

City of Canton  
Department of Development

Notice of Funding Available



Guidelines  
For  
Emergency Solutions Grant Funds

2017

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# I General Information

## **OVERSIGHT**

The City of Canton has entered into a contract with the Stark County Regional Planning Commission (SCRPC) for the oversight and administration of the City's ESG funds.

## **BACKGROUND**

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- Consolidation of three homeless programs – the Supportive Housing Program, Shelter Plus Care and the Single Room Occupancy into a single grant program;
- Changes in HUD's definition of homelessness and chronic homelessness;
- Increased prevention and rapid re-housing resources; and
- Increased emphasis on performance and continuum-wide coordination.

This law revised the Emergency Shelter Grants program and renamed the program the Emergency Solutions Grants program (ESG). ESG is designed to broaden existing emergency shelter and homelessness prevention activities and to add support for short and medium-term rental assistance and services to rapidly re-house homeless people. The ESG Program implements a variety of measures directed toward keeping individuals and families from losing their homes. The program is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. It enhances the Continuum of Care planning process, the coordinated response for addressing the needs of the homeless.

## **HUD PRIORITIES OF THE ESG PROGRAM**

In developing the Emergency Solutions Grant regulations, HUD determined its priorities to include:

- Broaden existing emergency shelter and homelessness prevention activities;
- Emphasize Rapid Re-Housing;
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;
- Enhance alignment of ESG regulations with other HUD programs – including CDBG, HOME, and Housing Choice Voucher (HCV) program;
- Support more coordinated and effective data collection, performance measurement, and program evaluation.

## ELIGIBLE COMPONENTS AND POPULATIONS TO BE SERVED

The chart below indicates activities eligible for ESG funding and the populations that they may serve.

Component	Serving	
	Those who are literally Homeless	Those who are at risk of homelessness
Street Outreach	X	
Emergency Shelter	X	
Homelessness Prevention		X
Rapid Re-Housing	X	
HMIS	Collecting Data on X	Collecting Data on X

## ESG AND THE CONTINUUM OF CARE

The ESG program is designed to fund activities that constitute a *first* step in a continuum of assistance to prevent homelessness and to enable the homeless population to move steadily toward independent living. The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. HUD believes the best approach to alleviating homelessness is through a community-based process that provides a comprehensive response to diverse needs of homeless persons.

All ESG subrecipients must **actively participate** in the Homeless Continuum of Care of Stark County (HCCSC) by becoming a member of the HCCSC and regularly attending membership meetings and, preferably, by serving on one of the HCCSC's committees of HCCSC as well. Failure to actively participate will result in suspension of funding and may result in recapture of ESG funds.

## HMIS AND CENTRALIZED ASSESSMENT/INTAKE

Applicants must participate in the Homeless Management Information System (HMIS) unless the ESG funding requested is for a domestic violence project, which must maintain a comparable HMIS system internally.

Applicants must participate in the County's Centralized Intake and Assessment System.

For renovation projects, the length of time that HMIS reporting is required will depend on the affordability period of the project. All renovation affordability periods are currently 3 years.

## FAMILIARIZATION WITH REGULATIONS

It is the responsibility of each applicant for ESG funding to become familiar with the HUD ESG regulations (Federal Register Vol. 76, No. 233, Dated Monday, December 5, 2011.) These regulations can be found on the HUD Exchange web site at [www.hudexchange.info](http://www.hudexchange.info). Additional resources, including webinars, can also be found on the One CPD web site which can be of value in assisting agencies with completing the application.

## II Application Process

### APPLICATION

The application must be completely filled out with all attachments completed and submitted by the due date. Applications submitted after the due date and time will be returned to the applicant unopened. Applications must be completed on the application form. Only those attachments requested will be accepted. Additional attachments will not be reviewed.

A separate application must be submitted for each project and type of activity for which funding is being requested.

Applications must be submitted in sealed envelopes and include five (5) copies of all required documents. **The original application must be signed in blue ink.**

Do not put applications in binders. Application pages are to be submitted in the order in which they appear on the form. The application must include information and attachments as outlined in the Application Checklist. Only one copy of the financial audit needs to be included, and it must be attached to the original application.

### APPLICATION DUE DATE

Applications must be received by 12 noon on Friday, January 27<sup>th</sup>, 2017 at the address below.

Stark County Regional Planning Commission 201 Third Street  
Suite 201  
Canton, Ohio 44702

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### APPLICATION REVIEW

All applications will be reviewed by the Stark County Regional Planning Commission for eligibility. Those projects determined to be ineligible for funding will be returned to the applicant with an explanation of the determination. All projects will be evaluated and scored by the HCCSC Recipient Approval and Evaluation Committee. In accordance with the Procedures for Inviting and Reviewing Applications for ESG funding (found on the HCCSC website under Policies & Procedures at [www.starkcountyhomeless.org](http://www.starkcountyhomeless.org)), project applications will be scored and ranked and will be submitted to the City for its final approval.

All applications will be ranked by the Recipient Approval and Evaluation Committee no later than February 21<sup>st</sup> 2017.

## **ELIGIBLE APPLICANTS**

Eligible applicants must be incorporated non-profit organizations in the State of Ohio which provide programs for qualified persons in the City of Canton who are homeless or at risk of homelessness.

## **III. Other Requirements**

### **CONTRACT/GRANT AGREEMENT PROCESS**

All applicants will be notified of funding decisions by mail, and award letters and funding agreements will be provided to recipients.

All 2017 grant awards must be expended in accordance with the signed contract agreement.

City of Canton Department of Development staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

### **CONTRACT/SUBRECIPIENT AGREEMENTS**

The City of Canton Department of Development will enter into contracts or subrecipient agreements with all agencies that are awarded funds. Contracts and agreements will contain provisions for cancellation in cases where the subrecipient fails to adhere to the terms and conditions outlined in the contract or agreement or for other unacceptable performance. Contracts and agreements will:

- Stipulate the total amount of the award;
- Stipulate the program and component of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

Recipients who have not complied with the terms of previous agreements, (i.e. failure to utilize funds within the time specified, failure to submit requested documents and/or information in the manner requested or in a timely manner) may be denied funding.

### **ADDITIONAL REQUIREMENTS**

All applicants must be in good standing with the City with respect to grants previously received. In addition, they must be in good standing with the City of Canton and Stark County with respect to payment of city income taxes, real estate taxes, personal property taxes, water and sewer charges and other city assessments for any properties owned within

the City of Canton. Attachment I must be completed and submitted within the application to provide proof of good standing.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

Applicants must agree to be assessed using the following Performance Measures, as applicable to project type, and must meet applicable outcome targets determined by the Homeless Continuum of Care of Stark County. Outcomes will be monitored by HMIS and Stark County Regional Planning Commission:

1. Length of Time Persons Remain Homeless
- 2a. Extent to Which Persons Who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months
- 2b. Extent to Which Persons Who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 2 years
3. Number of Homeless Persons and Families
4. Employment and Income Growth for Homeless Persons in ESG Program Funded Projects.
5. Number of Persons Who Become Homeless for the First Time
6. Successful Placement from Street Outreach

## **OTHER FEDERAL REQUIREMENTS**

Recipients must abide by the requirements detailed in the Code of Federal Regulations 24 CFR Parts 91 and 576 (Housing and Urban Development); Title 42 (Public Health and Welfare); OMB Circulars A122 and A133 or 2 CFR Part 200 as applicable; regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, may be communicated prior to executing a Grant Agreement.

The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/>.

OMB Circulars can be found at [https://www.whitehouse.gov/sites/default/files/omb/assets/OMB/circulars/a133\\_compliance/2016/2016\\_compliance\\_supplement.pdf](https://www.whitehouse.gov/sites/default/files/omb/assets/OMB/circulars/a133_compliance/2016/2016_compliance_supplement.pdf)

## **LEAD-BASED PAINT REQUIREMENTS**

All properties funded with federal monies must comply with HUD Lead Safe Housing Rule, 24 CFR 35, subparts A, B, H, J, K, M and R. All emergency shelter and transitional housing facilities constructed prior to 1978 must be inspected to determine the possible presence of lead-based paint hazards. City of Canton staff will perform the initial inspections and recommend appropriate actions.

Copies of the applicable regulations are available for download at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/lshr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr)

## **FACILITY STANDARDS**

Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards which can be found at <http://development.ohio.gov/files/cs/Ohio%20Basic%20Standards%20For%20Emergency%20Shelters.pdf> . The shelter building must be structurally sound to protect residents from the elements and may not pose any threat to the health or safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act and implementing regulations at 24 CFR Part 8; the Fair Housing Act and implementing regulations at 24 CFR Part 100; and Title II of the Americans with Disabilities Act and 28 CFR Part 35; where applicable.

## **HANDICAPPED ACCESSIBILITY**

All properties funded with federal monies must comply with Section 504 standards. Copies are available for download at <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>.

All ESG applicants must submit Attachment II as a statement describing the handicapped accessibility of every facility to be assisted with ESG funds. If a facility is not handicapped accessible, the applicant must submit a detailed plan for sheltering a handicapped person.

## **FAIR HOUSING**

All properties funded with federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at <http://www.cantonlaw.org/ordinance>.

## **MATCH**

All recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year.

Eligible sources of match are:

- Cash;



- The fair rental value of any donated materials or buildings;
- The value of the time and services contributed by volunteers to carry out the program of the subrecipient at a current rate of \$10.00 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

## **CONFLICT OF INTEREST**

No person who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest in or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure. The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.

## **INVOLVEMENT OF HOMELESS PERSONS**

All ESG subrecipients must involve homeless individuals and families in the maintenance and operation of facilities and in the provision of services to residents of these facilities to the maximum extent possible. Methods of achieving client involvement may include having a suggestion box; using chore lists and exit interviews; conducting regularly scheduled house meetings; encouraging clients to assist with children's programs, parenting classes or vocational training; and service as members of the Board.

The involvement of homeless persons is required by 24 CFR 576.

## **PROCESS OF TERMINATING ASSISTANCE**

The recipient or subrecipient of ESG funds must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination of assistance to a participant in an ESG-funded program so that assistance is terminated only in the most severe cases. To terminate rental assistance or housing relocation and stabilization services to a participant, the required formal process, at a minimum, must include: (1) written notice to the participant containing a clear statement of the reasons for termination; (2) a review of the termination decision, in which the participant is given the opportunity to present written or oral objections to a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) prompt written notice of the final decision to the program participant. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same participant.

24 CFR 576.402 allows for termination of assistance to an individual or family who violates program requirements. Termination must be in accordance with a formal process established

by the organization that recognizes the rights of individuals affected. The policy must meet Uniform Relocation Assistance (URA) requirements, which are available on the City's website.

There must be an appeals procedure for clients who are evicted or refused service from the facility for any reason. At a minimum, someone other than the person who made the initial termination of services must hear any appeals. Clients must be informed of the appeals procedure at intake.

A copy of your termination policy must be submitted as Attachment III.

### **ADDITIONAL DOCUMENTS**

The following additional documents must be submitted with the application:

- Organizational chart with all vacancies indicated
- Position descriptions for all affected staff positions
- Applicant's most recent audit report and most recent financial statement (must be after 2015)
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c)(3) designation
- Articles of incorporation
- Agency code of regulations
- Certificate of Good Standing from the Secretary of State (current year)
- List of all current members of the organization's board of directors
- Copy of the organization's conflict of interest policy/ questionnaire

Approved projects also may be required to show:

- Property deeds
- Proof of insurance
- Current Fire Inspection Certification for each facility that funds are being requested for
- Certificate of occupancy for each facility that funds are being requested for
- Various other documents as required

### **RECORD KEEPING AND REPORTING REQUIREMENTS**

All ESG subrecipients must have policies and procedures established in writing to ensure that the requirements of 24 CFR 576.500 record keeping and reporting requirements are met.

Applicable regulations and policies are available for downloading on the City's website. Copies will be provided to agencies without internet access who are awarded funding.

## **FAITH-BASED ACTIVITIES**

Organizations that are religious or faith-based are eligible to receive ESG funds on the same basis as any other organization. Organizations may not include inherently religious activities, such as worship, religious instruction, or proselytization, as part of their ESG-funded programs or services. If an organization conducts these activities, the activities must be offered separately, in time or location, from the ESG-funded programs or services, and participation must be voluntary for participants in ESG-funded programs.

## **IV Financial Information**

### **FUNDS DISBURSEMENT**

ESG subrecipients will request their grant award reimbursement by submitting the Monthly Request for Disbursement Form with a budget which details itemized ESG and match expenditures and names the match source for operations, administration (excluding staff costs), staff costs, equipment, and/or furnishings. All ESG funds must be requested on the ESG Request for Disbursement Form. **No faxed or emailed Requests for Disbursement will be accepted.** All original disbursement forms, with required backup documentation such as general ledgers, client expense reports, quotes and receipts, must be submitted via mail to: **The City of Canton, Department of Development, Attn: Renee Biggums, 218 Cleveland Avenue SW, PO Box 24218, Canton, OH 44701**, who will process requests for payment. Funds will be disbursed on a reimbursement basis only and require monthly status reports at the time of submission.

## **REPORTING AND MONITORING**

All ESG subrecipients are required to submit Monthly Status Reports to the City of Canton with a copy sent to Stark County Regional Planning Commission. Reports shall include, but are not limited to, the following information:

- Reporting budget expended to date
- Reporting on performance outcomes that are applicable to the funded project type
- Reporting on any training issues or technical assistance needs

A Grant Closeout Report is required when the final reimbursement is requested.

Stark County Regional Planning Commission staff will monitor the use of grant funds through a combination of the following: reviews of monthly status reports; quarterly reviews of data outcomes; annual audit review; and site visits. The Commission will report information collected through its monitoring to the City of Canton.

## **AUDITS/CATALOG OF FEDERAL DOMESTIC ASSISTANCE**

The Catalog of Federal Domestic Assistance number (CFDA) for ESG is 14.231. This number must be made available to the accountants who perform your organization's audit or prepare your audited financial statements.

