



**JEFFERSON COUNTY, ALABAMA**

**Program Year 2018**

**EMERGENCY SOLUTIONS GRANT APPLICATION**

**APPLICANT:** \_\_\_\_\_

**Notes:** Please submit the completed application in this format with responses to sections labeled to match. Provide a response to all sections. If a section does not apply please do not leave it blank, but list as N/A.

Submittal of an application does not automatically guarantee funds, nor are applications guaranteed of funding in the applied amount. Applications received after the deadline will not be considered for funding.

**APPLICATION DEADLINE: All applications must be received before 4:00 PM January 31, 2018 at the following:**

**Jefferson County 2018 ESG Application  
716 Richard Arrington Jr Blvd N, Ste. A-430  
Birmingham, AL 35203  
Attn: Felicia Smith**

**If you would like to receive an email notification of your application receipt please provide your email address here:**

\_\_\_\_\_

**Application Inquiries Contact: Felicia Smith 205-325-5761**

## JEFFERSON COUNTY EMERGENCY SOLUTIONS GRANT

The ESG components serving those who are homeless are 1) Street Outreach, 2) Emergency Shelter and 3) Rapid Re-housing with data collected in the Homeless Management Information System (HMIS).

- a) **Street Outreach** – Serves unsheltered homeless persons and may include the following:
- \_\_\_\_\_ Engagement
  - \_\_\_\_\_ Case Management
  - \_\_\_\_\_ Emergency Health and Mental Health Services
  - \_\_\_\_\_ Transportation
  - \_\_\_\_\_ Services for Special Populations: Homeless Youth, Homeless Persons with HIV/AIDS, and Homeless Victims of Domestic Violence, Sexual Violence, and Stalking
- b) **Emergency Shelter Essential Services** – Serves people staying in emergency shelters and may include:
- \_\_\_\_\_ Case Management;
  - \_\_\_\_\_ Child Care, Education, Employment, and Life Skills Services;
  - \_\_\_\_\_ Legal Services;
  - \_\_\_\_\_ Health, Mental Health, and Substance Abuse Services;
  - \_\_\_\_\_ Transportation; and
  - \_\_\_\_\_ Services for Special Populations
- c) **Shelter Activities** include:
- \_\_\_\_\_ Renovation (including major rehab or conversion)
  - \_\_\_\_\_ Operations (e.g., maintenance, utilities, furniture, food)
- d) **Rapid Re-Housing** – Serves people who are literally homeless and can be used to help a homeless individual or family move into permanent housing and achieve housing stability.

Eligible Activities:  
Housing Relocation and Stabilization Services  
Tenant-Based Rental Assistance (TBRA)

\*Up to 24 months of rental assistance during any 3-year period, including one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent.

### Short/Medium-Term Rental Assistance Standards:

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease

- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

**HOMELESS PREVENTION** - The ESG component serving those who are at risk of homelessness is homeless prevention activities with data collected in the Homeless Management Information System (HMIS). Homeless Prevention activities are limited to Individuals and families with annual incomes below 30% AMI and are at risk of becoming homeless.

Eligible Activities:  
Housing Relocation and Stabilization Services  
Tenant-Based Rental Assistance (TBRA)

**Short/Medium-Term Rental Assistance Standards:**

- FMR limits
- Rent Reasonableness
- Minimum Habitability Standards
- Rental Assistance Agreement and Lease
- No rental assistance to a household receiving rental assistance from another public source for same time period (except a one-time payment of up to 6 months of arrears).

**HOMELESS PREVENTION & RAPID RE-HOUSING: HOUSING  
RELOCATION & STABILIZATION SERVICES**

The following are allowable activities for both Homelessness Prevention and Rapid Re-Housing: Financial Assistance & Housing Relocation & Stabilization Services.

**Financial Assistance:**

Moving Costs  
Rent Application Fees  
Security Deposit  
Last month's rent  
Utility deposit  
Utility payments

**Services:**

Housing search/placement  
Housing stability case management  
Mediation and legal services  
Credit repair/budgeting/money management

\*No financial assistance to a household for a purpose and time period supported by another public source.

**APPLICATION  
ALABAMA/JEFFERSON COUNTY EMERGENCY SOLUTIONS  
GRANTS PROGRAM  
PROGRAM YEAR 2018**

**A.1. Applicant:** \_\_\_\_\_

Non-Profit Agency

Executive Director: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**A.2. Declaration of Debt:**

Does the applicant owe money to the county, state or federal government?

☐ Yes ☐ No

If the answer is "yes", please attach an explanation.

**A.3. Population characteristics of clients to be served (10/1/2018-9/30/19 ):**

\_\_\_\_\_

**A.4. Check all Proposed Area(s) to be addressed:**

- \_\_\_\_\_ Street Outreach
- \_\_\_\_\_ Emergency Shelter
- \_\_\_\_\_ Homelessness Prevention
- \_\_\_\_\_ Rapid Re-housing
- \_\_\_\_\_ HMIS

**A.6. Total ESG Funds Requested:        \$ \_\_\_\_\_**

ESG funds requested per category (Note: Combined total of all categories below should equal "Total ESG Funds Requested" above:

- \$ \_\_\_\_\_ Street Outreach
- \$ \_\_\_\_\_ Emergency Shelter Essential Services
- \$ \_\_\_\_\_ Emergency Shelter Operations
- \$ \_\_\_\_\_ Emergency Shelter Renovations
- \$ \_\_\_\_\_ Homelessness Prevention TBRA    \$ \_\_\_\_\_ Housing Stabilization
- \$ \_\_\_\_\_ Rapid Re-housing TBRA        \$ \_\_\_\_\_ Housing Stabilization
- \$ \_\_\_\_\_ HMIS (This category reserved for CoC Lead Agency).

**A.7. Brief description of the project:** If partnering with other agencies for services, list each agency, the amount requested for each agency, and the problem area(s) addressed. (Provide the location and type of project, the estimated number of beneficiaries, the number of beneficiaries served during the last calendar year, amount and source of other funds, etc.).

**A.8. Verification of Tax-Exempt Status: (Agencies that currently do not have an IRS Determination Letter will be disqualified.) All agencies are required to have legitimate DUNS Numbers and an unexpired registration with sam.gov for contract execution.**

Attach behind this page a copy of the IRS Determination Letter(s) for each nonprofit applicant as well as their tax-exempt number(s) **and** DUNS number(s).  
Is agency registered on SAM.GOV? \_\_\_\_\_ Yes \_\_\_\_\_ No

**A.9. Attach behind this page the following: 1. Articles of Incorporation, 2. Current list of Board members. Also include the identification of and contact information (mailing address) for member(s) who meet the requirement of a current or former homeless person, and 3. A list of all staff members with titles, job descriptions, and email addresses who will be assigned to this grant including any case managers.**

**B.1 Identification of Homeless Assistance Needs****15 Points**

Applicants will identify the homeless assistance needs they propose to address for their service area including the needs of other eligible clientele such as victims of domestic violence. They should use quantifiable data, specific to their service area, to the maximum extent possible. Data should include the number of individuals and families actually served during the last calendar year as well as those proposed under this application.

**Maximum of 7 text pages.**

## **B.2 Applicant's Strategy to Address Homeless Problems**

15 Points

Applicants will describe their strategy for addressing homeless problems. They will provide specific data quantifying the types of assistance or services provided to homeless individuals and families or those persons at risk of homelessness during the last calendar year. **Applicants will estimate the number of participants they propose to assist in relation to the types of assistance to be provided.** They should explain their strategy for targeting funds to the neediest persons, or to the geographic or functional areas where funds may have the greatest impact. Also describe how the agency involves homeless individuals and families, to the maximum extent practicable, in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG (could include employment or volunteer services).

**Maximum of 7 text pages.**

**B.3. Capacity and Coordination****20 Points**

Applicants will describe their management capacity. Provide specific details with timeframes relating to direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness. Applicants will provide their plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons and with mainstream resources for which program participants may be eligible.

**Maximum of 7 text pages.**

**B.4. Participation in a Continuum of Care**

10 Points

The applicant will demonstrate a thorough understanding of the “continuum of care” concept and explain how the services provided by it or its subrecipients are in line with this concept. This will include information concerning membership in an existing Continuum of Care Homeless Coalition. The applicant will explain the levels of participation of the applicant and the partnering nonprofits in the continuum and detail their role in the strategies of their particular continuum for serving the homeless. Also describe the agency’s participation in the CoC’s Coordinated Assessment System.

**Maximum of 8 text pages (charts not included in page limit).**

**B.5. HMIS**

15 Points

List your plan to meet the HMIS requirements in accordance with the Emergency Solutions Grant regulations. Include the staff members who will be assigned to the Jefferson County ESG program and their duties in relation to HMIS. (Please complete this documentation for an HMIS comparable system if you are a domestic violence/victim/legal service provider).

**B.6. Match**

15 Points

Points will be given based on the clarity of proposed match. Match (in-kind or cash) must be explained as to how it qualifies under current ESG regulations and how its use relates to the activities allowed under the McKinney Homeless Assistance Act, as amended. Match must be verified to include resolutions and letters detailing sources of funds. If match comes from the city or the county, then the source of funds (general fund) must be identified. Letters from banks, organizations, or donors specifying donated items must be attached behind this page.

**Maximum of 5 text pages (graphs/charts not included in page limit).**

**B.7. Budget**

10 Points

The budget narrative must consist of a thorough explanation of activities involved with the request. Each budget category (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and HMIS) must give a detailed description of costs. The applicant's budget must be the aggregate of the partnering non-profit(s) budget(s) for example, if you plan to provide Homeless Prevention Tenant-Based Rental Assistance, but will outsource the Housing Relocation and Stabilization Services such as Credit Counseling, include the budget for Credit Counseling Services in this section and identify those services in other related sections of this application. In addition to the budget forms, each agency for which funds are requested should submit its annual budget that shows the source and amount of other funds received.

**Budget narrative is limited to 10 text pages (graphs/charts not included in page limit).**

#### **B.8. Written ESG Standards & Policies**

**Please attach a copy of the following documents for your Agency:**

**Emergency Solutions Program Written Standards**

**Privacy Policy & Procedures**

## **CERTIFICATIONS**

## Audit Certification

(Please complete either Block 1 or Block 2 as applicable)

### Block 1

As the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Agency)

I do hereby certify, attest, and confirm that \_\_\_\_\_,  
(Agency)

as a non-Federal entity and grant recipient of funds awarded from the Jefferson County Office of Human-Community Services & Economic Development, **have** expended \$750,000.00 or more in **total (cumulative)** Federal Awards during our established Fiscal Year  
(\_\_\_\_\_), and,

Fiscal Year Covered

as required, **have** conducted or procured a single and/or program-specific audit for this Fiscal Year in accordance with the provisions of the Code of Federal Regulations, Title 2: Grants and Agreements, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements.

This audit has been submitted/reported/procured as required by paragraph §200.507 Program-Specific Audits, paragraph (c)(2) and (c)(3).

### Block 2

As the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Agency)

I do hereby certify, attest, and confirm that \_\_\_\_\_,  
(Agency)

as a non-Federal entity and grant recipient of funds awarded from the Jefferson County Office of Human-Community Services & Economic Development, **did not** expend \$750,000.00 or more in **total (cumulative)** Federal Awards during our established Fiscal Year  
(\_\_\_\_\_), and, as such,

Fiscal Year Covered

**will not** conduct or procure a single and/or program-specific audit for this Fiscal Year per Code of Federal Regulations, Title 2: Grants and Agreements, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements.

## CONFLICT OF INTEREST CERTIFICATION

Agency:

---

- a) **Applicability.** (1) In the procurement of supplies, equipment, construction, and services the conflict of interest provisions in 2 CFR 200.318 shall apply. (2) In all cases not governed by 2 CFR 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the above agency to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202.
- b) **Conflicts prohibited.** The general rule is that no persons described in (c) below who exercises or have exercised any functions or responsibilities with respect to ESG activities assisted, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from an ESG-assisted activity, or have financial interest in any contract, sub-contract, or agreement with respect to an ESG-assisted activity, or with respect to the proceeds of the ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
- c) **Persons covered.** The conflict of interest provisions of paragraph (b) above apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the agency, or of any designated public agencies, or of sub-recipients that are receiving funds under this grant.
- d) **Exceptions.** Upon the written request of the agency, Jefferson County may forward the request to HUD for consideration of granting an exception to the provisions of paragraph (b) on a case-by-case basis when it is satisfactorily met the threshold requirements of (d)(2) below.
  - (1) **Threshold Requirements.** Jefferson County will forward the request of an exception to HUD for consideration only after the agency has provided the following documentation:
    - i. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
    - ii. An opinion of the agency's attorney that the interest for which the exception is sought would not violate State or local law.
  - (2) **Factors to be considered for exceptions.** In determining whether to grant a requested exception after the agency has satisfactorily met the requirements of paragraph (d)(1), HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the agency's ESG program or project, taking into account the cumulative effect of the following factors, as applicable:

- i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- ii. Whether an opportunity was provided for open competitive bidding or negotiation;
- iii. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- v. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b);
- vi. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- vii. Any other relevant considerations.

By applying for ESG funds, the agency certifies that they have read, understands the above, and further certifies that should they become aware of any relationships described herein this Certification, or should any such relationships come into being subsequent to the submission of this Certification, will provide written notification to the Jefferson County Office of Human-Community Services & Economic Development within 10 working days.

Agency:
Authorized Official Printed Name:
Authorized Official Signature:
Date:

Notifications should be sent to the following:

Jefferson County Office of Human-Community Services & Economic Development  
 716 Richard Arrington Jr Blvd N, Suite A-430  
 Birmingham, AL 35203  
 Attn: Yolanda Burrells-Caver