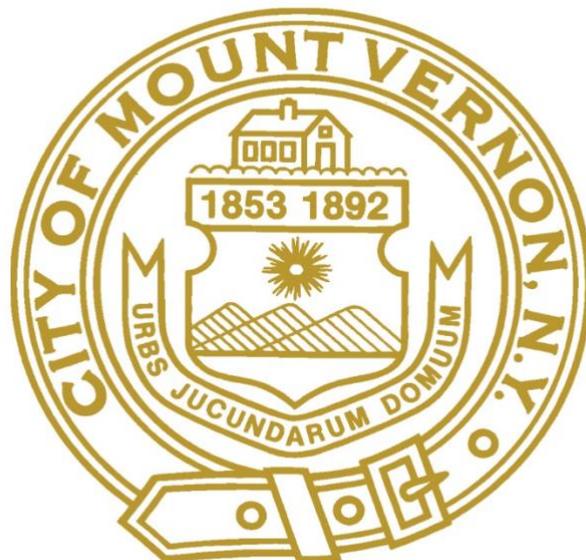


MOUNT VERNON, NEW YORK

EMERGENCY SOLUTIONS GRANT  
NOTICE OF FUNDING AVAILABILITY



FISCAL YEAR 2020 - 2021

# APPLICATION DEADLINE

**Tuesday, December 8, 2020 at 4:00pm**

## APPLICATIONS MUST BE UPLOADED TO DROPBOX:

<https://www.dropbox.com/request/GrMe7503Z3GiJEQRU0Z>

Late, incomplete, or faxed proposals will not be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

## PRE-APPLICATION WORKSHOPS:

Application workshops to discuss the 2020 Emergency Solutions Grant Application will be held on:

November 10, 2020	10:00am, Virtual Meeting
November 12, 2020	3:00pm, Virtual Meeting

These workshops will cover important information on the types of eligible projects along with the rules and regulations governing the program. **Attendance at one of these sessions is mandatory for all applicants.**

## OFFICE HOURS:

The City of Mount Vernon will conduct office hours to provide applicants an opportunity to ask programmatic questions.

November 17, 2020	11:00am, Virtual Meeting
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Any questions or requests for additional information should be directed to Deputy Commissioner Sylvia Bolivar via phone at: 914-665-2493 or via email at: [Sbolivar@cmvny.com](mailto:Sbolivar@cmvny.com)

Prior to submitting the application, check to review the proposal for completion of forms and other items on the checklist. Incomplete applications will be grounds for rejection. All proposals will become part of the City of Mount Vernon's official files.

## Emergency Solutions Grants (ESG)

The City of Mount Vernon is requesting proposals for 2020 Emergency Solutions Grant (ESG) entitlement funds and ESG-CV funds. The City of Mount Vernon's FY2020 ESG entitlement allocation is \$145,882. The City's FY2020 ESG-CV allocation is \$1,807,897. \$1,627,108 in ESG-CV funds will be available for award as the City plans to retain the allowed 10% for administrative costs. The City intends to allocate ESG Annual funds and ESG CV funds to prepare, prevent, and respond to the pandemic.

## Background

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) notified the City of Mount Vernon on April 2020 that it will receive an **ESG CV funds to prevent, prepare for, and respond to the coronavirus among individuals and families who are experiencing homelessness or receiving homelessness assistance; and to support additional homelessness assistance and homeless prevention activities to mitigate the impact created by the coronavirus.** The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) authorized these allocations via, Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of COVID-19.

## City of Mount Vernon Approved ESG Components and Program Priorities

- Shelter Operations
- Homeless Outreach
- Rapid Rehousing
- Youth and Child Homelessness – Housing Assistance
- Homeless Prevention

Each of these components is described in summary below. More detail on each component can be found at 24 CFR Part 576 or by accessing the HUD Exchange page on the ESG program here:

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

For most of the listed components, funding is available for programs seeking to operate these components as has been traditionally done. However, under the Rapid Rehousing and Youth areas, Mount Vernon is encouraging applications for innovative and integrative program models. Please see these two sections for more detail.

## Emergency Shelter

Mount Vernon welcomes applications for Emergency Shelter ESG programs. Eligible activities for emergency shelters include:

- 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.

## Street Outreach

Street Outreach is defined as providing essential services necessary to reach out to people experiencing unsheltered homelessness to connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Individuals experiencing unsheltered homelessness are those individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition in 24 CFR §576.2<sup>1</sup>. The eligible costs and requirements for essential services consist of:

- **Engagement** - The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
- **Case Management** - The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.
- **Emergency Health Services** - (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. (iii) Eligible treatment consists of assessing a program participant’s health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

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<sup>1</sup> Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;

(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

- **Emergency Mental Health Services** - (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

## Youth Component

### Introduction and Overarching Goals

Mount Vernon is seeking to implement an innovative Youth and Child Homelessness Housing Assistance (YCHHA) program through the ESG components known as rapid rehousing and homelessness prevention. The goals of this program are as follows:

1. To end unaccompanied youth homelessness in Mount Vernon schools.
2. To create stable, independent, and permanent housing solutions for households with children that are homeless or at risk of homelessness in Mount Vernon schools.
3. To ensure that providers demonstrate the achievement of racial equity in resource distribution and programmatic outcomes.

### Program Description

The Mount Vernon YCHHA program will provide housing relocation and stabilization services (including housing search and placement resources as well as long-term housing stability case management) and rental assistance or other financial assistance as needed to stably and sustainably house unaccompanied youth and families with children that are experiencing homelessness or are at risk of homelessness. Providers will need to have strong grant management and administrative capacity in order to properly budget and track expenditures based on the rapid rehousing and homelessness prevention program components, which will fluctuate based on the program participant's living situation. This is outlined further below.

### Applicant Requirements

Applicants (or applicant teams/collaborations as a whole) must have demonstrated capacity or demonstrated skill sets that will also apply in the following areas:

- Case management
- Outreach
- Transportation
- Landlord engagement
- Financial administration and tracking over multi-transaction systems or programs

# Rapid Rehousing Program Component

## Introduction and Overarching Goals

Mount Vernon is seeking to implement an innovative, effective and equitable rapid rehousing program to respond to the community's housing needs in the midst of the current public health crisis. The overarching goals of this program are as follows:

1. To permanently house as many households as possible to ensure safe and long-term housing stability for program participants.
2. To ensure that providers demonstrate the achievement of racial equity in resource distribution and programmatic outcomes.
3. To diversify the community's participating provider base in order to build the local system's ability to achieve goals 1 and 2.

## Program Design to Support Goals

The urgent nature of the current crisis in conjunction with the substantive increase in funding for housing create a need for both experience and innovation in the homeless response system. In order to achieve this, we have created a rapid rehousing funding model with openings for a lead agency and for various support agencies.

To actualize this model, Mount Vernon is seeking applications for the lead agency from experienced providers that have the administrative and program capacity to hit the ground running with rehousing operations.<sup>2</sup> The support agency roles are oriented toward including new and diverse provider agencies in the RRH program that will help increase efficiencies and improve both equity and housing stability outcomes.

The lead/support agency relationship is intended to include a mutual flow of benefits. The lead agency should benefit from support agencies in that support agencies may bring new perspective, ideas, skills and sensitivities to the relationship and to the system that can improve program performance and outcomes. The support agencies should benefit from the lead agencies in that lead agencies may bring experience and capacity-building opportunities to the relationship.

Mount Vernon is not categorically restricting what agency can apply to what role or what number of roles. A highly experienced, current system provider can apply to the lead role only, the support role only or both the lead role and the support role. Reciprocally, any organization, including organizations that are not currently HUD-funded and are not currently system providers, if they can make a case that they meet the requirements of this RFP, they may apply for any combination of the available roles. There may be scenarios in which agency A acts as the lead role and also fills a slot in the support role among other support agencies B, C, etc. We anticipate that Mount Vernon will enter into a subrecipient agreement with only the lead agency. And that this will be an agreement that, among other things, holds the lead agency accountable for specific inclusions in and the compliant management of subcontracts that the lead agency enters into with support providers. However, Mount Vernon reserves the right to enter into multiple agreements across multiple roles as an outcome of this RFP if necessary. The roles are described in detail below.

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<sup>2</sup> To be selected as Lead Agency, it is not required that the organization have received HUD funds in the past, but the organization must have the necessary administrative systems and programmatic experience in place to quickly, effectively and compliantly implement an RRH program according to HUD funding requirements.

## Role Descriptions

### **Rapid Rehousing Lead Agency (direct subrecipient of Mount Vernon ESG-CV):**

Programmatic responsibilities:

- Landlord recruitment/retention
- Housing search and program participant placement (including pre-leasing inspections)
- Payments to landlords
- Option to request Housing Case Manager Provider role

Administrative responsibilities:

- Maintain all necessary programmatic and financial records for direct activities
- Funding pass-through for Housing Case Manager providers
- Oversight/reporting responsibilities for Housing Case Management providers (including HMIS or comparable database for victim service providers)
- Assist with capacity-building for Housing Case Manager providers
- Eligible Administrative resources to match duties

### **Housing Case Manager Provider (sub-subrecipient of Mount Vernon ESG-CV):**

Programmatic responsibilities

- Provide ongoing housing case management to program participants
- Collaborate with Lead Agency to resolve housing-related issues

Administrative responsibilities

- Maintain records to verify supportive services provided
- Maintain records to verify eligible expenses
- Submit reimbursement requests to Lead Agency
- Enter data into HMIS or comparable database or comparable database for victim service providers
- Eligible for Administrative resources to match duties

Beyond the details of each role outlined above, Mount Vernon encourages applicants to think creatively about how they plan to structure their role and their relationship to other roles and to explain how this manner of structuring will help improve program efficiencies and achieve the above stated goals. In other words, please state why your organization fulfilling this particular role in this particular way will help permanently and stably house more households and how it will help the program to achieve racially equitable outcomes.

## 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. Please refer to the footnote on page 4 for 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.

Please refer to 24 CFR 576.103.

## Request for Proposals and ESG-CV Application

The ESG-CV program provides 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 such shelters; (4) provide essential services to shelter residents; (5) rapidly rehouse homeless individuals and families; and (6) prevent families and individuals from becoming homeless.

Please review the ESG regulations found at 24 CFR Part 576, including the CARES Act waivers before completing this proposal. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations directly related to the prevent, prepare for, and respond to the coronavirus.

Each project grant request should be submitted as its own application. The City will consider all applications, however, the applicant should carefully review this package.

### Eligible Activities

ESG Annual funds and ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance. These funds will also support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. These funds must be in compliance with 24 CFR Part 576 and Notice CPD-20-08 (Waivers and Alternative Requirements for the ESG Program under the CARES Act).

### Special Waivers

As a result of the CARES Act and the urgent nature of COVID-19., HUD has waived certain ESG requirements. As a result, the following changes will apply to ESG-CV funds:

- **Emergency Shelter and Street Outreach Spending Caps**  
The funds are not subject to the normal ESG spending cap on emergency on emergency shelter and outreach activities under 24 CFR 576.100(b)(1)

- **Homeless Prevention Assistance Income Limitation**

These funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HD notices) to any individual or family who does not have income higher than HUD’s VERY Low-Income Limit for the area and meets the criteria in paragraphs (1)(iii) of the “at risk of homelessness.”

**FY2020 Income Limits  
Westchester County, NY Statutory Exception Area**

Median Family Income	FY2020 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
\$125,000	Very Low (50%) Income Limit	44,050	50,350	56,650	62,900	67,950	73,000	78,000	83,050
	Extremely Low Income	26,450	30,200	34,000	37,750	40,800	43,800	46,850	49,850
	Low (80%) Income	62,550	71,500	80,450	89,350	96,500	103,650	110,800	117,950

More information regarding HUD Income Limits is available at:

[https://www.huduser.gov/portal/datasets/il/il2020/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/il/il2020/select_Geography.odn)

**FY2021 Fair Market Rent Documentation System  
Westchester County, NY Statutory Exception Areas FMRs or all Bedroom Sizes**

FY 2021 FMRs by Unit Bedrooms					
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	
\$1,386	\$1,619	\$1,943	\$2,484	\$2,823	

More information regarding FMR’s is available at:

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2021\\_code/2021summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2021_code/2021summary.odn)

## Low-Barrier Assistance

Per HUD guidance, individuals and families assisted with these funds “must not be required to receive treatment of perform any other prerequisite activities as a condition for “receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401€

## Data Collection

### Data Management and Reporting

ESG funded programs serving homeless individuals are required to use coordinated entry and to enter data and report in the Westchester County Homeless Management Information System (HMIS). The following are some general requirements and expectations for HMIS data quality.

- 1) Program meets all data quality thresholds for accuracy during reporting period
- 2) Enter data into the Westchester Continuum of Care HMIS database.
- 3) Provide name of program staff that will use coordinated entry and enter information directly into HMIS.
- 4) Information about current or planned equipment needed for program
- 5) If agency does not participate in HMIS, please describe how the agency will ensure compliance with HMIS Participation and data entry requirements by the project start date.

## Pre-Application Workshops Request for Proposals and ESG-CV Application

Applicants are required to participate in one of two (2) Pre-Application workshops:

- Session I: Tuesday, November 10, 2020, 10:00am Virtual Meeting
- Session II: Thursday, November 12, 2020, 3:00pm, Virtual Meeting

## Office Hours

The City of Mount Vernon will conduct office hours to provide applicants an opportunity to ask programmatic questions.

- Tuesday, November 17, 2020, 11:00am, Virtual Meeting

## Reporting

Because of HUD reporting requirements that Mount Vernon is subject to, it is essential that all grantees have up-to-date information in HMIS as often and frequently as possible. Grantees must have quarterly data completely and accurately input into the HMIS system within 10 days following the close of each quarter and quarterly reports and reimbursement requests will be due 15 days following the close of each quarter. Quarterly reports will consist of the HMIS CAPER report for the program for the quarter.

Additionally, Mount Vernon intends to implement an adaptive performance management process in which City staff will review quarterly reports and schedule conversations with grantees to discuss:

1. An evaluation of the previous quarter’s data;
2. To set performance goals for subsequent quarters.

Agreements will include quarterly reporting requirements, as well as a cancellation clause. The cancellation clause will allow the City to cancel the contract should the City determine the subrecipient does not have the capacity to meet the implementation timeline or is not demonstrating compliance with contractual obligations in a timely manner.

## Contractual Requirements

Each grantee selected to receive funds is required to sign a contract with the City. **No costs incurred prior to the execution of an agreement with the City are reimbursable. The term of the contract will be for one year with an option to extend for a second year.**

Under ESG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to submit and file quarterly reports on expenditures, performance progress and objectives.
3. Each agency receiving ESG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government's audit requirements as described in 2 CFR Part 200, Subpart F – Audit Requirements.
6. All recipients will be required to comply with the federal ESG regulations at 24 CFR Part 576
7. All ESG-CV Recipients must comply with the requirements of the HUD CPD Notice 20-08: Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act
8. All recipients must comply with the most current version of the City of Mount Vernon's ESG written standards

# ESG FUNDING APPLICATION INSTRUCTIONS

## APPLICATION DEADLINE

APPLICATIONS MUST BE UPLOADED TO DROPBOX by 4:00pm on December 8, 2020:

<https://www.dropbox.com/request/GrMe7503Z3GijEQBRU0Z>

Late Applications will not be accepted.

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodations.

### Review Process

All applicants will be reviewed for completeness and compliance with federal and local plans for spending.

### November 2020 Pre-Application Workshop

It is mandatory that applicants participate in the Virtual Pre-Application Workshop on November 10, 2020 at 10:00am or November 12, 2020 at 3:00pm. Applicants must present a summary of their application and, if previously funded, a summary of past performance. Applicants will have a limit of three minutes for presentations. Applicants that have received CDBG funding in the past must also report on past performance with the same time limit.

### Application Evaluation

Applications will be reviewed by a review panel consisting of subject matter experts and city staff in order to make recommendations for final city approval. Applications will be evaluated according to the following criteria:

1. Organizational Capacity and Experience
2. Evidence of Need for Service
3. Statement of Work/Scope of Services
4. Budget
5. Racial Equity
6. Past Performance with HUD Funds

### SELECTION PROCESS:

As part of the City of Mount Vernon's continuing effort to restore integrity in its federally-supported community development programs and create transparency in the application and selection process for selecting subrecipients, applicants are reminded that federal funds are being awarded by the City on a competitive basis based on the application criteria outlined above. Therefore, to ensure a transparent process and comply with federal guidelines, applicants must refrain from lobbying any City official, as such action is strictly prohibited. To the extent that applicants wish to include letters of support, such letters should be included with the application materials so that it may be made a part of the official record.

## Application Checklist:

- IRS non-profit determination letter
- Organizational Capacity and Experience
- Priority Population and Engagement
- Statement of Work/Scope of Services
- Proposed Project Costs/Budget
- Financial Audit Report
- Racial Equity
- Performance Report
- Conflict of Interest Questionnaire
- Certifications for ESG Activities



Fiscal Year 2020  
**CITY OF MOUNT VERNON**  
**EMERGENCY SOLUTIONS GRANT PROGRAM**  
*Instructions for the Application for Funding*

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The City of Mount Vernon is requesting proposals for 2020 Emergency Solutions Grant (ESG) entitlement funds and ESG-CV funds. The City of Mount Vernon's FY2020 ESG entitlement allocation is \$145,882. \$134,941 in ESG entitlement funds will be made available for award as the City plans to retain the allowed 7.5% for administrative costs. The City's FY2020 ESG-CV allocation is \$1,807,897. \$1,627,108 in ESG-CV funds will be available for award as the City plans to retain the allowed 10% for administrative costs.

Each project grant request should be submitted as its own application. The City will consider all applications, however, the applicant should carefully review this package.

The City intends to allocate ESG Annual Funds and ESG-CV funds to prepare, prevent, and respond to COVID-19.

**NOTICE TO ALL APPLICANTS**

- 1. ESG applicants are required to participate in a pre-application workshop.**
- 2. 24 CFR § 576.100 [General provisions](#) and expenditure limits.** Subject to the cost principles in [2 CFR part 200](#), subpart E, and other requirements in this part, employee compensation and other overhead costs directly related to carrying out street outreach, [emergency shelter](#), homelessness prevention, rapid re-housing, and [HMIS](#) are eligible costs of those program components. These costs are not subject to the expenditure limit in [paragraph \(c\)](#) of this section.

If you have questions or need assistance, please contact Sylvia Bolivar at (914) 665-2493 or via email at: [Sbolivar@cmvny.com](mailto:Sbolivar@cmvny.com). Additional application information can be found at: [www.cmvny.com/cdbg](http://www.cmvny.com/cdbg)

**3. ESG Program Match Requirements:**

Ordinarily, ESG subrecipients are required to match grant funds with an equal amount of contributions, which may include cash, donated buildings/materials, and volunteer services. This has been waived and is specific to ESG Annual Funds and ESG-CV funds if they are used to prepare, prevent, and respond to COVID-19.

## ESG Application Projected Timeline

<b>Task or Event</b>	<b>Date/Deadline</b>	<b>Where</b>
2020 Application Released	October 30, 2020	
Pre-Application Workshops (Mandatory for applicants to attend one workshop)	Session I: November 10, 2020, 10:00am Session II: November 13, 2020, 3:00pm	Virtual Public Hearing
Office Hours	November 17, 11:00am	
ESG Applications Due	December 8, 2020	Via dropbox
ESG Award Recipient Announcements	January/February 2021	
ESG Contract Agreements	January/February 2021	
Quarterly Reports Due	April 15, 2021 (HMIS Data inputs complete and accurate by April 10, 2021) July 15, 2021 (HMIS Data inputs complete and accurate by July 10, 2021) October 15, 2021 (HMIS Data inputs complete and accurate by October 10, 2021) January 15, 2022 (HMIS Data inputs complete and accurate by January 10, 2022)	Quarterly Reports will be due with voucher reimbursement requests.



Fiscal Year 2020  
**CITY OF MOUNT VERNON**  
**EMERGENCY SOLUTIONS GRANT PROGRAM**  
*Application for Funding*

<b>Project Category:</b> <i>(check one only)</i>	<input type="checkbox"/> Street Outreach <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> Youth Homeless	501(c)(3) EIN Number:
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Each project grant request should be submitted as its own application. The City will consider all applications, however, the applicant should carefully review this package.

Note: If subrecipient is funded for multiple categories, the City will prepare one subrecipient agreement that combines costs and scopes of work

### Applicant Agency Information

<i>Applicant legal name:</i>					
<i>Contact Person:</i>					
<i>Contact Person Title:</i>					
<i>Mailing Address:</i>					
<i>Street Address (If different from mailing)</i>					
<i>Phone:</i>					
<i>Email:</i>					
<i>Website URL:</i>					
<i>Type of agency:</i>	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Government	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Date of incorporation:</i>			<i>Tax ID number:</i>		
<i>Agency DUNS number:</i>			<i>Annual operating</i>		
<i>Number of paid staff:</i>			<i>Number of volunteers:</i>		

### Project Information

<i>Project Name:</i>	
<i>Project Address:</i>	
<i>Project Start Date:</i>	
<i>Project End Date:</i>	

## Funding Request

<i>Requested Amount:</i>	\$	<i>Other Funding Sources:</i>	\$
<i>Total Program cost:</i>	\$	<i>Percentage of City of Mount Vernon Funds Toward Program Cost:</i>	\$
<i>Anticipated Start Date:</i>		<i>Anticipated End Date:</i>	

## Contact Information

Provide the following information for a program contact person, a financial contact person, the person who wrote the application, and an authorized contact. Include attachments of job descriptions and resumes for key staff.

	<b>Name</b>	<b>Title</b>	<b>Phone/Email</b>
<b><i>Program Contact</i></b> <i>Someone who works with the program on a daily basis and can answer questions</i>			
<b><i>Finance Contact</i></b>			
<b><i>Application Contact</i></b>			
<b><i>Authorized Contact</i></b> <i>Person authorized to make commitments on behalf of the organization</i>			

## Program Administration

All programs must:

- Provide sufficient administrative and recordkeeping capacity to comply with fiscal and compliance requirements.
- Use Coordinated Entry
- Use HMIS to track program participants and performance metrics

## Section 1: Organizational Capacity and Experience (15 points)

(Please submit on a separate page. Three-page maximum)

### Project Narrative

Complete a narrative that answers the following questions:

1. Provide an organizational overview of your agency, including:
  - a. A description of the history, mission, and services of the organization;
  - b. Federal grant management experience in past two years;
  - c. Years of direct experience managing ESG program;
  - d. Applicants are required to submit a copy of their most recent financial audit for the prior fiscal year.
  - e. Describe your agency's experience in the past two years providing services to persons who are homeless or at risk of homelessness.
2. Project Staffing Plan:
  - a. Describe the overall staffing plan to accomplish activities in the proposed program, including project leadership, reporting responsibilities, and daily program operations.
  - b. What education, licenses, credentials, qualifications, and/or certifications required for staff members that work directly with clients in the proposed program?
  - c. Include information about the lived experience of staff that is complementary to the priority population served.
3. Has your organization ever attempted project similar to the one proposed in this application?
  - a.  Yes             No
  - b. If yes, what were the results and for how many years was the project operated?

- Describe how your organization will provide sufficient administrative capacity to comply with fiscal and compliance requirements.

### Reporting Requirements and Performance Standards

- The ability to collect, track, and report client demographics and program output(s) and outcome(s) is a priority for the City of Mount Vernon. The applicant should have demonstrated experience and plans for data collection and demonstration of program impact and system improvements through data collection and evaluation.

Please check all the boxes below to indicate the reporting requirements the proposed project is able to comply with by the grant start date (date to be determined). Please note that for each item selected indicates an agreement to comply with the reporting requirements based on each funding source and the reporting procedures outlined by the funder.

If you are not able to or not willing to comply with the reporting requirements requested below by any of the funding sources, please do not select.

Indicate with an X Agreement to Submit Report by the deadlines reported by the funder	Potential reports required by funders and funding sources (these represent multiple funder reports), and the end contract may or may not include all of these reports).
<input type="checkbox"/>	Sample ESG Caper Report
<input type="checkbox"/>	HMIS Data Quality Reports
<input type="checkbox"/>	Goal Tracking Sheet

### Review the performance reports referenced above.

- How will data be collected, where will it be kept and how will it be used to report and improve program performance?
- Describe how the agency will ensure the performance standards are met for the proposed program

## Section 2: Priority Population and Engagement (10 points)

(Please submit on a separate page. Two-page maximum)

- What community need will your project address? Describe the need and provide data that helps reviewers understand how much demand there is in the community for your project.
- Describe the priority population(s) that the proposed program will serve and include any use of HUD definitions and/or other federal definitions of homelessness that will be used to determine program eligibility.

3. Describe the agency's history using the local HMIS database and/or use a comparable database (Victim Service Providers Only). If agency does not participate in HMIS, please describe how the agency will ensure compliance with HMIS participation and data entry requirements by the project state date.

### **Section 3: Statement of Work/Scope of Services (20 points)**

(Please submit on a separate page. Three-page maximum)

Also note that this information will be used to structure the statement of work portion of the contract with the City of Mount Vernon.

#### **Work Plan**

Provide a work plan narrative that details each service activity the program will undertake to achieve the program's goal. Include the following:

1. How will the proposed activities prevent, prepare for or respond to the Coronavirus pandemic
2. A description of the work to be performed, including the activities to be undertaken or the services to be provided;
3. Up to three outcomes of the project and how success will be measured;
4. A list of partners for this project
5. If known, a list of planned program locations and hours of operation;
6. A description of eligibility documentation, including methods to be used to implement HUD's client eligibility guidelines;

#### **Client Access to Program Services**

7. Describe how the priority population(s) learns about and enters the program; including marketing and communication strategies the agency uses.

8. Describe any barriers of challenges the priority population(s) may encounter accessing services and strategies used to mitigate identified barriers.

9. Describe how the agency uses policy and practices to ensure equal access and non-discrimination when serving prospective and new program participants.

10. Describe your current use of the local Coordinated Entry system and how the proposed program will use the CE system (if applicable).

### **Section 4: Budget (20 points)**

Please complete **Appendix A- Proposed Project Costs**. The budget is included as an excel attachment. In addition, applicants will be required to submit their latest financial audit report.

## **Section 5: Racial Equity (20 points)**

(Please submit on a separate page. Three-page maximum)

The City of Mount Vernon evaluates agencies and projects that are able to demonstrate alignment with advancing equitable outcomes.

Mount Vernon is committed to closing racial disparities and using a racial equity lens in the allocation of federal funds.

1. Describe how your Agency and the proposed program/implementation strategy advances racial equity in the community.
2. Describe how your Agency advances racial and ethnic equity within the agency culture.
3. Location in which your services for this project will be provided.
4. Does your organization provide materials in multiple languages. If so, which languages?
5. Will your organization commit to providing materials in the primary languages of the City?

## Racial Equity Self-Assessment

Racial Equity Assessment Form	Choose from the two options – <input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	What has been implemented or will be implemented?
We have access to data on racial/ethnic disparities to guide our work	<input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	
Our work includes performance measures to determine how well we are doing to address racial disparities	<input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization	<input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	<input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	
Our Agency host or participates in training events dedicated to improving equitable outcomes	<input type="checkbox"/> Implementation Started or <input type="checkbox"/> Plan to Implement	

## Section 6: Past Performance with HUD Funds (15 points)

If you are a current HUD grantee, please submit with your application a performance report for the past year for each of your HUD-funded programs. If you are a former HUD grantee, please submit the most recent year's performance report. If you are not a HUD grantee, please submit the most recent year's performance report for all programs funded by other entities. If you do not receive outside funding, please submit internal reports or other internal documentation that seeks to measure program performance.

## Appendix B: Conflict of Interest Questionnaire

Federal, State, and City Laws prohibit employees and public officials of the City of Mount Vernon from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for ESG funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors, would be in conflict of interest.

2. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire either a City employee or consultant, or a member of City Council?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list the name(s) below:


On a separate page, please indicate the job title or role each person listed above has with respect to the applicant. State whether each person listed above is a City employee, consultant, or member of City Council, and identify the City Department in which he/she is employed.

3. Will the ESG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or member of City Council?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list the name(s) below:


On a separate page, please state whether each person listed above is a City employee, consultant, or member of City Council, and identify the City Department in which he/she is employed.

4. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors of other governing body who are business partners or family members of a City employee, consultant, or member of City Council?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list the name(s) below:


If yes, on a separate page please identify the City employee, consultant, or member of City Council with whom each individual has family or business ties.

**Name of applicant:** \_\_\_\_\_

**Signature of applicant's representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix C: Required Certifications for ESG Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization will comply with federal requirements to be observed by organizations being funded with ESG funds. All requirements are described in at 24 CFR Part 576 or by accessing the HUD Exchange page on the ESG program here: <https://www.hudexchange.info/programs/esg/>
- Authorized official certifies that this ESG application package has been reviewed and all information provided in this application and attachments are true and correct.

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Signature of Applicant

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Date

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Printed Name

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Title

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Organization