



Notice of Funding Availability (NOFA) Emergency Solutions Grant (ESG)

NOFA Information

Issue Date: June 12, 2019
Closing Date: July 9, 2019

Contact

Division of Neighborhood Services
730 Washington Ave.
City Hall, Room 102
Racine, WI 53403
Phone: (262) 636-9151

City Development Neighborhood Services Division Website:
<https://www.cityofracine.org/CityDevelopment/NeighborhoodServices/>

Applicant Information – Must Be Completed and Submitted by All Applicants

Organization Name:	Click here to enter text.	
Contact Name:	Click here to enter text.	
Address:	Click here to enter text.	
City: Click here to enter text.	State: Click here to enter text.	Zip: Click here to enter text.
Phone: Click here to enter text.	Fax: Click here to enter text.	
E-Mail: Click here to enter text.		

Return Applications and Attachments by 4:00 pm, July 11, 2019

ATTN: ESG APPLICATIONS
Division of Neighborhood Services
730 Washington
City Hall, Room 102
Racine, WI 53403

INTRODUCTION

The Emergency Solutions Grant (ESG) program is United States Housing and Urban Development (HUD) funding created under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). It replaces the Emergency Shelter Grant Program. As an entitlement community and Participating Jurisdiction (PJ), the City of Racine Department of City Development receives annual funding allocated by HUD.

The Emergency Solutions Grant (ESG) 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 these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

ESG funds will be allocated in partnership with the Racine County Continuum of Care.

REQUESTS FOR REASONABLE ACCOMMODATION

The City of Racine's Department of City Development (hereafter referred to as the "City") will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Matthew Rejc at (262) 636-9151 (Voice) or via e-mail at Matthew.Rejc@cityofracine.org. This document will be provided in alternate formats, upon request.

ACCESS TO REFERENCED DOCUMENTS

This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this RFP by contacting Matthew Rejc at (262) 636-9151 (Voice) or via e-mail at Matthew.Rejc@cityofracine.org. All documents will be available on City Development's website.

NOTICE OF SOLICITATION

In addition to providing required notification via the City's publication of record, *The Racine Journal Times*, the City will provide notification to all known interested parties and to other organizations and individuals currently on the Department's e-mail distribution list. Any individual or organization wishing to be added to the Department's e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting Brendan Saunders at 262-636-9151 or via email at Brendan.Saunders@cityofracine.org. A copy of this Request for Proposal (RFP) will be posted to the department's website at <https://www.cityofracine.org/CityDevelopment/NeighborhoodServices/> Failure of the City to notify any interested party or parties directly regarding the availability of this RFP shall not void or otherwise invalidate the RFP process.

AVAILABILITY OF FUNDS

The City of Racine was allocated \$161,218 for ESG by HUD, and is soliciting applications for ESG Programs consistent with our Consolidated Plan goals. Of this amount the following is made available under this NOFA:

Emergency Solution Grant (ESG)	TOTAL FUNDING:	\$161,218
	ADMIN MAX (7.5%):	\$ 12,091
	INCLUDES HMIS FEE (3%)	\$ 4,368
	REMAINING MAX ADMIN:	\$ 7,255
	AVAILABLE FOR SERVICES:	\$149,127*

* Total amount available subject to change based upon final HUD approval of 2019 Annual Plan

A minimum funding request amount of \$10,000 is required to apply for funding. Agencies that submit applications with a funding request less than \$10,000 will not be considered for funding.

A match of one hundred percent (100%) is required to receive ESG funds (i.e. if you request \$20,000, you must have \$20,000 in matching funds). Matching funds may include any other federal source except the Department of Housing and Urban Development (HUD) funds as well as state, local, and private sources (24 CFR 576.51(a)).

The City is willing and open to sharing the administrative funding noted above with the lead applicant of a collaborative partnership of agencies requesting funding.

The initial contract period is January 1, 2019 – June 30, 2020. Contracting will be done on an annual basis. Contracts may be renewed for the second year (without advertisement or solicitation) contingent upon available funds, project implementation and grantee performance.

CONSULTATION AND CITIZEN PARTICIPATION PLAN

The United States Department of Housing and Urban Development (HUD) program regulations require that citizens be given the opportunity to examine and appraise the City's use of funds. Citizens are afforded an opportunity to participate by membership on the Community Development Committee (CDC) and by attendance at Board meetings throughout the review and recommendation process. All CDC meetings are open to the public and published on the City's website. Members of the CDC establish priority funding categories based on the needs of the community, and are responsible for making funding recommendations for the use of the funds made available. A 30-day public comment period began on Thursday, March 7, 2019 through close of business on Thursday April 11, 2019, public hearings held on March 28, 2019, May 9, 2019, and May 23, 2019 allowed citizens to comment on the needs of low-income residents in the City of Racine.

Applicants will present their applications to the review panel and public as part of the review process, allowing applicants the opportunity to answer questions or clarify their project goals.

DESCRIPTION OF SOLICITED SERVICES

ESG assists households to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The City of Racine works closely with and relies upon the guidance of the Continuum of Care for the City and County of Racine, U.A. in the administration and allocation of the ESG.

The City is soliciting applications from eligible, qualified, and interested organizations to provide homeless housing assistance to households in the City of Racine. The City supports an integrated system of housing assistance to prevent homelessness and quickly re-house households who are experiencing a housing crisis and/or homelessness. **The overriding priority of this NOFA is to fund services/programs that result in outcomes that lead to movement toward or achievement of the following system performance measures:**

- Reducing the time spent homeless on streets, in shelters, and in transitional housing;
- Rapidly moving households to permanent housing;
- Diversion from emergency shelter;
- Diversion from the Centralized Intake Placement Roster (subsequent to assessment);
- Preventing homelessness among all populations;
- Reducing homelessness; and
- Reducing returns to homelessness.

All successful applicants must adhere to the City of Racine’s ESG Policies and Procedures Manual. This includes but is not limited to:

- Using Centralized Intake and Coordinated Entry Prioritization for anyone who meets the City’s definition of homelessness;
- Using progressive engagement and tailored services to meet the individualized needs of households;
- Coordinating with mainstream services, including utilizing a “navigation” approach to connecting households with services;
- Creating strong linkages to employment, education, and transportation;
- Participating in data collection and outcome assessment through the Homeless Management Information System (HMIS);
- Affirmatively furthering fair housing, including reducing program barriers that might inadvertently exclude potential households; and
- Demonstrating an agency-wide approach to multicultural competency.
- Implementation of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) or other prioritization tool selected by the Continuum of Care for client prioritization by the City ESG 2018 grant funding cycle. **NOTE: All homeless service providers receiving HUD funds through the City of Racine will be required to utilize VI-SPDAT and/or the Service Prioritization Decision Tool (SPDAT) in FY2018.** These tools are designed to help providers leverage the full range of housing interventions across their entire homeless population, including, but not limited to, permanent supportive housing for their most vulnerable, chronically homeless clients. Moreover, it is anticipated that for-profit and non-profit entities seeking HUD funds through the City of Racine for the rehabilitation or new construction of rental units will be required to make units available to clients of homeless service providers that utilize these tools.
- **Section 3:** Most if not all ESG beneficiaries are considered to be Section 3 Residents per HUD regulations. This designation enables preferred status for economic opportunities made available through the use of HUD funds. ESG providers will be required to inform clients of this benefit, provide them the City of Racine’s Self-Certification form, and assist them with submitting it to the City of Racine.

Existing Projects

Existing projects are not guaranteed funding from year to year. Projects that will be funded in successive years are those that align with the Continuum of Care’s policies and the priorities of this NOFA.

Performance Goals

Projects will be expected to show successful outcomes in reducing homelessness. This includes, but is not limited to, demonstrating achievement of system performance goals under the federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act (S 896) passed in 2009. With that in mind the table below describes examples of performance measures that will need to be tracked both for housing types and for individual providers.

Output/Outcome Measures	Emergency Shelter	Rapid Re-Housing/Prevention
Unduplicated Numbers Served	X	X
Average Length of Stay in Program	X	N/A
Cost Per Exit to Permanent and Non-Permanent Housing	X	X
Exits to Permanent Housing	X	X
Exits to Other Housing	X	X
Numbers Still Permanently Housed after three (3) Months	N/A	X
Numbers Still Permanently Housed after six (6) Months	N/A	X
Numbers Still Permanently Housed after twelve (12) Months	N/A	X
Rate of Increase in Employment/Earned Income	N/A	X
Rate of Increased Access to Mainstream Benefits	X	X
Returns to Homelessness	X	X
Vacancy Rate	X	N/A

The City will, in consultation with providers and the Continuum of Care, developed impact/outcome targets for each housing type that will ultimately be incorporated into provider contracts. Benchmarks will be based on historical performance for each housing type, and may be revised incrementally from one (1) contract year to the next.

Eligible Activities and Use of Funds

1. Street Outreach

Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation.

For specific requirements and eligible costs, see 24 CFR 576.101.

2. Emergency Shelter

Essential Services for individuals and families in emergency shelter. Component services generally consist of 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, and transportation.

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings.

For specific requirements and eligible costs, see 24 CFR 576.102.

3. Homelessness Prevention

Housing relocation and stabilization services and/or short- and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph one (1) of the "homeless" definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

4. Rapid Re-Housing

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph one (1) of the “homeless” definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.

Eligible Activities: Rapid Re-Housing AND Homeless Prevention Components		
Rental Assistance		<ul style="list-style-type: none"> • Short-term rental assistance (One (1) - three (3) months)
		<ul style="list-style-type: none"> • Medium-term rental assistance (Four (4) – twenty-four (24) months)
		<ul style="list-style-type: none"> • Rental arrears (One-time payment for up to six (6) months of rent in arrears)
		<i>Any combination of the above types so long as the total amount of assistance does not exceed twenty-four (24) months</i>
		* Rental assistance can be project-based or tenant-based
Housing Relocation and Stabilization Services	Financial Services	<ul style="list-style-type: none"> • Rental Application Fees (when charged by owner to all applicants)
		<ul style="list-style-type: none"> • Security Deposits (no more than two (2) month's rent)
		<ul style="list-style-type: none"> • Last Month's Rent (applies to twenty-four (24)-month cap)
		<ul style="list-style-type: none"> • Utility Deposits (when required by utility company for all customers)
		<ul style="list-style-type: none"> • Utility Payments (up to twenty-four (24) months of payments per service, including up to six (6) months of arrears per service)
		<ul style="list-style-type: none"> • Moving Costs (e.g. truck rental, moving company, up to three (3) months of storage)
	Service Costs	<ul style="list-style-type: none"> • Housing Search and Placement
		<ul style="list-style-type: none"> • Housing Stability Case Management
		<ul style="list-style-type: none"> • Mediation
		<ul style="list-style-type: none"> • Legal Services
		<ul style="list-style-type: none"> • Credit Repair (e.g. budgeting/money management)

Participant Eligibility

ESG can serve households who are homeless or at risk of homelessness, including:

1. Households who are losing their housing within twenty one (21) days and lack support networks or resources to retain or obtain housing;
2. Households who have moved from place to place and are likely to continue to do so

- because of disability or other barriers;
- 3. Households fleeing domestic violence; and
- 4. Unaccompanied youth and families with children and youth who are defined as homeless under other Federal statutes, who do not otherwise qualify as homeless under this definition.

The table below reviews the eligible activities for the two (2) populations, 1) Those who are homeless and 2) Those who are at risk of homelessness.

Component	Serving...	
	Those who are homeless	Those who are at risk of homelessness
1. Street Outreach	✓	
2. Emergency Shelter	✓	
3. Homelessness Prevention		✓
4. Rapid Re-housing	✓	

ELIGIBLE APPLICANTS

The City requires all applicants applying for funding have experience with assisting households that are homeless and/or those at risk of becoming homeless. The City may consider organizations without prior experience in the provision of services to homeless households provided the organization demonstrates in the application that they have program leadership and staff with the expertise and capacity to serve households coming out of or avoiding homelessness AND demonstrates that expansion into homeless services and programs is both within the organization’s mission and an identified component of the organization’s goals and objectives. All applicants that apply for funding be registered as a business entity with the State of Wisconsin and has a Federal Tax ID number. Additional requirements are stated below and based on the funds, for which an agency applies. A non-profit, public or government agency serving residents of the City of Racine may apply to use these funds for eligible activities.

Each individual organization must submit an independent application and speak to the nature of the partnership/s within the narrative sections of the application where appropriate. **Only the lead agency of a collaborative effort or an independent organization is required to respond to Section D of the application.**

REPORTING REQUIREMENTS

The applicant will be required to report on approved performance measures, client financial, and demographic information for the City’s Consolidated Annual Performance Evaluation Report (CAPER), and other required information as requested by the City to comply with the City’s reporting requirements including HMIS data collection. The applicant is required to use a HUD approved HMIS system capable of generating necessary reports for the CAPER (including Sage compatibility) and other required information.

ANTICIPATED TIMELINE

The following anticipated timeline is subject to change, at the discretion of the City:

Due Date	Task
June 12, 2019	Notification of Funding Availability issued to known interested applicants, and posted on the City's website.
June 19, 2019	Application workshop for all new applicants at 2:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403, Room 303 (Third Floor).
June 21, 2019	Questions from prospective applicants are due via email/in writing no later than 4:30 p.m.
June 26, 2019	The City's written response to each question submitted will be sent to all known prospective applicants for whom the City has a valid e-mail and/or postal address. The responses will also be posted on the City's Website
JULY 9, 2019	Lead application submission deadline no later than 4:00 pm.
July 25, 2019	Members of the Community Development Community (CDC) hear applicant and staff presentations, evaluate applications, and make preliminary funding recommendations at the CDC meeting, 6:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403.
August 7, 2019	Members of the Common Council hear applicant and staff presentations, evaluate applications, and make final funding recommendations. 7:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403.
August –September, 2019	Award letters sent to agencies. Assumes HUD-issued funding agreement with the City of Racine.
January 1, 2019	Service begins. Program funds will not be officially allocated until a written agreement is signed. Beware of engaging in choice limiting actions by not having an Environmental Review conducted prior to physical work.

APPLICATION EVALUATION AND CRITERIA

Racine City Development staff will review applications to ensure the minimum requirements are met. This review will include a threshold review to ensure applications specify and include the minimum criteria stated below.

Projects must meet ALL three (3) criteria.

1. The activity must be eligible under HUD regulations (24 CFR 570.200-570.207); and
2. The activity must benefit households that are homeless and/or those that are risk of homelessness; and
3. **A minimum funding request amount of \$10,000 is required to apply for funding.** Agencies that submit applications with a funding request less than \$10,000 will not be considered for funding.

All applications that meet the minimum threshold will be presented to the Continuum of Care and the Community Development Committee. Past performance is critical and the CDC will be provided information relating to the applicant's past performance under the City's ESG program as applicable. Prior performance includes timeliness of drawing down previous ESG grant funds, performance meeting output and outcome goals, and overall contract compliance.

Applications will also be evaluated on a competitive process according to, but not limited to, the following criteria:

- The conceptual soundness of the project;

- The financial feasibility of the project;
- Demonstrated ability to implement and administer the program;
- The applicant's ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

REQUIRED MONITORING

Based on a Risk Assessment, the City may be required to conduct an on-site inspection by a City Representative, which may occur annually or every other year. This monitoring will include, but is not limited to, inspection of all records or other materials which the City deems pertinent to performance, compliance, or quality assurance in conjunction with the contract and program requirements.

UNACCEPTABLE SUBMITTALS

Applications submitted that are not responsive to the minimum requirements of the solicitation are unacceptable and shall not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. Clearly demonstrates that the applicant does not understand and/or address the essential requirements of the NOFA. The applicant would not be able to fully satisfy the requirements defined in the NOFA, or would be financially unstable or unable to provide the services in a timely manner.
2. Does not include the original application, including the signed assurance document.
3. Does not meet the deadline for submittal.
4. Does not include **ALL** the **required** information and documents as identified as part of the application and does not submit in the required format.

CONTACT

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 City Hall, Room 102
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 Racine, WI 53403
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 Email: Brendan.Saunders@cityofracine.org

APPLICATION WORKSHOPS

There are no mandatory trainings associated with this NOFA, however, new applicants are strongly encouraged to attend the one (1) application workshop conducted by City staff. The workshop will be held at the time and date indicated in the Anticipated Timelines section of this NOFA.

The location of the workshop is at City Hall, 730 W. Washington, Racine, WI 53402. Room 303 on **Wednesday June 19, 2019 at 2:00pm.**

Workshop attendance is highly encouraged for NEW applicants. It is the Department's belief that attending the workshop will assist the organization in presenting the best possible request for funding. During the application workshop, City staff will give an overview of the application, the application process, and will also be available to answer questions. Please come prepared with the instruction/application packet and any questions that the organization may have related to the NOFA.

QUESTIONS FROM APPLICANTS AND RESPONSE BY THE CITY

Inquiries regarding the content of this NOFA must be submitted to the City in writing, no later than **Friday, June 21, 2019 at 4:30pm** and time indicated in the Anticipated Timelines section of the NOFA. Questions received after this date and time will not be answered. Questions may be submitted electronically or via U.S. mail to either contact person identified in the Contact Section of this NOFA. City will time- and date-stamp all questions received via U.S. mail.

The City will provide a written response to each question received, and, as applicable, will issue any resulting amendments to this NOFA no later than the date indicated in the Anticipated Timelines section of the NOFA. A response will be provided electronically via email to the applicant, and simultaneously to any other interested party who have provided the City with a valid email address. Responses will also be posted on the City's website.

INSTRUCTIONS FOR SUBMITTAL

Applications will be considered as submitted and the City will not contact the agency for corrections to the applications. Applications postmarked prior to the deadline but not received by the City by the deadline will be considered unresponsive and are ineligible for consideration. Applicants are strongly encouraged to carefully review the instructions and anticipated timelines associated with this announcement.

Applicants must submit their application in hard copy, providing one (1) complete original, with an original signature on the Acknowledgement of Required Assurances, including any required documents and attachments. Applicants must use the forms provided. **Responses which do not contain the signed original and required number of copies including all required attachments, will be deemed unresponsive and will not receive further consideration.**

The application must be signed by a person authorized to bind the agency in a contract. **ALL** pages, including attachments must be numbered, either electronically or by hand. Individual applicants are required to submit applications to the Lead Applicant at a time determined by the Continuum of Care. Only the Lead Applicant must submit the final application for ESG funding.

Covers, three-ring binders, bound reports, and brochures must not be used. The application and attachments must be submitted in a manner to allow for ease of copying. No staples, paper clips, binder clips, or odd size pages must be used. The application and attachments must be submitted on standard letter sized paper (8 ½ x 11") only.

Each page of the response must be numbered and document footers must contain the name of the applicant organization.

OWNERSHIP OF MATERIAL

Responses, applications, and other materials submitted in response to this request become the property of the City, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES

The City is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to

attend workshops, presentations, public meetings, and/or contract negotiation sessions.

In the event that the applicant's application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a response to this NOFA, the applicant acknowledges and accepts all terms and conditions of this request and all City and State regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant's application will become part of the contract agreement. The applicant is bound by the terms of the application unless the City agrees that specific parts of the application are not part of the agreement. The City reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with the City.

RIGHT TO REJECT OR NEGOTIATE

The City reserves the right to reject any or all applications, if such a rejection is in the City's best interest. This NOFA is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the City. The City may withdraw or modify this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the City reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the City reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this NOFA.

CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS

Decisions regarding final contract awards for services solicited by this announcement will be made on or about August 7, 2019.

If the One-Year 2019 Action Plan meets HUD regulations, HUD will issue a funding agreement to the City. Once the funding agreement is received by the City, final awards will be made following completion of NEPA-level / HUD environmental reviews. After the environmental reviews are approved by City staff, a contract will be developed. Awarded contracts will become effective on the date signed by the Mayor or the appointed representative. CDBG funds will not be committed prior to the execution of an agreement with the City of Racine.

Applicant agencies must demonstrate financial sustainability sufficient to undertake the proposed activity, or must secure a fiscal agent with at least five years of federal grant experience if the applicant does not have at least five years of federal grant experience. A nonprofit fiscal agent can offer numerous services as part of the arrangement. At minimum, the fiscal sponsor must retain supervision and management of funds in accordance with 2 CFR 200; ensure timely submission of reimbursement invoices and project updates; keep records proving that funds are used for tax-exempt purposes within applicant's mission and project proposal; and ensure that funds are used in accordance with all local, state and federal regulations.

EXPECTED TERM OF RESULTING AGREEMENT

The initial contract period shall be for 18 months. At the discretion of the City (and informed by availability of Federal funding), the period of performance may be extended for the ESG contracts.

Extending or renewing contracts will also be based on the contractor's performance.

RIGHT TO APPEAL

Applicants whose applications are not selected have the right to appeal the decision of the City, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City shall be final.

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the Director of City Development or their designee. The appeal must state all facts and arguments upon which the appeal is based. The Director, or the appointed Designee, will review the content of the City's solicitation document (NOFA), the applicant's application, and the facts which form the basis for the appeal. The Director, or the appointed Designee, will render a written decision within thirty (30) business days of the receipt of the appeal.

CANCELLATION OF APPLICATION

The City reserves the right, with or without cause, to cancel any contract resulting from this NOFA with a thirty (30) calendar day written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated on the applicant's application to this NOFA (or last known address on file).

NOTIFICATION OF REQUIRED ASSURANCES

Applicants who are awarded a contract agree to provide services in accordance with the requirement of the contract, and with the statutes, regulations, requirements, and policies identified below, including but not limited to:

FFATA: The City will require agencies that are awarded ESG funds to comply with the new Federal Funding Accountability and Transparency Act (FFATA). FFATA requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. For further information on FFATA visit <http://www.USASpending.gov>

Prime Awardee: As a prime awardee of ESG funds the City is responsible to input information into the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) regarding sub-recipients that are awarded ESG funds. In order to comply with FFATA, the key data elements that the City will collect from agencies that are awarded ESG include, but are not limited to:

- The sub-recipient's nine (9)-digit Data Universal Numbering Systems (DUNS) number;
- The name of the sub-recipient's organization;
- The "doing business as" (DBA) name of the sub-recipient's organization, if applicable;
- Addresses where the sub-recipient's organization is located;
- Sub-recipient's parent DUNS number, if applicable;
- Sub-recipient's principal place of performance (primary site where the work will be performed); and
- Sub-recipient's names and compensation of highly compensated officers if any of the following are applicable:
 - In the business or organization's previous fiscal year, the business or organization (including parent organization, all branches, and all affiliates worldwide) received:
 - (a) Eighty percent (80%) or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements;
 - AND
 - (b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements.
 - The public has access to information about the compensation of the senior executives in

the business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986.

If awarded funds, these data elements will be inputted into FSRs by the City, and the public will have access to this information on <http://www.USASpending.gov>.

Conflict of Interest: The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with the ESG Program has any personal financial interest, direct or indirect, in this Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to the City.

No officer, employee, or agent of the Applicant shall participate in the selection, award, or administration of activity funded in whole or in part with ESG funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

Changes to Scope: For agencies that are funded with ESG funds, if any changes are made to the scope, location, and/or beneficiaries of the program, the agency will be responsible for any costs associated with public notices placed in the Racine Journal Times notifying the public of the programmatic change.

Environmental Review: All projects will need to have an environmental review completed in accordance with the National Environmental Protection Act (NEPA). The scope of the environmental review will depend on the nature and size of the project. If the project requires an environmental assessment (EA) level review as defined in HUD regulations, the City may need to incur costs related to the completion of the EA. If this is the case, the cost will be passed on to the applicants a project cost. Once the funding application is received, the applicant cannot take any choice limiting actions until the EA is complete. Choice limiting actions include the acquisition of property, beginning construction activities, signing binding contracts, etc. If a choice limiting action is taken without the EA being completed, it will disqualify the project for federal funding.

Choice Limiting Actions: HUD only allows the use of purchase and sale contracts conditioned on completion of the environmental review for the purchase of existing one to four single family units. Conditional purchase contracts cannot be used for any other acquisition project (i.e. multi-family housing projects with more than four units). The responsible entity or applicant may enter into a purchase option on these projects if the option agreement meets the standards of Part 58.22(d). (Applicants will need to work with City staff to ensure that the option agreement meets the requirements of Part 58.22(d)).

Regulations at 24 CFR Part 58.22 make it clear that a recipient, any participant in the development process (including public or private nonprofit or for profit entities) or any of their contractors may not commit HUD or non-HUD funds on a project until the environmental review process has been completed and the Request of Release of Funds and related certification have been approved, if needed.

The City may request applicants submit a Phase I environmental, or other related studies, if applicable.

CDBG Public Services are generally categorically excluded under the NEPA. However, this

determination must be made on a case by case basis prior to projects proceeding.

Equal Employment Opportunity: This law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin.

Section 3 Requirements: For all contracts exceeding \$100,000 Section 3 requires that, to the greatest extent feasible, opportunities for training and employment arising from the project will be provided to low income persons residing in the program service area. To the greatest extent feasible contracts for work to be performed in connection with the contractor will be awarded to business concerns that are located in or owned by person residing in the program service area. A Section 3 plan for the project will be required to be completed prior to the start of construction and a Section 3 clause will need to be included in any construction contracts.

All agencies receiving funding will be required to inform LMI clientele of the benefits afforded to them through HUD's and the City of Racine's Section 3 Programs.

MBE/WBE : Developers of federally funded housing projects *must adopt* procedures to establish and oversee a minority outreach program to ensure, to the maximum extent possible, that minorities and women, and businesses owned by minorities and women (MBE/WBE's) are offered contracts. Applicants will need to include an outreach plan and include MBE/WBE provisions in all construction contracts.

Handicapped Accessibility: All projects must comply with the following federal accessibility laws:

- A. Americans with Disabilities Act.
- B. Fair Housing Act.
- C. Section 504.

Financial Management: The applicant agrees to comply with the City and Federal audit requirements contained in the Office of Management and Budget Super Circular 2 CFR 200 which requires that non-profit organizations expending \$750,000 or more in federal funds in a fiscal year must secure an audit.

Other Federal Requirements: Recipients of CDBG funding will be required to comply with all federal laws and requirements including all OMB circulars and other federal requirements not listed in these instructions. These requirements will be spelled out in the written agreement between the City and applicant. Further information is available on request.

CITY OF RACINE REQUIREMENTS

- Compliance with the policies of the City of Racine.
- Purchase of comprehensive liability insurance and bonding, as required by the City.
- Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults.
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under

suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.

- Maintaining program and financial records for audit review and providing access to documentation upon request by the City.
- Submission of program and financial reports, as required by the City.

ACKNOWLEDGEMENT OF REQUIRED ASSURANCES

This page must be signed and submitted with the application. Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting the accompanying application and by my signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and with the regulations, requirements, and policies identified below, including but not limited to:

- Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](#);
- City of Racine, Section 3 Implementation Plan
- Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act \(NEPA\)](#);
- [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#);
- [Equal Employment Opportunity Act](#);
- [Minority and Women's Business Enterprise \(MBE/WBE\)](#);
- [Lead Based Paint](#);
- [Title VI of the Civil Rights Act of 1964](#), as amended;
- [The Fair Housing Act](#);
- [Equal Opportunity in Housing Act](#);
- [Age Discrimination Act](#);
- [Americans with Disabilities Act](#);
- [Section 504 of the Rehabilitation Act](#);
- [Federal Funding Accountability and Transparency Act \(FFATA\)](#);
- [Compliance with Office of Management and Budget \(OMB\) 2 CFR 200](#) (as appropriate);
- Compliance with policies of the City of Racine;
- Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
- Purchase of comprehensive liability insurance and bonding, as required by the City;
- Completion of an annual financial audit, and/or as applicable, providing the City with a copy of the organization's audited financial statement;
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
- Maintaining program and financial records for audit review, and providing access to documentation upon request by the City;
- Submission of program and financial reports, as required by the City;
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that the firm is not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy; and provide any pending or known legal actions against the company.
- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings initiated against the Contractor (whether or not closed) and that there are no

bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;

- All pending or known litigation/court action(s) have been disclosed in the application.
- All pending or known potential HUD findings or corrective action plans have been disclosed in the application
- Certification that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed.

Application Approval and Signature: The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

[Click here to enter text.](#)

Printed Name and Title

Signature

[Click here to enter text.](#)

Agency

[Click here to enter text.](#)

Date

CITY OF RACINE
2018-2019 EMERGENCY SOLUTIONS GRANT APPLICATION

Important Note: Elaborate answers for the purposes of this application are not required. **Concise responses for most narrative questions will suffice as long as they convey the appropriate information.** Be sure to complete the entire application, including the required budget forms, and **DO NOT FORGET TO INCLUDE THE SIGNED ACKNOWLEDGEMENT OF REQUIRED ASSURANCES FORM WITH THIS APPLICATION.**

Entities submitting applications to the City of Racine, WI with altered or deleted questions presented in this application or with deliberately deceptive responses will be considered to be fraudulent and denied ESG funding, and may face civil and/or criminal penalties.

To ensure an equitable allocation process the following criteria must be met for all applications to be considered for funding. Applications will be screened for the following:

- Application is submitted by deadline.
- Application is complete, all questions have been answered.
- No questions have been deleted or changed.
- All documents requested have been provided.
- One (1) original properly marked and provided.
- Application packet and information is not bound in a folder or binder.

The following list of documents must include one (1) complete original:

- Acknowledgement of Required Assurances - Signed
- Section A Organizational Information – See Question #25
- Section B Summary of Services
- Section C Clients Served – See Question #7
- Section D Outcomes (Only required of Lead/Independent Applicants)
- Section E Fiscal Management
- Sections F Personnel
- Section G Budget Forms

Applicants applying for ESG Service funds must answer the following questions and/or provide the requested information in response to this NOFA. Please be sure to complete the entire application, including the required budget forms.

A. Organizational Information (All Applicants)

1. Organization Legal Name:
2. Physical Street Address (include City and Zip Code): If the organization also has a separate office location within the City of Racine, please provide information for both the primary and City of Racine office locations
3. Mailing Address (include City and Zip Code):
4. Main Business Phone Number:
5. Business Office Hours:
6. Executive Officer Name: Phone Number:

Email Address:	
7. Primary Contact Person:	Title: Phone Number: Email Address:
8. Fiscal Contact Person:	Title: Phone Number: Email Address:
9. Type of Organization:	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> Private/Non-Profit	<input type="checkbox"/> Corporation
<input type="checkbox"/> Other (specify)	
10. Federal Tax ID No.:	Expiration Date:
11. 11.DUNS Number(s)	
<p>Federal Funding Accountability and Transparency Act (FFATA) Reporting System requirements: If awarded funds, the responses to the following two questions will be input into the Federal Sub-award Reporting System (FSRS) by City staff and the public will have access to this information on line at http://www.USASpending.gov.</p>	
<p>12. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:</p> <p>a) Eighty percent (80%) or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, sub-grants, and/or cooperative agreements; AND</p> <p>b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?</p> <p><input type="checkbox"/> Yes. You are required to respond to Questions #13 and #14.</p> <p><input type="checkbox"/> No. Questions #13 and #14 are not applicable, proceed to Question #15.</p>	
<p>13. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 780 (d)) or Section 6104 of the Internal Revenue Code of 1986?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Required only if your response to Question 13 is YES. Provide Name(s) and Compensations of all highly compensated officers in your organization (including parent organization, all branches, and all affiliates worldwide).

Last Name	Middle Initial	Last Name	Title	2014 Salary/Compensation \$
14.				\$

CCR Number (cage code)

15. How long has the organization been in operation in Racine City?

16. Has the organization operated under another name? No/Not Applicable Yes
If "Yes", please provide the previous organization's name(s):

17. Provide one (1) complete original of the following **REQUIRED** documents:

- a. List of the Board of Directors including name, occupation, or affiliation, principle officers of the governing board. Applicants may also voluntarily provide information related to diversity. Failure to provide diversity information will not adversely impact the scoring of the response.
- b. Internal Revenue Service (IRS) tax-exempt determination letter
- c. A copy of the organization's most recent financial audit or if an audit has not been completed, reviewed financial statements by an outside third party
- d. A copy of the organization's most recent monthly balance sheet and income statement
- Provide any recent (within the last twenty four (24) months) site visit or program review reports received from monitoring entities (i.e. United Way, local or state government)

B. Program Information Note: If you are applying for funding for more than one (1) distinct program component you MUST complete a separate application (Sections B- M below) for each distinct program except where specifically noted.

1. Name of Program to be funded:		NEW OR	EXISTING:
PROGRAM COMPONENT (CHOOSE ONE):		ACTIVITY (CHOOSE ONE OR MORE):	
<input type="checkbox"/> STREET OUTREACH		<input type="checkbox"/> ESSENTIAL SERVICES	
<input type="checkbox"/> EMERGENCY SHELTER		<input type="checkbox"/> SHELTER OPERATIONS <input type="checkbox"/> ESSENTIAL SERVICES	
<input type="checkbox"/> RAPID RE-HOUSING		<input type="checkbox"/> HOUSING RELOCATION AND STABILIZATION SERVICE <input type="checkbox"/> SHORT- AND/OR MEDIUM- TERM RENTAL ASSISTANCE	
<input type="checkbox"/> PREVENTION/DIVERSION		<input type="checkbox"/> HOUSING RELOCATION AND STABILIZATION SERVICE <input type="checkbox"/> SHORT- AND/OR MEDIUM- TERM RENTAL ASSISTANCE	
2. Program Funding Amount Requested: \$		(Request must be \$10,000 or greater*) *Requests smaller than \$10,000 must subcontract with another applicant.	
3. Program Funding Amount Received Last Cycle (indicate period of funding): \$			
4. Site Address from which services will be delivered (provide separate sheet if multiple addresses):			
5. City/State/Zip for above Site Address:			

For Lead Applicants:

By writing "YES" the Lead Agency confirms that it will:	Y/N
A. Collect and review invoices from sub-recipients to ensure proper payment requests.	
B. Work with the Department of City Development, Community Development to resolve disallowed invoices or payments and ensure funds are spent in an appropriate manner within the agreed upon budget.	
C. Ensure timely payment disbursement to sub-recipients.	
D. Issue agreements or contracts with each sub-recipient laying out expectations regarding matters such as use of grant funds, payment request, and eligible activities.	
E. Collect and ensure timely submission of all reports required by the Department of City Development, Community Development in the grant agreement.	
F. At least once during the grant agreement period, cooperate with the Department of City Development, Community Development to perform a site monitoring visit to ensure the sub-recipient meets obligations specified in the grant agreement and minimum fiscal standards such as maintenance of required insurance, proper financial standards, and adequate privacy and security controls. During this monitoring, the lead agency must also review documentation supporting reimbursement requests, such as invoices and time-sheets, to ensure proper payment requests are being made.	

G. Before and during a scheduled Department of City Development, Community Development and/or Institute for Community Alliances monitoring visit, facilitate the collection of requested information from sub-recipients for review and help with planning activities associated with the visit.	
H. Ensure that each sub-recipient meets Homeless Management Information System (HMIS) compliance standards. Ensure that each sub-recipient's HMIS is compatible with the Sage HMIS Reporting Repository.	
I. Halt payments and notify the Department of City Development, Community Development immediately if contractual issues arise with the agency or a sub-recipient's performance.	
J. Ensure that the process for allocating ESG funds is fair and transparent.	
K. Ensure that information such as new rules or income/rent limits is promptly passed along to sub-recipients.	
L. Notify the Department of City Development, Community Development and the local continuum of care to which the agency belongs if there is a finding that may result in the forfeiture of funds or unresolved questioned costs in a financial audit.	
M. Facilitate communications and gatherings for sub-recipients, and participate fully in the local and HUD continua of care.	

C. Summary of Services (All Applicants)

- 1) Provide a short, one (1), or two (2) sentence description of this program. (E.g. A program to provide basic needs such as food, clothing, motel vouchers, etc., to low-income and/or homeless families.)**

[Click here to enter text.](#)

- 2) Explain the need your program addresses, citing demographics, statistics, and other information as needed.**

[Click here to enter text.](#)

- 3) Identify how the program addresses the funding priorities outlined in this RFP:**

- Reducing the time spent homeless on streets, in shelters, and in transitional housing;
- Rapidly moving households to permanent housing;
- Diversion from emergency shelter;
- Diversion from the Centralized Intake Placement Roster (subsequent to assessment);
- Preventing homelessness among all populations;
- Reducing homelessness among all populations; and
- Reducing returns to homelessness among all populations.

[Click here to enter text.](#)

4) Provide a detailed description of your proposed services.

- a. What types of services are provided?

Click here to enter text.

- b. Who will be providing the services and where will they be located (on-site or off-site)? If services are provided off-site, provide information on how participants will access the services.

Click here to enter text.

- c. How will services increase stability for participants?

Click here to enter text.

- d. How will proposed services fit into a strengths-based/tailored services framework?

Click here to enter text.

- e. If the applicant is sub-contracting with another organization(s) to provide housing and/or services to project participants, list the name(s) of the partner(s) and provide information on the specific roles and responsibilities of each.

Click here to enter text.

- f. How will the program rapidly link clients to units of non-time limited housing, assure housing stability, and prevent people from returning to homelessness?

Click here to enter text.

- g. **[Lead Applicant]** How will the project help create linkages for participants to other mainstream resources in the community, particularly employment and education related services for work-able participants, and disability resources for non work-able participants. In the following chart, identify the agency or agencies that provide each service and note whether active referrals are made by homeless service providers in your COC. If a given service is not available to clients in your COC, write N/A.

SERVICE TYPE		DESCRIPTION
A.	Case Management	
B.	Emergency Financial Assistance	
C.	Domestic Violence Shelters	
D.	Homeless Outreach Services	
E.	Legal Services and Mediation	
F.	Local Housing Authorities, Public Housing, Subsidies and Subsidized Housing	
G.	Private Market Landlords and Management Companies	
H.	Specialized Supportive Housing Programs	

I.	Job Training and Employment Services, Temporary Labor Agencies	
J.	Childcare Resources and Public Programs that Subsidize Childcare	
K.	Consumer Credit Counseling Service Agencies	
L.	Mental Health and Substance Abuse Assessment and Treatment	
M.	Youth Development and Child Welfare	
N.	Women, Infants and Children (WIC) (7 CFR part 246)	
O.	Supplemental Nutrition Assistance Program (7 CFR parts 271–283);	
P.	Federal-State Unemployment Insurance Program (20 CFR parts 601– 603, 606, 609, 614–617, 625, 640, 650)	
Q.	Social Security Disability Insurance (SSDI) (20 CFR part 404)	
R.	Supplemental Security Income (SSI) (20 CFR part 416)	
S.	Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226))	
T.	Shelter Plus Care Program (24 CFR part 582)	
U.	Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR part 882)	
V.	HUD—Veterans Affairs Supportive Housing (HUD–VASH) (division K, title II, Consolidated Appropriations Act, 2008, Pub. L. 110–161 (2007), 73 FR 25026 (May 6, 2008))	
W.	Programs funded by Education for Homeless Children and Youth grants for State and Local Activities (title VII–B of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.))	
X.	Programs funded by grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa– 5))	
Y.	Healthcare for the Homeless (42 CFR part 51c)	
Z.	Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.))	
AA.	Projects for Assistance in Transition from Homelessness programs (PATH) (part C of title V of the Public Health Service Act (42 U.S.C. 290cc–21 et seq.))	
AB.	Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.))	
AC.	Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975));	
AD.	Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021)	
AE.	Programs funded with VA Homeless Providers grant and Per Diem Program (38 CFR part 61)	
AF.	Health Care for Homeless Veterans Program (38 U.S.C. 2031)	

AG.	Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043)	
AH.	Homeless Veterans Dental Program (38 U.S.C. 2062);	
AI.	Supportive Services for Veteran Families Program (38 CFR part 62)	
AJ.	Veteran Justice Outreach Initiative (38 U.S.C. 2031)	
AK.	Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (24 CFR parts 905, 968, and 990);	
AL.	Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f) (respectively 24 CFR parts 982 and 983)	
AM.	Supportive Housing for Persons with Disabilities (Section 811) (24 CFR part 891)	
AN.	HOME Investment Partnerships Program (24 CFR part 92)	
AO.	Temporary Assistance for Needy Families (TANF) (45 CFR parts 260– 265)	
AP.	Health Center Program (42 CFR part 51c)	
AQ.	State Children’s Health Insurance Program (42 CFR part 457)	
AR.	Head Start (45 CFR chapter XIII, subchapter B)	
AS.	Mental Health and Substance Abuse Block Grants (45 CFR part 96)	
AT.	Services funded under the Workforce Investment Act (29 U.S.C. 2801 et seq.)	
AU.	SSI/SSDI Outreach, Access and Recovery(SOAR) (SAMHSA)	
AV.	Community Support Programs for Persons with Severe and Persistent Mental Illnesses in Wisconsin (CSP) (63 WI §51.421)	

- 5) Describe the experience your program has in serving your target population(s), and experience providing homeless housing and services, including the average length of time a household receives services and the numbers of households assisted.**

[Click here to enter text.](#)

- 6) Thoroughly describe how the program would partner with other housing providers (such as emergency shelters or transitional housing if you are proposing a rapid re-housing project) to rapidly re-house homeless households. Include prior experiences, if applicable.**

[Click here to enter text.](#)

- 7) Describe ways in which your program affirmatively furthers fair housing, and, in particular, note ways in which your program is addressing program rules or eligibility requirements that might create additional barriers to access for households with higher or more complex needs.**

[Click here to enter text.](#)

- 8) Describe how your organization addresses transportation barriers for individuals that**

might wish to participate in your program.

[Click here to enter text.](#)

- 9) **Please describe how funds will be used for a new service or an expansion of an existing service. (Answer this question only if you are a first time applicant).**

Not Applicable

NEW AGENCY FUNDING REQUESTED RESPONSE:

[Click here to enter text.](#)

C. Clients Served (Lead Applicant)

- 1) **Describe the clientele whom you intend to serve. Explain how the target population is selected, qualified for services and monitored.**

[Click here to enter text.](#)

- 2) **How many unduplicated clients will be served within each project category during the grant period (January 1, 2019 – December 31, 2019)? How many total unduplicated clients will be served? If funded, this is the number of clients that will be contracted for and will be adjusted based on the amount funded.**

Category	Number Served
Emergency Shelter	
Homeless Prevention	
Rapid Re-Housing	
Street Outreach	
Total number served by 2018 ESG funds	

- 3) **Describe how the CoC reaches out to, and addresses, the needs of persons with disabilities; persons with limited English capabilities; persons of cultural/ethnic minority; and populations which are over represented in the homeless system, such as African Americans.**

[Click here to enter text.](#)

- 4) **Describe ways in which the CoC engages program participants in governance and decision-making regarding service design, delivery, and evaluation.**

[Click here to enter text.](#)

D. Performance Measures and Data Management (Lead Applicant)

This section is only required for the lead applicants a part of a collaborative partnership or for independent agencies.

- Using the table below please identify the anticipated impact of your program. For each program for which you are seeking funding fill in the Program Name at the top of each column and identify the target outputs and outcomes for each; add additional columns if necessary.

Output Measures	INSERT PROGRAM NAME
Universe of Households with Children Served by Program	Click here to enter text.
Universe of Households without Children Served by Program	Click here to enter text.
Target Number of Households with Children to be Served <i>with the requested funding</i>	Click here to enter text.
Target Number of Households without Children to be Served <i>with the requested funding</i>	Click here to enter text.
Average Length of Stay in Program	Click here to enter text.
Cost Per Exit to Permanent and Non-Permanent Housing	Click here to enter text.
Exits to Permanent Housing	Click here to enter text.
Exits to Other Housing	Click here to enter text.
Vacancy Rate	Click here to enter text.
Outcome Measures	
Numbers Still Permanently Housed after three (3) Months	Click here to enter text.
Numbers Still Permanently Housed after six (6) Months	Click here to enter text.
Numbers Still Permanently Housed after twelve (12) Months	Click here to enter text.
Rate of Increase in Employment/Earned Income	Click here to enter text.
Rate of Increased Access to Mainstream Benefits	Click here to enter text.
Returns to Homelessness	Click here to enter text.

- Describe the Lead Applicants process intended for meeting performance measures- including resources and activities. What indicators are used to determine that clients have achieved the desired performance measures?**

Click here to enter text.

- Describe the Lead Applicants experience with program evaluation, including how the program evaluates services and the impact on clients.**

Click here to enter text.

- Describe the Lead Applicants experience using the Homeless Management Information System (HMIS).**

Click here to enter text.

- a. If a sub-recipient agency does not currently participate in HMIS, please provide an explanation for this status, and include the Agency's plan (including staffing) and timeline for participating in HMIS. We ask that you provide a plan with at least four (4) quantifiable measures (e.g., will begin process for HMIS set up by DATE, will have five (5) staff trained by DATE, or will meet data collection requirements by DATE). In order to demonstrate your capacity to meet City HMIS requirements, please also describe the types of data tracking and reporting you currently do for other funders or partners.

[Click here to enter text.](#)

- How does the lead agency plan to ensure compliance with applicable policy and procedural requirements, both within the parameters of HUD's rules and regulations as well as City policies?

[Click here to enter text.](#)

- Each agency is required to have staff who has received at least the HMIS Basic End User Training in ServicePoint. Indicate the number of staff and status of staff training:

Agency	# of Staff Trained	Date(s) of Training(s)	Training Type(s)	# of Staff Needing Training and Type of Training Needed.

E. Fiscal Management (All Applicants)

- 1) It is possible that the City may not be able to fund your program application fully. Recognizing that, please list the various aspects of your program in the priority order you want them funded and the amount required for each aspect.

	Describe Priority	\$ Amount
Priority #1	Full Funding	Full Funding
Priority #2	Click here to enter text.	Click here to enter text.
Priority #3	Click here to enter text.	Click here to enter text.
Priority #4	Click here to enter text.	Click here to enter text.

- 2) If the program components' budgets were increased or decreased by ten percent (10%), what specific program services would be correspondingly increased or reduced and what would the impact be on the services in the community?

[Click here to enter text.](#)

- 3) Please describe how the organization will assure the proper use and safeguarding of

public funds. Does your organization have policy and procedures regarding the financial operations of the organization? Have recent reviews or audits of the organization by a certified public accountant or other financial professional identified any weaknesses in the organization's financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the organization has responded to the report.

[Click here to enter text.](#)

- 4) Please describe your organization's current financial condition and outlook for sustainability. If the organization is facing financial challenges, describe what steps are being taken to strengthen the organization's financial condition.**

[Click here to enter text.](#)

- 5) Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Is the agency fiscally able to use the grant on a reimbursable basis, with payments made no more frequent than every other month?).**

[Click here to enter text.](#)

- 6) How does your agency plan to segregate ESG funds from other agency funds for purposes of identification, tracking, and reporting?**

[Click here to enter text.](#)

- 7) If applicable, has your organization (either under this name or other names this organization has done business as) been in any form of bankruptcy at any time during the last seven years? If "yes," please attach a copy of the bankruptcy petition, showing the case name, number, court, initial filing date, applicable Bankruptcy Code (chapters), and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case if no discharge order was issued. If your organization has operated under other names, please list those with the years of operation.**

[Click here to enter text.](#)

- 8) In the past seven (7) years, have any bankruptcy proceedings been initiated by or against the organization (whether or not closed) or is any bankruptcy proceeding pending by or against the organization regardless of the date of filing?**

[Click here to enter text.](#)

F. Personnel (All Applicants)

- 1) Identify all positions involved in the operation of the program and whether they are full or part-time. If less than forty (40) hours per week indicate estimated total weekly hours to be spent on this program.**

[Click here to enter text.](#)

- 2) Who will be responsible for the overall operation of the program and what are their**

qualifications? Please include the name and position titles.

Click here to enter text.

- 3) Describe your process for ensuring your staff has the necessary background checks and certification/license required to provide services.**

Click here to enter text.

G. CONSOLIDATED BUDGET:

Please complete the attached budget forms.

1) ESG2019ConsolidatedBudget

2) ESG2019ConsolidatedMatch