



ESG Application, PY 2021

FUNDING OPPORTUNITY DESCRIPTION

I. PURPOSE

The Village of Oak Park is accepting applications for program year (PY) 2021 for Emergency Solutions Grant (ESG) activities. The ESG Program, formerly the Emergency Shelter Grant Program, is intended to supplement State, local and private efforts to improve the quality and number of emergency shelters for homeless people, as well as to provide case management and financial assistance to prevent homelessness, conduct street outreach, and to permanently and quickly re-house homeless persons. Several years ago, the U.S. Department of Housing and Urban Development (HUD) issued a rule for the Emergency Solutions Grants Program that amended the McKinney-Vento Homeless Assistance Act in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The rule and regulations established a list of eligible activities, and allow the local grantee, Oak Park, to select activities in accordance with its own community development objectives.

Designed as a first step in a Continuum of Care plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter and housing, as well as assisting their movement to independent living. While flexible in terms of serving all homeless subpopulations and preventing persons from becoming homeless, ESG program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. The following categories of eligible activities and applicable limitations are discussed in the Program Requirements section of these guidelines: street outreach activities, emergency shelter activities, homeless prevention activities, rapid rehousing activities, and homeless management information system (HMIS) activities.

To be eligible for ESG assistance, a proposed activity must serve very low income households (at or below 30% of the area median income), homeless persons, or those at-risk of homelessness. An income table is one of the attachments of this application for your reference; it will be updated by HUD in 2021. Involvement in Coordinated Entry (C.E.) through the Alliance is essential for applicants.

II. Award Information

If the Village does actually receive ESG funds for PY 2021, the estimated ESG grant is \$140,000, subject to change based upon availability of funding from HUD. Of this amount, \$129,500 will go to applicants. HUD has a restriction that a maximum of 60% of the total ESG allocation (\$84,000) be spent on emergency shelter and street outreach activities, so applicants should take this into consideration when making funding requests. PY 2021 runs from October 1, 2021 through September 30, 2022.

III. Eligibility Information

Only non-profit and local government organizations are eligible to apply for ESG funding. Organizations must be incorporated under state law and have a 501(c)(3) designation from the U.S. Internal Revenue Service. Do not use old, outdated application forms. Applicants must also demonstrate the ability to comply with all Department of Housing and Urban Development (HUD) rules and regulations including those listed at the following websites:

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

<https://www.hudexchange.info/esg/esg-law-regulations-and-notices>

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=dc4c2f93cdadf08974315fa2bfdf4cec;rgn=div5;view=text;node=24%3A3.1.1.3.8;idno=24;cc=ecfr>

IV. Program Requirements

Awarded agencies will also be required to submit a quarterly report on program outcomes due no later than the 15th of the following month at the end of each quarter and final report at the end of the program year. Agencies will be expected to meet all proposed outcomes within the program year. Financial invoices must also be submitted at minimum once quarterly. Also, the applicant must demonstrate consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing Choice. A workshop on reporting and billing may be held prior to the program year start.

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2 (see link above). For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. (Clients can be re-housed outside of Oak Park but must be exiting an Oak Park shelter, if not coming from an Oak Park unit.) Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

Eligible Program Components

Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. See 24 CFR 576.101.

Emergency Shelter

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities. Renovation is not a Village of Oak Park Con Plan priority, however.

Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

See 24 CFR 576.102.

Homelessness Prevention

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair and other eligible costs.

See 24 CFR 576.103.

Rapid Re-Housing

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears.
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs.
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair and other eligible costs.

See 24 CFR 576.104 (Note: All clients that are re-housed outside of the Village must come out of an Oak Park shelter if they are not recent residents.)

Data Collection (HMIS)

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area. More information about using an HMIS is available on the HUD website.

Note: With regard to all ESG categories, in the Excel budget document, be specific with all line items, using the ESG regulations as a guide.

V. Required Registrations

- a. Data Universal Numbering System (DUNS): all applicant organizations must obtain a DUNS number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet. The applicant organization may request a DUNS number by telephone at 866-705-5711 or at [http:// fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). The DUNS number is provided at no charge.

VI. Timely Submission of Applications

The deadline for submissions is March 5, 2021, 5:00 p.m. at development@oak-park.us. No late submissions will be accepted. All required information and documentation must be totally complete and entirely completed, done correctly, and fully included in the submission by the deadline or the proposal will be deemed invalid. Applications must be received one week prior to the deadline – on February 26, 2021, 5:00 p.m. (highly recommended by staff) – to have the opportunity to resubmit any missing/incorrect information. All questions must be submitted via email to grants@oak-park.us. This Instruction document must be read in its entirety; if applicable, care should be taken to avoid shortcomings from a previous year.

VII. Village Priorities

Through the Consolidated Planning process, the Village develops priorities that determine how funding is allocated. These priorities are created through the citizen participation process and approved by the Board of Trustees. For the 2020-2024 Consolidated Plan, after extensive outreach into the community, it was found that the highest priorities for ESG are emergency shelter, homelessness prevention, rapid re-housing and street outreach, Homeless Management and Information System (HMIS) for ESG emerged as a high priority. See the potential Application Scoring section below for additional information.

VIII. Written Application

Below are instructions on how to complete the narrative sections of the application. All requested information must be included in the narrative. If something is not applicable, the applicant must state this and the reasoning. If a scoring system is used by reviewers, each section is assigned points based on the strength and completeness of responses to the requested information (see Application Scoring section for additional information).

- a. Background and Need: In this section, the background of the issue being addressed by the proposed project should be discussed. Identify the problem in the community that exists, utilizing data and evidence. The problem description should be clearly stated and should identify the source of any data.
- b. Approach:
 - i. Purpose – Specifically identify how the proposed project will meet the need described in the Background and Need section.
 - ii. Target Population – Discuss the target population(s) for the proposed project and how services will be tailored to meet the needs of the population. Include any specifics (i.e. age, race, ethnicity, presumed beneficiary status, etc.) on the population the program targets and/or persons served through the program (i.e., the program doesn't target a specific population, but serves one or more specific population(s)). If any populations are explicitly excluded, explain why. Also describe in detail how services will be provided in a

culturally competent manner or will be tailored to meet the needs of the population served, as well as what systems and activities are in place to track and assess the level of cultural competence/appropriateness. For these purposes, cultural competency refers to the ability to interact effectively with people of different cultures and socio-economic backgrounds. Describe methods used to engage the target population.

- iii. Strategies – Describe in detail the entire program being proposed from beginning to end. Include information on recruitment of participants, intake, specific services received and exit process from the program. If an evidence-based or promising practice strategy is being utilized, include background information and citations as well as the applicability for the specific population. This section should be as detailed as possible in describing the specific service being proposed. Explain how the agency will participate in Coordinated Entry with the Alliance. If requesting funding for shelter operations, describe the shelter facility, including how many beds it has, when the facility was built, the types of amenities offered, and the accessibility.
 - iv. Written Standards – Include a detailed description of the following, as applicable:
 1. Standard policies and procedures for evaluating individuals and families’ eligibility for assistance under ESG.
 2. Policies and procedures for coordination among homeless assistance providers, and among homeless assistance providers and mainstream service and housing providers.
 3. Policies and procedures for determining prioritizing which eligible families and individuals will receive homeless prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
 4. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.
 5. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.
 6. Standards for determining the type, amount and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each participant receives.
 - v. Timeline – Include a PY-based timeline for project implementation that sets actionable steps with time-specific deadlines including who is responsible for each step. It should include billing/reporting to the Village, and can go beyond 12 months. The timeline needs to be submitted using the provided form as an attachment. The form is available via the Oak Park application webpage. If the proposed program is a new or expanded service previously unfunded by the Village and the nature of the program requires a start-up period after the beginning of the program year start date, include a justification and detail of these activities.
- c. Outcomes and Evaluation
- i. Logic Model - The Logic Model needs to be submitted using the provided form as an attachment. The form is available via the Oak Park application webpage.

1. Goal Statement – In one or two sentences, describe the overarching goal of the proposed program. The goal statement should be a very broad statement of intended accomplishments. A well-defined goal statement will establish the overall direction and focus for the program, define what the program will achieve, and serve as the foundation for developing program strategies and objectives.
2. Logic Model
 - a. Inputs – List the resources available to support the program (e.g. staff, materials, equipment, etc.)
 - b. Outputs
 - i. Activities – Bullet point the action components of the program. This includes all aspects of the program described in the Strategies section.
 - ii. Participation – This is where the number of unduplicated persons to be served by the program is listed. The four already included must be completed but you may add additional bullet points, as necessary.
 - c. Outcomes
 - i. Short Term – List the intended accomplishments of the program over the funding period.
 - ii. Intermediate/Long Term – List the program outcomes achieved through this program after the funding period (after one year). These may be outcomes that take many years to accomplish that this program is only one piece of (i.e. ending chronic homelessness, increasing health outcomes, etc.).
 - d. Measurement/Indicator – Describe how the short term outcomes will be measured and what indicator will be used to determine success.
- ii. Narrative
 1. Detail how the outputs and outcomes described in the logic model will be met, including details on how data will be collected, audited and reported. Note the responsible person for each step of the process. Describe the agency’s experience with HMIS, including a description of the agency’s ability and experience with integrating and utilizing it. Utilization of HMIS is a requirement of ESG programs and applicants must be on the system.
 2. Describe how household income of participants in the program will be documented and verified, including the process for determining eligibility for the activity. Discuss the quality management process in place for participant files as well as confidentiality practices.
 3. Explain the program evaluation process including examples of how the process or a similar process has resulted in improvements to the program. List the persons responsible for each step in the process and if there are policies in place regarding evaluation. Describe the process your agency utilizes to collect participant feedback on the services they receive and any results previously collected. If no participant feedback process is currently in place, describe how this

process will be implemented if funded, including a timeline of implementation.

d. Organizational Capacity

- i. Describe your organization's mission and experience providing the services proposed above, as well as managing publicly funded projects. Include information on outcomes your agency has achieved and successes with serving the proposed population. Describe capacity and experience of key staff working on this project. If new staff will be hired, describe the job requirements to be used in filling the position.
- ii. Demonstrate the organization's ability to meet reporting requirements including programmatic, financial, and management activities. Any experience administering ESG or other HUD funded programs should be described. If the agency has previously been funded through Oak Park's CDBG or ESG program, describe any successes or challenges with meeting intended project outcomes and include any action plans for addressing those challenges.
- iii. Describe how the agency will collaborate with other agencies and programs. Include formal agreements (LOI, MOU, LOS) and history of partnerships in the community as well as linkages to mainstream resources, if applicable. If partnerships are not already established, describe a plan to increase collaboration if funded. Describe the agency's participation in the Continuum of Care. Any agency receiving ESG funds must have a person either currently or previously experiencing homelessness as a member on their board. Demonstrate that the agency is currently meeting this requirement.

IX. Budget

ESG funds may be used to pay for the lease of a facility, equipment, and other property needed for services. See ESG Program Requirements section for more information on eligible expenses. Any expenditure included in the budget must be necessary, reasonable and directly related to the grant. Indirect costs are allowable if they are supported by an indirect cost proposal/cost allocation plan prepared in accordance with the U.S. Department of Health and Human Services Circular OASMB-5.

a. Budget Worksheet

List all total project costs and then all itemized Oak Park ESG activity costs in the columns. Be sure that all costs are eligible per HUD ESG regulations.

The second part of the Excel budget page that you must complete is the Other Revenue Summary. Complete as instructed, including noting which is the Match. With both worksheets, please ensure that all totals and percentages are showing.

b. Budget Narrative

- i. Describe each cost in detail (e.g. specific positions, type of housing/service support, type of supplies). Show the percentage of each category charged to this budget, especially with regard to Oak Park ESG personnel costs. Please focus on the Oak Park ESG portion of the budget. Be specific and totally precise.

- ii. Describe how the activity would function if it does not receive the full amount of requested funding. Describe efforts by the agency to develop alternative future sources of funding to support the proposed project.
- iii. How will the lead agency and, if applicable, partner agencies will meet the matching contributions requirement in an amount that equals the amount of ESG funds awarded?

X. Attachments

All applicants must attach copies of the following documents in PDF format through the on-line application. The name of each document must follow the required format: [Organization Name Type of Document]. For example, Central NFP Board of Directors.PDF

Other than the Timeline and the Logic Model, there are only 13 attachments allowed through the online application, one for each required attachment. All documents for each category must be combined prior to attaching to the online application. For example, all resumes and job descriptions must be combined and saved as a single PDF and uploaded as such. If necessary, the two HUD Statements can be combined.

- Articles of Incorporation AND Bylaws (both documents)
- Non-profit determination (IRS letter)
- List of Board of Directors (ensure that it is current)
- Organizational Chart - listing persons by position
- Up to Date Resumes of Chief Administrator and Chief Fiscal Officer, as well as key staff working on the proposed project. If staff are to be hired, include job description(s).
- Financial Statement and Audit (no older than 2 years) AND total organization Budget for current fiscal year.
- Conflict of Interest Statement– Signed and dated document on agency letterhead that states that the following HUD Conflict of Interest Regulations will be followed:
 - U.S. HUD’s Conflict of Interest provisions are set forth at 24 CFR 576.404(b)(1), which provide in relevant part that “no person described in paragraph (b)(2) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.

("Persons covered. The conflict-of- interest provisions of paragraph (b)(1) of this section apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.")
- Lobbying Statement – Signed and dated document on agency letterhead that addresses the following:
 - Anti-Lobbying – To the best of the agency's knowledge and belief: 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- EEO form – Attached here. Complete the whole form, including Totals.
- Statement of Compliance with the Americans with Disabilities Act (ADA) – Signed document on agency letterhead that addresses the organization's adherence to the ADA, and the extent to which your office building or buildings are accessible to all persons.
- Intake Documentation AND Project client-evaluation tool used to get feedback (both please).
- Letters of Support, Memorandums of Understanding or Letters of Intent (not required).
- Budget Worksheet (includes Other Revenue Summary).

XI. Application Scoring

- a. Written Narrative - The written portion of each application may receive a total score that will comprise the combined scores of CDCAC members. If this is used by CDCAC members, these scores would be based on the strength and completeness of each section, as described in this document, the application and the written section of the Application Scoring Sheet.
- b. Verbal Presentation – Applicants that successfully meet program eligibility requirements may be invited to give a presentation to the Community Development Citizens Advisory Committee (CDCAC) if the pandemic is over. The CDCAC is comprised of appointed members of the community. Each agency would have 10-15 minutes to present their program to the committee, followed by a question and answer session. Each presentation may receive a separate score based on the combined scores from the committee members. Scores are based on the totals from the verbal section of the Application Scoring Sheet.
- c. Total Scores - The written and verbal scores may be combined and applications ranked based on the total scores. The CDCAC would then determine funding levels based on these rankings, though the committee reserves the right to change rankings after scoring is completed, if the system is used by members.