



HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

Request for Proposal (RFP)

ESG

EMERGENCY SOLUTIONS GRANT FY2019 FUNDING

Grant Year Starting October 1, 2019 and Ending September 30, 2020

Deadline for Submittal:
March 15, 2019

For further information you may contact the Office of HCD at 361.826.3010

Full applications are available through the City of Corpus Christi's Housing and Community Development Department (HCD) located at 1201 Leopard St. RFP full applications may also be accessed through our website at <https://www.cctexas.com/housingandcommunitydevelopment>. RFP full applications are due no later than 5:00 p.m. on Friday, March 15, 2019. No matter which method of delivery an organization chooses (US Mail, Courier, Hand delivery, or other), it is the organization's responsibility to ensure that the application is received in the HCD Office, 2nd Floor, City Hall by the deadline specified.

**CITY OF CORPUS CHRISTI
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
REQUEST FOR PROPOSAL (RFP)
FULL APPLICATION FOR FUNDING
FY2019 (10/1/19 – 9/30/20)**

The funding application contains materials needed to apply for Emergency Solutions Grant (ESG) funds through the City of Corpus Christi's Housing and Community Development Department. The packet includes:

SECTION I: EMERGENCY SOLUTIONS GRANT PROGRAM

ESG Background, Priorities, Specific Objectives, General Requirements, Evaluation Criteria and Department Structure

SECTION II: ESG REQUEST FOR PROPOSAL GENERAL INFORMATION

Activities Eligible for Consideration, Activities Ineligible for Consideration, Faith-Based Organizations, Definitions, FY2019 Consolidated Plan/Annual Action Plan Schedule

RETURN SECTION III TO THE HOUSING AND COMMUNITY DEVELOPMENT (HCD) DEPARTMENT

SECTION III: ESG REQUEST FOR PROPOSAL APPLICATION

RFP Full Application Requirement List, Proposal Cover Sheet, Project Description and Description of Project Activities, Matching funds, Sources of funds for Operating Expenses, Disclosure of Interest, Resolution, ESG Funds Previously Received, and additional requested attachments.

For timely consideration of your proposal, please fill out the attached proposal application and submit it to:

City of Corpus Christi
Leticia Kanmore, HCD Administrator
Housing and Community Development Department
1201 Leopard Street, 2nd Floor
P.O. Box 9277
Corpus Christi, Texas 78469-9277
Phone: (361) 826-3010

One (1) original and one (1) copy of each **ESG** proposal application (**Section III**) must be received by the HCD Department at the above mailing address (no email) no later than **5:00 p.m. on Friday, March 15, 2019**. Faxed or Electronic submission of the RFP WILL NOT be accepted. No matter which method of delivery an organization chooses (United States Certified mail, hand delivery, or other), it is the organization's responsibility to ensure that the application is received in HCD Department, 2nd Floor, City Hall by the deadline specified. Proposals will be stamped and dated upon receipt. Please be sure your proposal application packet contains **ALL** the required materials and includes the requested essential information. PLEASE NO THREE (3) RING BINDERS OR PUNCHED PAGES. ALSO, SEPARATE ATTACHMENTS IN RETURNED RFP'S BY EITHER TABS OR COLORED PAGES.

NOTE: PROPOSALS RECEIVED AFTER THE ABOVE DUE TIME AND DATE WILL NOT BE CONSIDERED. PROPOSALS RECEIVED WHICH DO NOT HAVE AN RFP PRE-APPLICATION ON FILE WILL NOT BE CONSIDERED. Any questions about the proposal process and required information or requests for assistance, unless otherwise noted, should be directed to Leticia Kanmore at 361.826.3816.

SECTION I

EMERGENCY SOLUTIONS GRANT PROGRAM

ESG/HEARTH BACKGROUND

An Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability was signed into law on May 20, 2009 (Public Law 111-22). The new law implements a variety of measures directed toward keeping individuals and families from losing their homes. Division B of the new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.) (McKinney-Vento Act) into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The former Emergency Shelter Grant program is renamed the Emergency Solutions Grant program and revised to broaden existing emergency shelter and homelessness prevention 3 activities and to add rapid rehousing activities. The new Rural Housing Stability program replaces the Rural Homelessness Grant program. The HEARTH Act also codifies in law and enhances the Continuum of Care planning process, the coordinated response to addressing the needs of homelessness established administratively by HUD in 1995. HUD has commenced rulemaking to implement these new and revised programs, and this final rule is central to all of the HEARTH Act rules.

The City of Corpus Christi expects to receive approximately \$200,000.00 for the FY2019 Emergency Solutions Grant (ESG) Program. These funds will be awarded to community-based, nonprofit organizations providing emergency shelter and related services to the homeless, on a dollar-for-dollar match. Emergency Solutions Grant funds may be used for operations and maintenance, homeless prevention, essential support services and renovation/rehabilitation activities in connection with emergency shelters for the homeless. The cap for funding requests for FY2019 will be \$40,000.00 and the City has opened up the Street Outreach category as an allowed activity.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of Corpus Christi to work under a “Continuum of Care” approach to homelessness to assist homeless individuals and families to obtain a decent living environment, either through rental housing or home ownership. The Housing and Community Development Department specifically seeks proposals to provide shelter and supportive services for the homeless.

PRIORITIES

The purpose of the Emergency Solutions Grant (ESG) Program is to:

- Broaden existing emergency shelter and homelessness prevention activities;
- Emphasize Rapid Re-Housing; and,
- Help individuals and families 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 and HOME;

- Support more coordinated and effective data collection, performance measurement, and program evaluation;
- Encourage self-sufficiency in permanent housing; and,
- Rapidly place homeless individuals and/or families in permanent housing.

ESG SPECIFIC OBJECTIVES

To fund nonprofit organizations to provide assistance to homeless individuals and families through grant awards for the following services:

- Emergency Shelter Services including renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services.
- Rapid-Rehousing services including short-term subsidies, security deposits or 1st month’s rent, mediation programs, legal services.
- Homeless prevention including short-term subsidies, security deposits or 1st month’s rent, mediation programs, legal services and payment to prevent foreclosure on a home.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of Corpus Christi to work under a “Continuum of Care” approach to homelessness to assist homeless individuals and families to provide supportive services but most importantly, to obtain a decent living environment, either through rental housing or home ownership.

Technical Assistance Workshops and Meetings:

CAAP 2019-2020 MANDATORY MEETING SCHEDULE

DATE	PLACE & LOCATION	MEETING TYPE	TIME
February 5, 2019	City Hall, 1201 Leopard St., 2nd Fl. HCD Conf. Room	TA Workshop (City Depts. Only)	9:00 a.m.
February 8, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference Room Programs: CDBG-9 a.m.; ESG-10 a.m.; HOME-11 a.m.	Public Hearing/TA	9:00 a.m.
February 14, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference. Room	Public Hearing / TA / Neighborhood Mtg.	5:30 p.m.
February 20, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference. Room	TA Workshop / Neighborhood Mtg.	5:30 p.m.

ESG GENERAL REQUIREMENTS

Generally, proposals will be evaluated and preference given to those which:

- a. Top priority will be given to those agencies actively involved in the Continuum of Care process.
- b. Allow for the most efficient and cost-effective use of ESG Program funds so that as many homeless individuals and families as possible will be assisted.
- c. Demonstrate a commitment to the project in terms of time, effort, resources, etc.
- d. Include a realistic, detailed financial package that documents the ability of the applicant entity to match the Emergency Solutions Grant funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained).
- e. Describe the nature and extent of the (documented) unmet homeless need within the applicant's jurisdiction and detail the extent to which the proposed activities address this need.
- f. Prove the ability of the applicant entity to carry out the proposed activities within the 2019 program year.

EVALUATION CRITERIA

Generally, proposals will be evaluated and preference given to those which:

1. Top priority will be given to those agencies actively involved in the Continuum of Care process.
2. Allow for the most efficient and cost-effective use of ESG Program funds so that as many homeless individuals and families as possible will be assisted.
3. Demonstrate a commitment to the project in terms of time, effort, resources, etc.
4. Include a realistic, detailed financial package that documents the ability of the applicant entity to match the Emergency Solutions Grant funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained).
5. Describe the nature and extent of the (documented) unmet homeless need within the applicant's jurisdiction and detail the extent to which the proposed activities address this need.
6. Prove the ability of the applicant entity to carry out the proposed activities within

the 2019 program year.

7. Demonstrate effectiveness in serving the homeless, including the ability to establish, maintain, and/or improve the self-sufficiency of homeless individuals.
8. Current or previous funded agencies – timeliness reimbursement requests / draw request.
9. Priority will be given to projects who undertake the Rapid Re-housing, Homeless Prevention and Street Outreach activities.

The above is not listed in any order of priority. The City of Corpus Christi has the final decision-making authority on the selection of proposals to be funded. Refer to the timetable for the FY2019 Consolidated Plan/Annual Action Plan (CP/AAP) Process on page xiv.

DEPARTMENTAL STRUCTURE

The Housing and Community Development Department administers the Community Development Block Grant (CDBG); the Home Investment Partnerships (HOME) Program; the Emergency Solutions Grant (ESG) Program; will be responsible for the coordination of the application review process of the program.

CRITERIA FOR DECISION MAKING

Proposals will be evaluated in the following areas:

- | | |
|---|-----------|
| 1. Alignment of HCD 5-year Plan | 20 points |
| 2. Organizational capacity and experience | 20 points |
| 3. Evidence of need for services | 20 points |
| 4. Statement of Work/Service plan | 20 points |
| 5. Budget and Financial Management | 20 points |

SECTION II

ESG REQUEST FOR PROPOSAL GENERAL INFORMATION

ESG ACTIVITIES ELIGIBLE FOR CONSIDERATION

STREET OUTREACH, EMERGENCY SHELTER, RAPID RE-HOUSING and HOMELESS PREVENTION

- Eligible Program Participants:
 - Emergency Shelter: Individuals who are 1) literally homeless; 2) imminent risk of homelessness; 3) homeless under other Federal statutes; and/or 4) fleeing/attempting to flee domestic violence.
 - Rapid Re-Housing: Individuals who are literally homeless, meaning those who qualify under paragraph (1) of the definition of homeless
 - Homeless Prevention: Individuals and families who are at ***imminent risk, or at risk of homelessness***, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below 30% Area Median Income.
- Overview of Eligible Activities: Short- (up to 3 months) and medium-term (4 to 24 months) rental assistance and housing relocation and stabilization services. Renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible.
- Housing Relocation and Stabilization Services:
 - Financial Assistance: Moving costs, rent application fees, security deposits, last month's rent, utility deposits, utility payments.
 - Services: Housing search and placement, housing stability case management, mediation, legal services, credit repair.

ACTIVITIES INELIGIBLE FOR CONSIDERATION

Emergency Solutions Grant amounts may not be used for activities other than those listed above. For example, grant amounts may not be used for:

- Rehabilitation services, performed by the staff of a grantee or recipient such as preparation of work specification, loan processing, or inspections.
- Mortgage assistance

Additional Emergency Solutions Grant Program information, along with detailed eligible activities, can be found at www.hudexchange.info and click on Emergency Solutions Grant Program.

FAITH-BASED ORGANIZATIONS

Background. On December 12, 2002, Executive Order 13279 was issued, requiring federal departments to treat all organizations fairly and without regard to religion in federal programs. It is HUD policy that, within the framework of constitutional church-state guidelines, faith-based organizations should be able to compete on an equal footing with other organizations for federal funding. Accordingly, organizations that are faith based are eligible, on the same basis as any other organization, to participate in HUD's programs and activities. Neither the federal government nor a state or local government receiving funds under a HUD program or activity shall discriminate against an organization on the basis of the organization's religious character or affiliation. HUD supports the participation of faith-based organizations in its programs.

General Guidance. The new rule revises HUD regulations to remove barriers to the participation of faith-based organizations in the HOME, CDBG, and ESG Programs. In doing so, the preamble to the rule stresses that all program participants should complete on equal footing and be subject to the same requirements. In its implementation, HUD and grantees in the formula programs – HOME, CDBG, and ESG should be conscious that requirements for documentation, reporting, monitoring and use should be applied to all entities across the board. If a formula grant recipient has procedures in place, these procedures should be applied to all Subrecipient's without regard to their religious or secular status. Equality of treatment should be the guiding principle in implementing the regulations.

As with any regulatory change, the new rule requires clarification on several fronts in order to ensure a uniform and accurate implementation in the affected programs. This is to provide guidance on certain aspects of the September 30, 2003, final rule. The guidance contained in this notice applies to all eight of the Community Planning and Development programs, as it determines necessary, and as it receives questions and requests for clarification on the new regulatory requirements.

Applicability. On September 30, 2003 (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations.

DEFINITIONS

The Hearth Act revises the definition of homeless and the corresponding recordkeeping requirements. The four broad categories under the new definition of homeless are:

- 1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- 2) Individuals and families who will imminently lose their primary nighttime residence;
- 3) 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; and
- 4) Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

At Risk of Homelessness. The interim rule clarifies the definition of “at risk of homelessness” under section 401(1) of the McKinney-Vento Act, as amended by the HEARTH Act of 2009, and under 24 CFR 576.2. The definition includes three categories under which an individual or family may qualify as “at risk of homelessness.”

At risk of homelessness means:

An individual or family who:

- 1) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- 2) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2; and
- 3) Meets one of the following conditions:
 - a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; or
 - b) Is living in the home of another because of economic hardship; or
 - c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or

- d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; or
- e) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room; or
- f) Is exiting a publicly funded institution, or system of care; or
- g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

2019 ANNUAL ACTION PLAN SCHEDULE

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY PLANNING AND DEVELOPMENT (CPD) PROGRAMMING FY2019 CONSOLIDATED ANNUAL ACTION PLAN (CAAP) SCHEDULE*

**Tentative and subject to change*

December 16, 2018	Publish Technical Assistance Workshops/Neighborhood Meeting(s)/ Public Hearings/Deadlines for Pre-Application & Full Applications (Request for Proposals)
February 2019	Preliminary Planning/Technical Assistance Workshops/ Neighborhood Meeting(s)/Public Hearing Presentation
January 2, 2019	Release Pre-Application form (CDBG, ESG, and HOME Programs)
January 18, 2019	Deadline to submit Pre-Application form (Mandatory for CDBG, ESG, and HOME Programs)
February 1, 2019	Release Full Application (Request for Proposal) for the CDBG, ESG, and HOME Programs
March 15, 2019	Deadline to submit Full Application (Request for Proposal)
April 2019	Proposals discussion with City Administration
May 1, 2019	Publication of City Council Public Hearing on the Proposed FY2019 CAAP and notice of Comment Period
May 15, 2019	30-day Citizen's Comment Period begins
June 1, 2019	Forward FY2019 CAAP books to City Council
June 1, 2019	Forward final Attachment "D" with staff recommendations to City Council
June 18, 2019	City Council Public Hearing – Proposed FY2019 CAAP with Staff Recommendations for Full Applications submitted. End of Citizen Comment Period for FY2019 CAAP.
June 25, 2019	City Council Adoption – FY2019 CAAP
June 26, 2019	Submit Final FY2019 CAAP Summary & Proposed Use to Caller-Times
June 30, 2019	Publication of Final FY2019 CAAP Summary
August 9, 2019	Submit FY2019 CAAP to HUD (Due by August 16)
September 3, 2019	HUD 15-day comment period – Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds

SECTION III

RFP PROPOSAL APPLICATION

(SUBMIT PAGES 1 TO 12)

RFP FULL APPLICATION REQUIREMENT LIST

All proposals must include the following items, either in narrative form or as an attachment: Agencies that meet the eligibility criteria, agree to comply with the requirements, and wish to be considered for the grant in whole or in part.

- 1) **Page 1** - Request For Proposal Cover Sheet
Agency, Address, Zip, Contact Person, Hours of Operation, Phone No., Fax No., Council Member District, Email address, Services provided by Agency, Activities Requested, Certification, Authorized Representative and Date
- 2) **Page 3** - Project Description
- 3) **Page 6** - Description of Project Activities
- 4) **Page 7** - Proof of Matching Funds
Pursuant to 24 CFR 576.51, each grantee must supplement its ESG grant amount with an equal or greater amount of match funds from sources other than ESG funds. These match funds must be provided after the date of the grant award. **Matching funds used for this ESG project may not be used to match any other projects or grant. Applicants must submit a letter of commitment signed by a person authorized by the entity to make such a commitment of resources.** This letter should identify the resource(s) to be provided, a minimum dollar value to be provided, and for what purpose the resource(s) will be used. **(See Table 2, Page 7)** Applicants must realize that any resources committed in an application and considered in the evaluation of that application must be provided in the event that the project is selected for funding.
 - a. The value of any donated material or building. The fair market value of a building may be used as match only if the building was donated for the activities in the ESG application and is not currently being used for these activities. When using the fair market value of a donated building as match, submit documentation from the appraisal district, an appraiser, or realtor as to the value of the property, and information relating to the circumstances of the donation, including when the building was donated and for what purpose, current use of building, and how long the building has been used for its current purpose.
 - b. The fair market rental or lease value of a building currently occupied by an applicant, based on 12-month occupancy. Submit a letter from the appraisal district, an appraiser, or Realtor that specifies location of building, square footage, value per square foot, and total lease or rent value.
 - c. Staff salaries. When using any staff salary as match, include the position/title, annual salary, the percentage of time dedicated to ESG activities, and the dollar amount of their salary that will be used as match.

- d. The time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$5.00 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]
- 5) **Page 8** - Source(s) of Funds for Operating Expenses
 - 6) **Page 9** - Disclosure of Interest
 - 7) **Page 10** - Resolution (authorization from Board of Directors to Submit Proposal)
 - 8) **Page 11** - Previous ESG Funding Form
 - 9) **Page 12** – Breakdown of Proposed Budget
 - 10) Attachments:
 - List of Board Members and their Affiliation (Homeless or previously homeless person must be on Board of Directors).
 - Proof of Nonprofit Status
 - Copy of most recent audit including accompany management letter or other evidence of adequate internal accounting controls such as procedure manuals.
 - See #16 below
 - 11) RFP must include the following as part of the narrative:
 - Type(s) of Service Your Agency Provides
 - The Current Services/Conditions of Current Program(s) and Target Group (Homeless Population/Special Group) Being Assisted
 - The Nature and Extent of the Unmet Need of the Homeless That Exists Within the Agency's Jurisdiction
 - The Extent To Which The Requested Services Will Address This Need
 - 12) Each recipient must maintain records which document the demographic characteristics of the persons assisted. Recipients will be required to submit reports to the City to verify compliance [i.e. Balance of State Quarterly and Annual Performance Report (APR)].
 - 13) Identify the participation of homeless or formerly homeless individuals on its board of directors or other policy-making entity.
 - 14) Assure that homeless individuals will be involved, to the maximum extent feasible through employment, volunteer services, or otherwise, in providing services that are assisted under ESG.

- 15) Please note that as part of the RFP process, it is ***mandatory*** that a representative from each agency applying for ESG Program funding attend one of the following **Technical Assistance (TA) Workshops, to be held as set out below. All will be held in the City Hall 6th Floor Conference Room.**
- **February 8, 2019 at 9:00 am, or**
 - **February 14, 2019 at 5:30 pm, or**
 - **February 20, 2019 at 5:30 pm.**
- 16) Should your proposal receive FY2019 ESG funding, your agency is required to actively participate in the Homeless Management Information System (HMIS).
- 17) For existing agencies currently receiving ESG funding: Agency must submit a (HMIS) HUD-40118 APR Report. The dates for the report are: October 1, 2018-February 28, 2019.
- The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and Subrecipients. Victim service providers cannot, and Legal Services Organizations may choose not to participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.
- 18) Term of Agreement: Agreements awarded in response to this RFP full application will be for a term of 12 months commencing no sooner than October 1, 2019 and ending no later than September 30, 2020.

CITY OF CORPUS CHRISTI HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT FY2019 EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM PROPOSAL COVER SHEET		
Agency:		
Address:		Zip:
Contact Person:		Hours of Operation:
Phone #:	Fax #:	Council Member District:
Email Address:		
DUNS #:		
Services Provided By Agency:		
Activities Requested	Amount of Request (\$)	
Emergency Shelter		
Homeless Prevention		
Rapid Re-housing		
Street Outreach		
Total Requested (not to exceed \$40,000.00)		
CERTIFICATION		
I hereby certify that the submission of this proposal has been duly authorized by our governing body.		
Authorized Representative		Date
TO BE COMPLETED BY HCD STAFF:		
1) IS PROJECT ELIGIBLE? <input type="checkbox"/> YES <input type="checkbox"/> NO 2) SUBMITTED A PRE-APPLICATION FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3) ATTENDED TECHNICAL ASSISTANCE WORKSHOP? <input type="checkbox"/> YES <input type="checkbox"/> NO		

APPLICATION CHECKLIST

Applicant Name: _____

Program Name: _____

Review the following list of documentation requirements. The original and copy must include all of the following information in the order outlined below unless otherwise noted. Proposals that do **not** contain all the following information will be considered ineligible.

Application

- Request for Proposal Cover Sheet (Page 1)
- Application Checklist (Page 2)
- Project Description (Page 3 - 5)
- Description of Project Activities – Table 1 (Page 6)
- Proof of Matching Funds – Table 2 (Page 7)
- Source(s) of Funds for Operating Expenses – Table 3 (Page 8)
- Disclosure of Interest (Page 9)
- Resolution (Page 10)
- Previous ESG Funding Form (Page 11)
- Budget Breakdown (Page 12)

*****ATTACHMENTS AND ADDITIONAL DOCUMENTS MUST BE SEPARATED BY TABS OR COLORED SHEETS*****

Attachments

- List of Board Members and their Affiliation with Homeless or formerly homeless representative identified
- Proof of Non-Profit Status from IRS
- Copy of most recent audit including accompanying management letter or other evidence of adequate internal accounting controls (*in original only*)
- (HMIS) HUD-40118 Report which includes dates October 1, 2018-February 28, 2019. This applies only to agencies currently receiving ESG funding.
- Agency Articles of Incorporation (*in original only*)
- Agency By-laws (*in original only*)

Additional Documents

- ESG-funded Job Descriptions of Key Personnel for those jobs which will be fully or partially funded with ESG funds under the Emergency Shelter, Homeless Prevention, Rapid Re-housing, and Street Outreach Activities (if applicable)
- Client Intake Form

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

PROJECT DESCRIPTION

Each applicant must submit a Project Narrative. Ten page limit on standard 8.5x11” letter size paper (legal and two sided pages will not be accepted) in response to the following questions. Describe proposed activity(s) to be funded, amount of funds requested and provide total project cost estimates and basis for cost estimates. **(See Table 1, Page 6).**

NARRATIVE AND PROJECT DESCRIPTION

1. Indicate proposed use of funds category - check those categories that apply:

_____ Emergency Shelter

_____ Homeless Prevention

_____ Rapid Re-housing

_____ Street Outreach

2. Number of unduplicated individuals to be served. (indicate those which apply to the project) *Number may be approximation

a. Indicate the number of unduplicated persons to be served with the **ESG funds**:

b. Indicate the number of unduplicated households to be served with the **ESG funds**:

3. Describe the current service/conditions of your current program and indicate the target group (homeless population/special group) being assisted. (Use additional pages if needed, include name of agency for each additional page).

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4. Describe the nature and the extent of the unmet need for adequate emergency shelter or essential supportive services for the homeless that exists in your jurisdiction. (Please state the source of your information, e.g., previous studies, inventory of existing shelters, local unemployment data, welfare statistics, housing authority estimates, etc.).

5. Explain how the funding requested will address the needs of the population served.

6. Describe other funding that may affect the proposed activity.

7. Explain your agency's action plan which incorporates the "Continuum of Care" philosophy into your daily operations and services provided to your clients; include your agency's participation in the Homeless Issues Partnership Committee.

8. Describe the method by which your agency tracks/will track your clients as a means of determining how well the "Continuum of Care" approach toward rental housing/home ownership, is working. Is your agency affiliated with the Homeless Management Information System?

9. The Housing and Community Development Department, under HUD's guidelines, believes assisting the homeless population is a community-wide endeavor, rather than an agency by agency endeavor. How will you and your agency participate and help to coordinate a community-wide approach to assisting the homeless population in Corpus Christi?

10. Explain how your agency coordinates with area service providers in order to refer clients for services your agency does not provide. Describe any referral system used and with which agencies do you refer clients to and for which services.

**TABLE 1
 DESCRIPTION OF PROJECT ACTIVITIES**

Eligibility Category	Description of Activities	Line Item Subtotals	Total Project Cost Estimate
Emergency Shelter			
Homeless Prevention			
Rapid Re-housing			
Street Outreach			
Total \$ requested			

Instructions for completing Table 1, provide the following information:

- a. In the "Eligibility Category" column, list the corresponding eligibility category for each item for which ESG funds are requested.
- b. In the "Description of Activities" column, **provide a line item budget** that includes the proposed cost for each budget item under each Activity category.
- c. In the column entitled "Line Item Subtotals" column, enter the subtotal of each budget item.
- d. In the "Total Project Cost Estimate" column, enter the sum of all the subtotals for each category.
- e. Enter the total amount of funds being requested at the bottom of the last page. Make sure this amount matches the amount of funds requested.
- f. ****This table should indicate exactly which line items will be requested such as staff costs (identify which staff), utilities (identify which utilities), maintenance (identify which items) etc.****

Organizations must match ESG funds a minimum of 100 percent from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.

Identify the sources and amounts of match as one of the following and submit supporting documentation.

**TABLE 2
 MATCHING FUNDS**

Source	\$ Value	Method of Calculation (Determined by)
Donations		
Materials		
Building		
Funds		
Lease		
Salaries		
Volunteers (@ \$5/hr.)		
Other		
Total		

NOTE: According to 24 CFR 576.201, each grantee must supplement its Emergency Solutions Grant amounts with an equal amount of funds from sources other than ESG funds.

- See Section III, Requirement List, Item No. 4 for reference on Table 2
- Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.

**TABLE 3
 SOURCE(S) OF FUNDS FOR OPERATING EXPENSES***

Source	Current FY2018	Proposed FY2019
City of Corpus Christi		
Federal Grants		
State Grants		
Local Grants		
United Way		
Other Non-Federal Grants		
Contributions		
Special Events		
Gifts		
Organizations		
Program Income		
Other (specify)		
Other Fundraising Activities/ Source		
Other (specify)		
TOTAL		

* Operating expenses include such items as personal services including fringe benefits, other services, materials, supplies and depreciation.



CITY OF CORPUS CHRISTI - DISCLOSURE OF INTEREST

City of Corpus Christi Ordinance 17112, as amended, requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." See the definitions for the Disclosure of Interest in Section II - General Information.

COMPANY NAME: _____

P. O. BOX: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach a separate sheet.

1. State the names of each "employee" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Job Title and City Department (if known)
_____	_____

2. State the names of each "official" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Title
_____	_____

3. State the names of each "board member" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Board, Commission, or Committee
_____	_____

4. State the names of each employee or officer of a "consultant" for the City of Corpus Christi who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Consultant
_____	_____

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested, and that supplemental statements will be promptly submitted to the City of Corpus Christi, Texas as changes occur.

Certifying Person: _____ Title: _____
(Type or Print)

Signature of Certifying Person: _____ Date: _____

RESOLUTION

The following language is an example of an acceptable resolution that may be used to meet the application requirements funding for the City of Corpus Christi ESG Program.

At a meeting held on (date) _____, the Board of Directors of (the agency) _____ passed the following resolution(s):

The Board of Directors authorizes the application for and use of funds from the City of Corpus Christi ESG program for activities described in the funding proposal entitled _____.

The Board of Directors certifies that, if awarded funds by the City of Corpus Christi, (the agency) _____ shall implement the activities in a manner that ensures compliance with all applicable federal, State, and local laws, rules, and regulations.

The Board of Directors certifies that (the agency) _____ is not debarred or suspended under federal or State ruling from participation in the receipt or expenditure of federal or State funds.

The Board of Directors certifies that (the agency) _____ is current with all taxes, including ad valorem, assessments, and other government charges lawfully imposed on (the agency) _____.

Upon an award of federal ESG funding, the Board of Directors authorizes _____ (title or named person), on behalf of (the agency) _____ to execute a binding agreement with the City of Corpus Christi for the expenditure of the funds.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors attests that (the agency) _____ administers a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors certifies that (the agency) _____ administers a policy which ensures that homeless facilities are free from the illegal use, possession, and distribution of drugs and alcohol by its beneficiaries.

Signature of Board President

Date

Signature of Board Secretary

Date

Please provide the following information to identify any ESG funds previously received by your organization either directly from the Housing and Community Development Department (HCD) or with the Texas Department of Housing and Community Affairs (TDHCA).

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was the grant (check one): _____ Direct from HCD; or: Subcontract from _____ State or _____ Federal funds.

Use of Funds by Category:

Street Outreach	_____
Emergency Shelter	_____
Rapid-Rehousing	_____
Homeless Prevention	_____

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was the grant (check one): _____ Direct from HCD; or: Subcontract from _____ State or _____ Federal funds.

Use of Funds by Category:

Street Outreach	_____
Emergency Shelter	_____
Rapid-Rehousing	_____
Homeless Prevention	_____

Name of Agency: _____

Amount of ESG Grant Award: _____ Dates of Contract: _____

Was the grant (check one): _____ Direct from HCD; or: Subcontract from _____ State or _____ Federal funds.

Use of Funds by Category:

Street Outreach	_____
Emergency Shelter	_____
Rapid-Rehousing	_____
Homeless Prevention	_____

*You may add additional sheets as needed.

Proposed Budget Breakdown

Eligible Activity (add rows if necessary)	ESG Amount	Match Amount	Match Source	Budget Total
Emergency Shelter				
Homeless Prevention				
Rapid Re-housing				
Street Outreach				
Totals				\$40,000.00