

COUNTY OF RIVERSIDE
NOTICE OF FUNDING AVAILABILITY
2024-2025 EMERGENCY SOLUTIONS GRANT PROGRAM

A. Program Description

The County of Riverside has opened the application period for the FY 2024-2025 Emergency Solutions Grants (ESG) cycle.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

Emergency Solutions Grant (ESG) funds can be used to provide a wide range of services and support under the **five (5) program components: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS.**

All activities funded with the County's ESG funds must provide funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families utilizing the housing first approach; and
6. Prevent families and individuals from becoming homeless.

HUD allocates the fiscal year appropriation for ESG to eligible recipients in accordance with the percentage of ESG funding each jurisdiction was allocated for the previous fiscal year. However, where the ESG allocation for a metropolitan city or urban county would be less than .5 percent of the total fiscal year appropriation for ESG, HUD adds that jurisdiction's allocation to the allocation for the State in which the jurisdiction is located.

Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). Regulations are at 24 CFR part 576. The agreement is Emergency Solutions Grant (ESG) funds (CFDA 14.231).

Note: The Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability Act was signed into law on May 20, 2009 (Public Law 111-22). Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act amends Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) to rename the program the Emergency Solutions Grants program,

expand the range of eligible activities under the program, and add or change certain program requirements. HUD is now in the process of revising the regulations at 24 CFR part 576 to implement these changes and make other refinements to the program and definitions.

As an Urban County in the Entitlement ESG program, the County receives an annual formula allocation of ESG funds from HUD. HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relation to other metropolitan areas.

The County's *Urban County Program* includes all the unincorporated areas of Riverside County as well as the "cooperating" cities of Banning, Beaumont, Blythe, Calimesa, Canyon Lake, Coachella, Desert Hot Springs, Eastvale, La Quinta, Norco, Rancho Mirage, San Jacinto, and Wildomar.

The cities of Lake Elsinore and Murrieta are part of the County's Urban County Program but not the ESG program. These cities participate in the State of California's ESG program <https://www.hcd.ca.gov/grants-funding/active-funding/cesh.shtml>.

B. ESG Award Information

Subject to Federal appropriations, the County anticipates receiving approximately \$580,000 in ESG funds for the FY 2024-2025 program. The actual amount of the County's allocation is determined by final funding appropriations from Congress and HUD's ESG allocation formula. Funds from this 2024-2025 ESG application cycle will be available to successful subrecipients no earlier than July 1, 2024.

Depending upon the type of activity to be funded, a successful subrecipient will have one (1) year to complete, expend, and drawdown their ESG award.

All ESG awards made by the County will be in the form of a grant. Subrecipients will be required to execute an approved subrecipient agreement with the County. A copy of the template of the ESG Agreement is available upon request to HWS Community and Housing Development.

Please Note: organizations that have previously applied for County ESG funding are eligible to apply, and there is no limit on the number of applications an organization can submit.

C. Eligibility Information

1. Eligible Applicants:

The County of Riverside will only accept ESG applications from the following organizations or entities:

1. Non-Profit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code;
2. County of Riverside Agencies and Departments; and
3. Governmental agencies including Cities, Special Districts, and Tribes.

***Individuals cannot apply for County ESG funding.**

Non-profit organizations will be required to submit documentation as part of the ESG application pertaining to their incorporation, bylaws, and tax-exempt status.

2. Cost Sharing and Leveraging:

Applications for funding under the County's ESG allocation successfully demonstrate a matching contribution as provided under paragraph (a)(2) and (a)(3) of the ESG federal Regulations 24 CFR 576, the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. Matching contributions, referred to as "leveraging", may be obtained from any eligible source, including any Federal source other than the ESG program, as well as state, local, and private sources. Additional requirements apply to matching contributions from a federal source of funds. Matching contributions must be provided after the date that HUD signs the grant agreement. Applicants are encouraged to utilize the greatest amount of leveraging as possible to improve the competitiveness of their proposal.

3. Real Property Acquisition – Displacement of Tenants:

Real Property Acquisition of an emergency shelter or drop-in-center is not eligible under ESG. In addition, ESG funds are ineligible for activities including:

- Costs involved with the preparation of work specifications or building inspection.
- Costs of renovating, rehabilitating, or converting buildings owned by religious organizations unless special conditions are met as outlined in the Code of Federal Regulations found at 24 CFR Part 576.21. Paraphrased, these regulations require that the building (or portion thereof) that is to be improved be leased to an existing or newly established wholly secular entity (which may be an entity established by the church). Further, the regulations require that the leased premises will be used exclusively for secular purposes available to all persons regardless of religion.
- Rehabilitation, conversion, or renovation of a property within a 100-year flood plain, as designated by the Federal Emergency Management Agency.
- A project which is inconsistent with environmental standards as established by HUD.
- Emergency Solutions Grant amounts may not be used for activities other than those authorized under Section 576.21 (a) (2-4).

4. Minimum Funding Level:

In order to ensure the effective, efficient, and appropriate allocation and use of the County's ESG funding, the County may reject any proposed ESG activity in an amount less than \$10,000.

5. Compliance with Laws and Regulations:

The successful applicants will be required to comply with all applicable federal, state, and local laws, regulations, and ordinances. Pursuant to an executed subrecipient agreement, the applicant will certify that it will adhere to and comply with the laws and regulations found in **Attachment 1**

as they may be applicable to a subrecipient of funds granted pursuant to the Housing and Community Development Act of 1974, as amended.

D. Application and Submission Information












Application Cycle for the 2024-2025 Program Year

The County will begin accepting applications for the 2024-2025 ESG cycle starting **August 18, 2023**. **The FILLABLE APPLICATIONS may be accessed online. All ESG applications must be submitted through the mail no later than 5:00 PM PST on November 17, 2023.**

Applicants must visit HWS Community and Housing Development website at <https://rivcoeda.org/Departments/Housing/Community-Development-Block-Grant/Community-Development/2024-2025-CDBG-ESG-Application> to begin the application process. The website offers a fillable application and instructions on how to apply.

Applicants must submit two (2) original hard copies of the application and documents (e.g., bylaws, authorizations, backup information, etc.) necessary to apply, along with a USB flash drive with the required backup for evaluation of application documents. County HWS will not accept submissions of application documents by email or over the Internet.

When compiling the flash drive please organize the folders, accordingly, please refer to the visual guide (below):

-  Application
-  Area Maps
-  Articles of Incorporation
-  Board Approval For Submission
-  Board of Directors
-  Budget
-  By Laws
-  Income
-  Leveraging
-  Minutes or Resolution
-  Organizational Chart

The County will only accept ESG applications from 501 (c)(3) non-profit corporations, as well as governmental and Tribal entities.

Questions and Technical Assistance

For information or questions regarding the County's ESG program or the ESG application cycle, please contact Sterlon Sims at ssims@rivco.org or (951) 955-5938. For questions or assistance with the application, please contact Susana Orozco at sorozco@rivco.org or (951) 955-5933.

Individuals with hearing or speech disabilities may contact the ESG program staff by utilizing the California Relay Service (711).

The ESG application consists of eleven (11) primary sections:

Applicant Profile	General Information
Organizational History	Project Activity
Residential Service Section	Financial Information (Budget)
Leveraging – Matching Funds	Fiscal Year Projected Budget
Proposal Narrative	Application Certification and Authorization

Additional Information:

Successful applicants may be required to submit additional documentation to the County, prior to the receipt of their ESG grant award. This documentation may include evidence or documentation related to:

- Liability Insurance
- Workmen's Compensation Insurance
- Legible copy of current IRS letter indicating 501(c) (3) status
- Current Board roster, names, addresses, telephone numbers, and professions or organizations represented
- Organizational chart listing all staff names, positions, and job descriptions
- Include your agency shelter policy statement, sign-in sheet, and intake form
- Copies of Agreements, letters and/or MOUs for all off-site essential services provided
- Documentation of commitment for ESGP matching funds (e.g., award/commitment letters, etc.)
- Organization's most recent fiscal report
- Most current annual audit and most recent Single Audit in accordance with 2 CFR Part 200.500 (formerly A-133), if applicable, including any exceptions
- Incorporation Documents

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Pursuant to Federal regulations, all applicants for ESG funds must comply with the following requirements **prior to submitting** their ESG application to the County for the 2024-2025 program year:

1. Be registered in the System for Award Management (SAM) www.sam.gov system;
2. Provide a valid UEI number in the application; and
3. Must maintain an active SAM registration, with current information, at all times during the performance period of the ESG grant.

The County will not make any ESG grant awards to any organization or government entity that fails to comply with the SAM and UEI requirements.

System for Award Management (SAM):

The System for Award Management (SAM) is combining Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality of the following systems:

1. Central Contractor Registry (CCR)
2. Federal Agency Registry
3. Excluded Parties List (EPLS)
4. Online Representations and Certifications Application

How does SAM benefit organizations? The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

Unique Entity Identifier (UEI):

The Federal government requires all applicants for Federal grants to have a UEI number. The Federal government uses the UEI number to better identify related organizations that are receiving funding under Federal grants and to provide consistent name and address data for electronic grant application systems.

If you do not already have a UEI number, visit [www.SAM.gov \(https://sam.gov/content/entity-registration\)](https://sam.gov/content/entity-registration)

3. Application Submission Date and Time

Application Submission Due Date and Time

ALL applications MUST be completely submitted no later than 5:00 PM (PST) on **Friday, November 17, 2023.**

All applications must be delivered to the County by either method listed below:

- I. **Postmarked no later than Friday, November 17, 2023, and addressed to:**

Riverside County HWS
ATTN: CDBG/ESG Program
P.O. Box 1528
Riverside, CA 92502

- II. **Delivered to the County, no later than Friday, November 17, 2023, 5:00 PM (PST) at the following address:**

Riverside County HWS
ATTN: CDBG/ESG Program
3403 10th St. Suite 300
Riverside, CA 92501

ESG applications for the 2024-2025 program year that are received after the deadline date and time, will not be accepted.

4. Intergovernmental Review

Applications submitted under the County's Urban County ESG program are not subject to intergovernmental review pursuant to Executive Order 12372.

5. Funding Restrictions

Federal awards will not allow reimbursement of pre-Federal award costs.

E. APPLICATION REVIEW INFORMATION

The County of Riverside uses a Priority Evaluation and Project Rating System for all ESG proposals. As part of the review and evaluation process, HWS staff will review and evaluate all proposals utilizing the following checklist:

I. ACTIVITY EVALUATION:

Does the activity address an established need?

Is the proposed activity eligible (24 CFR 576.101-104) under the ESG program?

Does the proposed activity meet one or more of the six (6) activities?

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless

Has the applicant provided sufficient explanation concerning their ability to adequately and accurately document the benefit to low- and moderate-income persons?

Can the project be implemented and completed within a reasonable amount of time (County policy is (1) one year)?

Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?

Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?

Is the proposed budget for the ESG-funded activity separate from other activities undertaken by the applicant?

II. APPLICANT (ORGANIZATIONAL) EVALUATION

Has the applicant ever undertaken the proposed activity before? What were the results?

Does the applicant have experience with ESG or other Federal programs? Has the applicant conducted a Single Audit (formerly OMB Circular A-133) within the last two years?

Do the applicant and prospective staff understand the additional requirements associated with Federal funding?

Does the applicant have qualified staff for all the necessary functions associated with the proposed activity? Is there adequate staff time available?

Does the applicant possess adequate administrative structures, management systems, and policies & procedures?

Does the applicant possess adequate financial stability? Will the applicant be overly dependent upon ESG funding?

III. ELIGIBLE ACTIVITIES

Applicants should refer to HUD regulations found at 24 CFR Part 576.101-104 regarding eligible uses of ESG funding. Participation use is required in the HMIS database or a comparable database if the sub-recipient is a victim service or a legal services provider. Comparable databases must be able to collect client-level data over time and generate unduplicated aggregate reports based on the data. In addition, record sharing is required.

IV. MINIMUM ACTIVITY FUNDING LEVEL

To ensure effective, efficient, and appropriate allocation and use of ESG funds, the County may reject any proposed ESG activity in an amount less than \$10,000.

V. LEVERAGE/MATCHING FUNDS

The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD.

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

Matching contributions must be provided after the date that HUD signs the grant agreement. Eligible applicants are units of general local government and private non-profit organizations. Because of the limited amount of public funds available, applicants are

required to have proof of matching funds. Applicants are also encouraged to create linkages with other organizations that will ensure comprehensive supportive services for the homeless who are sheltered and/or receiving services.

VI. APPLICATION RATING

Each complete ESG application is rated by ESG program staff to determine if the proposal meets the minimum score rating. The County uses a 200-point rating system with four (4) rating criteria with a minimum rating score of at least 100 points. The rating criteria are:

- Quality of Program Design/ four sub-criteria (40 points)
- Service Priority of Needs / four sub-criteria (60 points)
- HMIS /Comparable database Reporting/four sub-criteria (40 points)
- Participation and leveraging /five sub-criteria (60 points)

There are three (3) threshold sub-criteria that all applications must receive at least five (5) points each, or the proposal will not be funded:

- Does the proposed program/project comply with the overall regulations, goals, and objectives of CoC and ESG? Is the Project in Alignment with CoC Priorities?
- Applicant complies with HMIS policy and procedures?
- Match Requirement (Dollar-for-Dollar) Will the proposed activity leverage meet the project budget?

In addition, the Continuum of Care provides recommendations through a priority evaluation ranking document identifying priorities of need in the county based on the Housing Inventory Count (HIC) and Point-in-Time Count.

VII. APPLICATION REVIEW AND SELECTION PROCESS

For the County's allocation, each ESG application is received, reviewed, evaluated, and rated. ESG program staff and HWS management then meet with the individual District Supervisors for their ESG funding decisions. HWS staff will provide background information on each proposal, answer questions, and provide funding recommendations if requested.

F. ANTICIPATED ANNOUNCEMENT, AWARD DATE, AND NOTICE

1. FEDERAL AWARD NOTICE

The Board of Supervisors for the County of Riverside will approve all final ESG funding decisions for the County's 2024-2025 ESG allocation. This is anticipated to occur on or about June 2024 during a regular meeting of the Board of Supervisors when the Board approves the 2024-2025 One-Year Action Plan (part of the 2024-2029 Five-Year Consolidated Plan).

After the approval date, applicants will be notified by mail of the Board's funding decisions. The One Year Action Plan is then submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval.

Those applicants that have been approved for ESG funding will be notified by mail. The letter will clearly indicate the amount of their award, and that this is not a notification to proceed or to incur costs. The letter will inform the successful applicants that a subrecipient agreement will be prepared and forwarded to them in the near future with further instructions.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All ESG awards made by the County will be in the form of a grant, excluding projects funded under economic development. Subrecipients will be required to execute an approved subrecipient agreement with the County. A copy of the template of the ESG Agreement is available upon request to HWS.

POST-AWARD REPORTING REQUIREMENTS

To ensure compliance with the ESG program requirements, all subrecipients of ESG funds will be required to comply with the applicable ESG reporting requirements. The type, amount, frequency, format (paper or electronic), and detail of the reporting requirements depend upon the specific use of the ESG funds and HMIS requirements. All specific reporting requirements will be stated in the subrecipient agreement.

G. POINTS OF CONTACT

For information about the ESG program or the 2024-2025 application cycle, please contact the following:

Sterlon Sims, Senior Program Manager
3403 Tenth Street, Suite 300
Riverside, CA 92501
(951) 955-5938
ssims@rivco.org

Nicholas Fonosch, Office Assistant
PO Box 1528
Riverside, CA 92502
(951) 955-5936 / (951) 955-9177 FAX
nfonosch@rivco.org

PREPARATION OF THE COUNTY OF RIVERSIDE'S 2024-2029 FIVE YEAR CONSOLIDATED PLAN

The County of Riverside has initiated the preparation of the County's next Five-Year Consolidated Plan. The 2024-2029 Consolidated Plan is designed to assist the County, its cooperating cities, residents, and service providers assess affordable housing and community development needs and to make data-driven, place-based investment decisions.

The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the HUD's CPD formula block grant programs including the: [Community Development Block Grant \(CDBG\) Program](#), [HOME Investment Partnerships \(HOME\) Program](#), and [Emergency Solutions Grants \(ESG\) Program](#).

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

The 2024-2025 Action Plan will be the first Action Plan of the 2024-2029 Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

A primary component of the Consolidated Plan process is a comprehensive community needs assessment survey. All interested persons, organizations, and agencies are encouraged to complete the online 2024-2029 Consolidated Plan Survey. The survey is available in English or Spanish and can be accessed at:

ENGLISH:

<https://forms.office.com/g/9ZdR5Av3TD>



SPANISH:

<https://forms.office.com/g/ZGnpyVXazU>



ATTACHMENT I

Additional Federal Requirements

Whereas, the work under this Agreement is subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200). All contractors, sub-contractors, consultants, and sub-consultants agree to comply with, and are subject to, the following Federal requirements (if applicable):

1. **Equal Employment Opportunity** - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). The Contractor/Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor/Consultant will ensure that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The Contractor/Consultant will take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor/Consultant agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the County setting forth the provisions of this non-discriminating clause.

2. **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c: All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to HUD.

3. **Davis-Bacon Act, as amended** (40 U.S.C. 276a to a-7: When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned

upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333):** Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement—** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.

6. **Rights to Data and Copyrights** – Contractors and consultants agree to comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

7. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.),** as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

8. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**— Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

9. **Debarment and Suspension (E.O.s 12549 and 12689)**—No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension,” as set forth at 24 CFR Part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

10. **Drug-Free Workplace Requirements**—The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient must certify that it will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 CFR Part 24, subpart F.

11. **Access to Records and Records Retention:** The Consultant or Contractor, and any sub-consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or County officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of the Consultant or Contractor, and any sub-consultants or sub-contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant or Contractor, and any sub-consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration of the term of this Agreement.

12. **Federal Employee Benefit Clause:** No member of or delegate to the congress of the United States, and no Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit to arise from the same.

13. **Energy Efficiency:** Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).

14. **Procurement of Recovered Materials (2 CFR 200.322.)** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. The Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
16. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
17. Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended, and implementing regulations;
18. The Age Discrimination Act of 1975 (PL 94-135), as amended, and implementing regulations;
19. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 24 CFR Part 42;
20. The labor standard requirements as set forth in 24 CFR Part 570, Subpart K and HUD regulations issued to implement such requirements;
21. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement of water pollution;
22. The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234);
23. Title VI of the Civil Rights Act of 1964 (PL 88-352) and implementing regulations issued at 24 CFR Part 1;
24. Title VIII of the Civil Rights Act of 1968 (PL 90-284) as amended; and
25. The lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC 4801, et seq.);
26. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), Public Law 111-22, Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.), and the Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
27. Executive Orders 11625, 12432 and 12138. Consistent with HUD's responsibilities under these Orders, the SUBRECIPIENT must make efforts to encourage the use of minority and women's business enterprises in connection with ESG activities;
28. SUBRECIPIENT shall establish and maintain a procedure through which homeless individuals will be informed that use of the facilities and services is available to all on a nondiscriminatory basis.
29. SUBRECIPIENT agrees to abide by and include in any subcontracts to perform work under this Agreement, the following clause:

"During the performance of this Agreement SUBRECIPIENT and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. SUBRECIPIENT and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. SUBRECIPIENT and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement."

30. During the term of this Agreement, SUBRECIPIENT and its subcontractors, if any, shall not deny the benefits rendered hereunder to any person on the basis of religion, color, ethnic group identification, sex, age, or physical or mental disability.



2024-2025 CDBG/ESG Application Instructions:

Deadline to apply is November 17, 2023

Step 1: Choose the application for your organization (CDBG and ESG)

Step 2: Once application is selected complete the fillable application. While inputting data into the fillable application ensure all areas are completed along with all required back up documentation listed within application being provided. Applications not filled out completely will be rejected.

Step 3: Once your application is completed and signed, please provide the required (2) printed copies and (1) digital copy (flash drive) along with all referenced back up documentation attached for submission to the County of Riverside.

***Please Note:** The applicant must certify that he or she has been authorized to submit the application on behalf of the organization applying for CDBG funds. This certification **MUST** be accompanied by a minute order, resolution, or other official authorization to submit the application.

Step 4: Application submission can be accomplished multiple ways:

A) in person delivery B) USPS C) Fed Ex D) UPS.

Instructions are as follows for document submission:

In person and Fed Ex/UPS delivery address:

**Nicholas Fonosch C/O
County of Riverside CDBG Program
3403 10th Street Suite 300 3rd Floor
Riverside, CA 92501**

United States Postal Service delivery address:

**Nicholas Fonosch C/O
County of Riverside CDBG Program
PO Box 1528
Riverside, CA 92502**

If you have questions during the application process or document submission, please contact Nicholas Fonosch at (951) 955-5936 or email RivcoCDBG@rivco.org

Thank You for your interest in the County of Riverside CDBG/ESG 2024-2025 Program.

Community and Housing Development (CHD)

County of Riverside Housing and Workforce Solutions



APPLICATION PACKAGE FOR 2024-2025 EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)

Applications are due **November 17, 2023**, at 5:00 P.M.

Complete applications can be mailed, or hand delivered. If mailing, allow sufficient time prior to the deadline date - postmarks will not be accepted. Late or incomplete applications will not be considered for review or funding.

Mail to

Riverside County Housing and Workforce Solutions
Attn: Nicholas Fonosch
P.O. Box 1528
Riverside, CA 92502

Hand-deliver to

Riverside County Housing and Workforce Solutions
Attn: Nicholas Fonosch
3403 Tenth Street Suite 300
Riverside, CA 92501

County of Riverside Housing and Workforce Solutions
2024-2025 Emergency Solutions Grant
Application Instructions

The County of Riverside Housing and Workforce Solutions is soliciting proposals for the 2024-2025 Emergency Solutions Grant (ESG) program. An original and one copy (**total of two**) of the complete application are due **no later than 5:00 PM on Friday, November 17, 2023**, at either of the addresses listed on the previous cover page.

Applications received after the above deadline will not be accepted. A complete application must be submitted by all organizations applying for ESG funds. All questions must be answered completely, and all required documentation must be attached. If additional sheets are required to complete a response, please continue the answer as an attachment. You may also obtain an electronic version of the application by email or other method. To do so, please contact Nicholas Fonosch at (951) 955-5936 or via email at nfonosch@rivco.org.

Attachments to the Application: All applications **must** include a detailed index of all attachments to the ESG applications. All attachments must be individually tabbed and labeled to correspond to the specific section of the application. Non-profit organizations are only required to submit one copy of their Articles of Incorporation, bylaws, and board membership.

ESG Application Workshop

At this time, no ESG Application Workshop for the 2024-2025 funding cycle has been scheduled.

ELIGIBLE APPLICANTS

Eligible applicants are units of general local government and private non-profit organizations. Because of the limited amount of public funds available, applicants are **required** to have proof of matching funds. Applicants are also encouraged to create linkages with other organizations that will insure comprehensive supportive services for the homeless who are sheltered and/or receiving services.

Other requirements for eligible applicants include:

- Must be considered as a unit of general government or a private non-profit organization as described in *Section 570 (c) (3)* of the Internal Revenue Code of 1954 and is exempt from taxation under *Subtitle A* of the Code.
- **Verification of matching funds must be provided prior to the date of the grant awarded to the grantee.**
- Funds used to match a previous ESG grant may not be used to match a subsequent grant award.
- Maintains a voluntary board, which meets regularly and reviews the organizations operations.
- Maintains an acceptable accounting system that can accurately account for those who are served.
- Makes facilities and services available to all on a non-discriminatory, equal opportunity basis.
- Meets all local government building and safety standards.
- Uses facilities exclusively for secular purposes and makes the facility available to all regardless of religious preference.
- Complies with the policies, guidelines, and requirements of 2 CFR Part 200.
- Will comply with the uniform federal accessibility standards if major rehabilitation or conversion is

to be completed.

- Will comply with the requirements as applicable of the Lead Based Poisoning Act (2CFR Part 200).
- Will ensure that no person who is an employee, agent, consultant, or officer of the organization will engage in any activity related to this project that would present a conflict of interest.
- Will comply with the applicable audit requirement of (2CFR Part 200).
- Will involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating shelter facilities, and in providing services to shelter residents.

HEARTH ACT

The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- A consolidation of HUD's competitive grant programs.
- The creation of a Rural Housing Stability Program.
- A change in HUD's definition of homelessness and chronic homelessness.
- A simplified match requirement.
- An increase in prevention resources; and
- An increase in the emphasis on performance.

The HEARTH Act also transforms the Emergency Shelter Grants program into the Emergency Solutions Grant (ESG) program. **HMIS will be required under the Emergency Solutions Program.** Victim Services providers may use a comparable database. The new ESG will provide for flexible prevention and rapid re-housing responses to homelessness. This will allow veterans and others who are either at risk, or who literally become homeless receive assistance. (www.HUD.gov)

ELIGIBLE EMERGENCY SOLUTIONS GRANT ACTIVITIES

A. Street Outreach

Provisions under this category provides to unsheltered homeless individuals and families' residing on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities is also eligible. Eligible activities include:

Engagement: Activities to locate identify and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

Case Management: Activities to assess housing needs and arranging/coordinating/monitoring the delivery of individualized services.

Emergency Health Services: Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or health care facility.

Emergency Mental Health Services: Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds).

Transportation: Travel by outreach workers, social workers, medical professionals, or other service providers during the provision of eligible street outreach services.

Services to Special Populations: Address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS that are homeless.

B. Emergency Shelter

Provision under this category include, but are not limited to, services concerned with emergency services such as services provided to individuals and families that are in an emergency shelter, case management, life skills, child care, education services, employment assistance and job training, outpatient health services, legal services, mental health services, substance abuse treatment services, transportation, services for special populations, security, insurance, fuel, utilities, equipment, food, furnishings, maintenance (including minor repairs), supplies necessary for operating an emergency shelter and also provide other emergency lodging (hotel/motel voucher) when appropriate.

ESG funds can also be used for the renovation of buildings to be used as emergency shelters for homeless families and individuals. There is a 10-year minimum use requirement for ESG-funded renovation. Eligible cost include labor, materials, energy efficient upgrades, security systems, and other related expenses. Maximum grant amount is limited to \$5,000 with a required match.

C. Homelessness Prevention

Provision under this category applies to extremely low-income individuals and families (household income **below 30%** of family AMI) that are at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation. Eligible activities include Short Term Rental Assistance (up to 3 Months), Medium Term Rental Assistance (4 to 24 Months), payment of rental arrears including one-time payment of up to 6 months (including any late fees on arrears). Any combination of the total not to exceed 24 months in a three (3) year period, including any rental assistance payment for last month's rent.

D. Rapid Re-housing

Provision under this category will help homeless persons, living on the streets or in an emergency shelter, transition as quickly as possible into permanent housing and to help such persons achieve stability in that housing literally homeless individuals and families currently living in an emergency shelter or place not meant for human habitation. Eligible activities include Short Term Rental Assistance (up to 3 Months), Medium Term Rental Assistance (4 to 24 Months).

E. Homeless Management Information Systems (HMIS)

Provision under this category applies to hardware, equipment and software costs, and staffing. Staff costs include salaries for operating HMIS training and overhead- technical support, leasing space, and utilities for space used by HMIS staff.

Administration

The County will retain up to 7.5% of the ESG allocation for administration of the Emergency Solutions Grant Program.

INELIGIBLE ACTIVITIES

- Acquisition of an emergency shelter or drop-in-center.
- Costs involved with preparation of work specifications or building inspection.
- Costs of renovating, rehabilitating, or converting buildings owned by religious organizations unless special conditions are met as outlined in the Code of Federal Regulations found at 24 CFR Part 576.21. Paraphrased, these regulations require that the building (or portion thereof) that is to be improved be leased to an existing or newly established wholly secular entity (which may be an entity established by the church). Further, the regulations require that the leased premises will be used exclusively for secular purposes available to all persons regardless of religion.
- Rehabilitation, conversion, or renovation of a property within a 100-year flood plain, as designated by the Federal Emergency management Agency.
- A project which is inconsistent with environmental standards as established by HUD.
- Emergency Solutions Grant amounts may not be used for activities other than those authorized under Section 576.21 (a) (2-4).

APPLICATION REVIEW SITE VISIT

Applications will be subject to an on-site review to determine compliance with eligibility requirements as contained herein. If it is determined that the applicants cannot adequately administer an ESG grant, does not have the capacity to carry out the project as set forth, or cannot meet eligibility requirements, the proposal will not be forwarded for funding consideration.

INFORMATION AND TECHNICAL ASSISTANCE

Technical assistance is available upon request. For further information, please contact Sterlon Sims, Program Manager, at (951) 955-5938 or by email at ssims@rivco.org.

HWS USE ONLY
PROPOSAL NUMBER _____ REVIEWER _____
DOCUMENT STAMP DATE RECEIVED:

**COUNTY OF RIVERSIDE
EMERGENCY SOLUTIONS GRANT PROGRAM (ESG) 2024-2025
APPLICATION FORM**

Organization: _____

Program/Project Title: _____

PROPOSAL SUMMARY SHEET

Agency Information:

Mailing Address _____

Shelter Location _____

UEI Number _____

Proposal Completed By _____

Phone _____

Fax _____

E-Mail _____

Executive Director _____

Phone _____

Fax _____

E-Mail _____

Site Manager _____

Phone _____

Fax _____

E-Mail _____

Proposal Summary _____

Indicate Type of Project(s) and Service(s), check all boxes that apply to your organization/agency

<input type="checkbox"/>	Emergency Shelter Facilities	<input type="checkbox"/>	Transitional Housing
<input type="checkbox"/>	Vouchers for Shelters	<input type="checkbox"/>	Outreach
<input type="checkbox"/>	Drop-In Center	<input type="checkbox"/>	Soup Kitchen/Meal Distribution
<input type="checkbox"/>	Food Pantry	<input type="checkbox"/>	Health Care
<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	HIV/AIDS Services
<input type="checkbox"/>	Alcohol/Drug Program	<input type="checkbox"/>	Employment
<input type="checkbox"/>	Child Care	<input type="checkbox"/>	Homeless Prevention
<input type="checkbox"/>	Other(Please List)	<input type="checkbox"/>	

Estimated number of people served for each activity:

Residential Services

Number Served:	Adults:	<input type="text"/>
Number Served:	Children:	<input type="text"/>
Total Number Served Yearly:		<input type="text"/>

Non-residential Services

Number Served:	<input type="text"/>
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Residential Services only (Indicate the number of estimated persons housed at any given time in each shelter type funded through the ESG program)

Shelter Type	Number of Persons Housed
Barracks:	<input type="text"/>
Group/Large House:	<input type="text"/>
Scattered site Apartment:	<input type="text"/>
Single Family Detached House:	<input type="text"/>
Single Room Occupancy	<input type="text"/>
Mobile Home / Trailer:	<input type="text"/>
Hotel / Motel:	<input type="text"/>
Other:	<input type="text"/>

PROJECT REVENUE LEVERAGE

Please provide Current Project Budget that reflects actual funds received for the period of **July 1, 2024 thru June 30, 2025.**

REVENUE SOURCES	ESGP MAJOR BUDGET ACTIVITIES				
REVENUE SOURCE	TOTAL REVENUE	OPERATIONS/ MAINTENANCE	ESSENTIAL SERVICES	HOMELESS PREVENTION	DATE FUNDING EXPECTED MO/YR
1. FEMA					
2. CSBG					
3. CDBG					
4. LOCAL GOV.					
5. OTHER CITY FUNDING					
6. UNITED WAY					
7. PRIVATE DONATIONS					
8. CLIENT FEES					
9. OTHER FUNDING					
10. IN-KIND					
11. OTHER FUNDING(SPECIFY)					
T O T A L					

¹ **FEMA:** Federal Emergency Management Agency (emergency food/shelter program funds)

² **CSBG:** Community Services Block Grant

³ **CDBG:** Community Development Block Grant

Date Funding Expected: Provide letter of award for the month and year funded is committed or application submitted. Proof of leverage match is required.

2024-25 FISCAL YEAR PROJECTED BUDGET

ACTIVITY CATEGORY BUDGET LINE ITEMS	AMOUNT TO BE PAID BY ESGP FUNDS	DESCRIPTION AND EXPLANATION (INCLUDE TOTAL MONTHLY COST OF LINE ITEM)
HMIS (H)		
HARDWARE, EQUIPMENT, AND SOFTWARE COSTS		
DIRECT STAFF SALARIES FOR OPERATING HMIS		
TRAINING AND OVERHEAD- TECHNICAL SUPPORT, LEASING SPACE, AND UTILITIES FOR SPACE USED BY HMIS STAFF		
		H TOTAL REQUEST
STREET OUTREACH (SO)		
ENGAGEMENT		
CASE MANAGEMENT		
EMERGENCY HEALTH SERVICES		
EMERGENCY MENTAL SERVICES		
TRANSPORTATION		
SERVICES TO SPECIAL POPULATION		
		S/O TOTAL REQUEST
EMERGENCY SHELTER (ES)		
TRANSPORTATION		
DIRECT STAFF SALARIES		
REPAIR/MAINTENANCE SUPPLIES		
FOOD		
UTILITIES		
INSURANCE		
		E/S TOTAL REQUEST

HOMELESSNESS PREVENTION (HP)		
INITIAL RENT		
PAYMENTS IN ARREARS		
UTILITY ASSISTANCE		
CASE MANAGER		
		H/P TOTAL REQUEST
RAPID RE-REHOUSING (RR)		
INITIAL RENT		
UTILITY ASSISTANCE		
CASE MANAGER		
		R/R TOTAL REQUEST

Name of Accountant: _____

Phone: _____

PROPOSAL NARRATIVE SECTION

Please respond to each question. If more space is required to complete an answer attach **one additional** sheet per question with an appropriate link.

- Type of facility: _____
 Total number beds: _____ (maximum capacity)
 Number of beds to be created: _____ (In addition to current maximum capacity)
- Total number of homeless clients proposed to be served per year: _____ (unduplicated)
- Briefly describe the type of services provided and how the requested grant funds will be used. **(Use the provided space only. No attachments).**
- Membership with the local CoC is a requirement. Does agency participate in the local CoC?
 Yes _____ No _____
- Provide a brief history of the applicant organization and participation of homeless persons in policymaking and operations [24 CFR 576.56 (b)].

6. Describe the applicant organization's experience in operating a similar program. Also, identify its experience in serving the homeless population.

7. Describe the program's client intake and participation selection/assessment process. Explain how persons are accommodated on evenings and weekends, (e.g., 24-hour staffing at shelter, phone, monitoring, referral, etc).

8. Select all support services that are provided to the Emergency Shelter client. Enter the number of clients that you anticipate serving in the categories that apply.

	Select all that apply	number of clients served
Non-Referral Day Drop-In Center	_____	_____
24 Hrs. Non-Referral Drop-In Center	_____	_____
Referral Only Overnight Shelter	_____	_____
Non-Referral Overnight Shelter	_____	_____
Transitional Housing	_____	_____

9. Describe how the Emergency Solutions program will be staffed including the ratio of caseworkers or counselors to client. Applicants are encouraged to discuss how shelter volunteers and/or clients provide services at the facility (e.g., facility maintenance, program outreach, program operation, etc.).

10. Provide a timeline for the fiscal year describing the major milestones for the HESG project from initiation to completion (e.g., date/action-completion etc.).

11. Describe how the program will continue when the HESG funds are exhausted.

12. In the last 12 months, what is the number of **all** clients who have exited your Program have moved into permanent, transitional, or sober living (overall placement rate)?
Number of persons placed/ _____ **Total number served/** _____

13. Describe what types of case management is provided after clients are no longer in your program. Is there any follow-up with these clients?

14. In general, HMIS is a requirement. Does your organization utilize HMIS? Yes _____ No _____

15. The Housing First Model as defined in HUD regulations is a requirement for funding. Will your agency comply with this standard?
Yes _____ No _____

16. Select Area(s) Served (General Geographic Area *Per Supervisorial District*).

- Supervisorial District 1 _____
- Supervisorial District 2 _____
- Supervisorial District 3 _____
- Supervisorial District 4 _____
- Supervisorial District 5 _____

IDENTIFY COMMITTED SOURCES OF MATCHING FUNDING
(Attach documentation)

<u>Funding Source</u>	<u>Amount of Funds</u>	<u>Date Funds Available</u>
-----------------------	------------------------	-----------------------------

ESG APPLICATION CERTIFICATION

This is to certify that the applicant is prepared to fulfill all terms, conditions and requirements of the Emergency Solutions Grants Program as required in the Request for Proposal and as described in this ESGP Application. In addition, the applicant is prepared to execute the eligible activities fully and completely as described in this proposal for Riverside County.

Undersigned hereby certifies that:

1. To the best of my knowledge, all information contained in this ESG application is complete, accurate and true at the time of submission.
2. The applicant agrees to comply with all Federal and County policies and requirements imposed on the project funded in full or part by the ESG program.
3. The applicant acknowledges that the Federal assistance made available through the ESG program funding will not be used to substantially reduce prior levels of local, (non-ESG) financial support for community development activities.
4. The applicant fully understands that any facility built, or equipment purchased with ESG funds shall be maintained and/or operated for the approved use throughout its economic life.
5. If ESG funds are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described within a reasonable timeframe.
6. On behalf of the applying organization, I have obtained authorization to submit this application for ESG funding. (**DOCUMENTATION ATTACHED** Minute Action and/or written Board Approval signed by the Board President).

Signed: _____

Title: _____

Printed Name: _____

Date: _____

REQUIRED DOCUMENTATION/ ATTACHMENTS CHECKLIST

Organization/Applicant Information

- _____ One ORIGINAL signed application and **one** copy, with only one copy of the "Required Attachments"
- _____ Legible copy of current IRS letter indicating 501(c) (3) status for Applicant organization
- _____ Copy of current Board roster, names, addresses, telephone numbers, and professions or organizations represented
- _____ Organizational chart listing all staff names, positions, and job descriptions
- _____ Include your agency shelter policy statement, sign-in sheet, and intake form
- _____ Copies of Agreements, letters and/or MOUs for all off-site essential services provided
- _____ Documentation of commitment for ESGP matching funds (e.g., award/commitment letters, etc.)
- _____ Copy of the organization's most recent fiscal report
- _____ Copy of most current annual audit and most recent Single Audit 2 CFR Part 200.514, if applicable, including any exceptions

NOTE: Organizations that either have not or are not required by law to conduct an audit must submit a letter of explanation. The letter must state why an audit has not been conducted and why you are legally exempt. Federal law requires, under certain criteria, that an annual audit be conducted (see 2 CFR Part 200.514 or contact a CPA).

If Shelter base program also include:

- _____ Documentation of site control.
- _____ Local map identifying the location of the shelter and drop-in center where funded activities will occur. Facility Information: Square footage_____ Age of Property_____ 1-2 Story_____ Flood Zone_____

Site information- Renovation or Rehabilitation only

- _____ Documentation of construction costs for renovation, rehabilitation, or conversion (Rehabilitation/Renovation only)
- _____ Documentation of site value (Rehabilitation/Renovation only)
- _____ Documentation from local jurisdiction verifying the status of property (e.g., zoning).

NOTE: The attachments listed above **must** be made part of the application(s) being submitted. Missing documents will not be requested by staff; therefore, **failure to submit required attachments, as identified in this application, will be cause for non-funding.**

Termination Policy

The County and sub-recipients may terminate assistance provided through ESG-funded activities to participants that violate program requirements.

- Written procedures must describe the specific program requirements and the termination process
- The grievance or appeal process: this should include the procedures for a participant to request a hearing regarding the termination of their assistance.

_____ Attach copy of Termination Policy

Participation of Homeless

- ESG regulations [24 CFR 576.56 (b)] require that recipients of ESG funds encourage the participation of homeless or formerly homeless persons in a policy-making function within the sub-recipient’s organization.
- All sub-recipients of ESG funds are required to involve or encourage involvement of participants in the operation of an ESG-funded program or shelter.

_____ Attach copy of Participation of Homeless Policy

.....

Should you have any questions, please feel free to contact:

Sterlon Sims, ESG Program Manager at (951) 955-5938.

EXAMPLE APPLICATION

A. 2024-25 FISCAL YEAR PROJECTED BUDGET

ACTIVITY CATEGORY NON-STAFF BUDGET LINE ITEMS	AMOUNT TO BE PAID BY ESGP FUNDS	DESCRIPTION AND EXPLANATION
EMERGENCY SERVICES (ES)		
RENT/LEASE	\$3,600	\$300 Mo. x 12 Mos. = \$3,600 Rent Payment
FOOD/SUPPLIES	\$6,000	\$1.5 Per Meal x 10 Meals Per Day = \$15 \$15 Per Day x 30 Days Per Mo. = \$450 \$450 Per Mo. x 12 Mos. = \$5,400
REPAIR/MAINTENANCE	\$2,400	\$200 x 12 Mos. = \$2,400 –Maint
INSURANCE (PROPERTY/LIABILITY)	\$6,000	\$500 x 12 Mos. = \$6,000
UTILITY COSTS	\$5,400	\$450 Per Mo. x 12 Mos. = \$5,400
DIRECT STAFF SALARIES		
SECURITY GUARD		
	\$23,400	O/M TOTAL REQUEST
STREET OUTREACH (SO)		
TRANSPORTATION	\$6,600	\$200 / Mo. Van Lease x 12 Mos. = \$2,400 \$350 / Mo. Insurance on Van x 12 Mos. = \$4,200
CASE MANAGEMENT		
	\$6,600	SO TOTAL REQUEST
HMIS		
HMIS COST	1,000	Licensing fees
	\$1,000	H TOTAL REQUEST

HOMELESS PREVENTION (HP)		
PAYMENTS IN ARREARS	15,000	Up to 6 months of arrears
RENTAL ASSISTANCE		
	\$15,000	H/P TOTAL REQUEST
RAPID REHOUSING (RR)		
INITIAL RENT		
INITIAL RENT		
UTILITY ASSISTANCE		
LEGAL ASSISTANCE		
	0.00	R/R TOTAL REQUEST