						$ 0.00	$ 0.00
HP Rental Assistance	$ 0.00						$ 0.00	$ 0.00
HP Financial Assistance	$ 0.00						$ 0.00	$ 0.00
HP Services	$ 0.00						$ 0.00	$ 0.00
HMIS	$ 1,000.00						$ 0.00	$ 1,000.00
ADMIN	$ 400.00						$ 0.00	$ 400.00
TOTALS	$ 1,400.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 1,400.00

MATCH INFORMATION

Proposed Match

The Emergency Solutions Grants Program requires a 100% (1-to-1) match for each grant dollar awarded. The match may be other Federal monies, State funds, local government funds, corporate gifts, proceeds from fund-raising events, private cash donations or in-kind contributions.

It is extremely important to understand that Match is made when funds are expended, not when they are obtained, and only when they are expended on ESG activities for ESG participants. Match must be certified each month, and applicants may be asked to provide proof of match at any time after it has been certified.

Non-cash contributions, such as in-kind donated services, are valued at the prevailing minimum wage for unskilled labor, $10.00 per hour for skilled labor, and $150 per hour for professional services such as pro bono legal services or waived medical/dental fees. Noncash contributions may also include the fair market value of any real property donated to the sub-grant recipient after the date that HUD signs the grant agreement with the State if the real property is used for an ESG activity.

Funds pledged as match for ESG may not be pledged as match for any other grant, and they must not have been obtained by citing the ESG grant as a match.

Applicants must indicate the funding source(s) that are being proposed as match below.

Source	Program Name	Cash Value
Other HUD Funds		
Non-HUD Federal Funds		
State Gov't Funds		
Local Gov't Funds		
Corporate Gifts		
United Way		
Private Contributions		
Fundraising Events		
Client Fees		
Earned Income		
In-Kind General Labor		
In-Kind Professional Services		
	Total Pledged Match	$ 0.00

Applicants may request a waiver of any amount of match shown on the ESG Project Budget. However, waivers must not be requested in instances where the applicant is unable to provide the match. Waivers should never be requested to redirect applicant funding from match to non-ESG activities or to non-ESG persons or families.

1. Match Waiver Request* _____

**Please note that match exemption requests are not guaranteed, and projects requesting a match exemption that cannot be granted will be deemed fiscally non-viable and will not be funded.*

2. In the space provided below, concisely justify any requested match waiver.

STREET OUTREACH INFORMATION

1. Are ESG funds being requested to support a Street Outreach project? ☐ YES ☐ NO

If YES, please complete questions 2 – 6 below.
If NO, please skip to the next Section.

2. What specific needs will the proposed Street Outreach project address?

3. What are the goals of the proposed Street Outreach project?

4. Cite specific, local evidence of the needs for the services proposed.

5. In what specific areas of the applicant's community will services be provided?

6. Will these Street Outreach services be integrated with other programs serving homeless persons and with mainstream resources? If so, how?

EMERGENCY SHELTER INFORMATION

1. Are ESG funds being requested to support an Emergency Shelter? ☐ YES ☐ NO

If YES, please complete the rest of this Section of the application. If NO, please skip to the next Section.

2. Has the applicant's shelter recently passed an ESG Minimum Habitability Standards for Emergency Shelters Inspection? ☐ YES ☐ NO

If YES, the applicant MUST include the inspection as part of the attachments.

If NO, please understand that Emergency Shelter funds will not be awarded to shelters that do not have a passing ESG Minimum Habitability Standards for Emergency Shelters.

3. What specific needs will the proposed Emergency Shelter project address?

4. What are the goals of the proposed Emergency Shelter project?

5. Can you cite specific, local evidence of the need for this Emergency Shelter?

6. Describe the entry requirements for this shelter and explain any requirements clients must meet to remain in the shelter after entry.

7. To whom will this Emergency Shelter offer services?

☐ Men ☐ Women ☐ Families ☐ Unaccompanied Youth

8. If this Emergency Shelter will not offer bed space to Men / Women / Families / Unaccompanied Youth, how will those not accepted into the Shelter be helped?

9. How far away is the nearest shelter that does accept any demographic (men / women / families) not accepted into this shelter, and how do homeless persons turned away get to the nearest shelter that will accept them?

10. Does this Shelter ever charge a fee for overnight stay? ☐ YES ☐ NO

11. What was this shelter's average length of stay during the most recent calendar year?

12. Describe your agency's process for assisting clients with obtaining and remaining in permanent housing.

13. Explain your agency's strategy for ensuring that clients receive individualized assistance to best meet their needs for housing stability. Please describe the types and frequency of services provided.

14. Please explain this shelter's methods for reducing the length of stay, and describe the strategies used to reduce the length of time shelter residents remain homeless.

15. Discuss any diversion methods your agency utilizes during the initial intake process with clients.

RAPID REHOUSING / HOMELESSNESS PREVENTION INFORMATION

1. Are ESG funds being requested to support Rapid Re-Housing **and/or** Homelessness Prevention project(s)? ☐ YES ☐ NO

If YES, please complete the rest of this Section of the application. If NO, please skip to the Narrative.

2. What specific needs will the RRH/HP project address? Please list specific goals.

3. Please describe the referral process for how clients are referred to your project. Explain how your project is connected to the Coordinated Entry process of your service area.

4. Please explain the strategy for targeting funds to those most at need within your service area. Explain the methods of outreach your agency will use to engage with these individuals or families.

5. Please explain your agency's strategy for ensuring that clients receive individualized assistance to best meet their needs for housing stability. Please describe the types and frequency of services.

6. Please explain any limitations your agency has within the program, specifically addressing the length of time client can remain in the project and amount of assistance clients are able to receive.

NARRATIVE SECTION

This section will account for 30% of the application score. It should be compelling to both ESG and non-ESG reviewers. It must clearly and concisely address the following six topics:

1. What eligible activities does the applicant propose to complete with ESG funds?
2. Who (quantity and demographic) are the eligible participants who will benefit from the proposed activities?
3. What specific capacity does the applicant possess to provide the proposed activities?
4. What specific capacity does the applicant possess to manage a federal grant?
5. What specific data can the applicant cite to demonstrate a strong need for the proposed project activities?
6. If the applicant received any ESG sub-grant within the past two years, provide a compelling success story.

The Narrative is limited to **not more than six pages**, but there is no minimum length requirement. Six pages of repetitive, poorly written narrative will not score as well as fewer pages of well-written and informative content. The Narrative will be scored on the quality, not the quantity, of the content.

☐ **I acknowledge that I have read these instructions.**