Emergency Solutions Grant (ESG)

Application Workshop| January 10, 2024 | 3:00 pm

City Manager's Office, Grants Division

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Agenda

1. Welcome
2. Introductions
3. Workshop Goals
4. 2024-25 Grant Schedule
5. Estimated Funding
6. About ESG
7. Eligible Activities
8. ESG Objectives & Policies
9. Evaluation Criteria
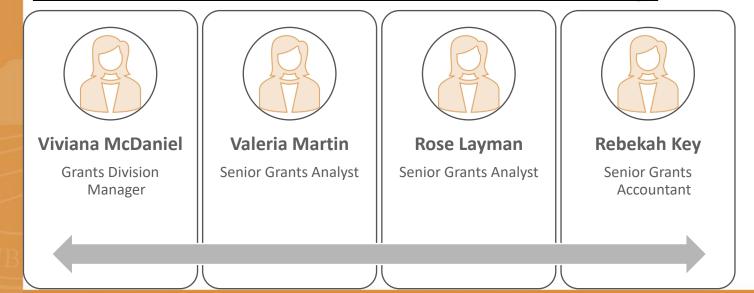10. Application Tips
11. Grant Award Process
12. Q&A
13. Resources

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Introductions – Avant Garde

Donyielle Holley

Consultant

Melissa Aguilar

Consultant

Adriana Robledo

Consultant

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Introductions – Moreno Valley

Viviana McDaniel

Grants Division Manager

Valeria Martin

Senior Grants Analyst

Rose Layman

Senior Grants Analyst

Rebekah Key

Senior Grants Accountant

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Workshop Goals

1. Applicants understand the grant requirements.
2. Applicants know how to navigate the application packet.
3. Applicants understand the award process.

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2024-2025 Schedule

Preliminary Dates	Key Dates
Weds., Jan. 31, 2024 at 3:00pm	ESG Applications due
Tues., Mar. 26, 2024 at 3:45 pm	Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting
Tues., Apr. 16, 2024 at 6:00 pm	Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee
Tues., May 07, 2024 at 6:00 pm	Public Hearing 3: City Council to Approve Annual Action Plan
Tues., May 14, 2024	Submittal of 2023-24 Action Plan to HUD
July 1, 2024	Start of the new Fiscal Year 2024-25

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Estimated Funding

2024-25 ESG Anticipated Allocation	Amount
Planning and Administration (City) – 7.5% of annual allocation	$12,697
Other – 92.5% of annual allocation	$156,603
Total Anticipated Allocation	**$169,300**

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About: ESG

Grant Purpose (page 3 of application)

- Improve the number and quality of emergency shelters for homeless individuals and families;

- Help operate these shelters and provide essential services to shelter residents;

- Rapidly re-house and provide essential services to homeless individuals and families; and

- Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.

About: ESG cont.

Other Requirements

- Match Requirements – Federal regulations require a 100% match; with documentation to be provided when invoicing the City.

- Participation in HMIS – Must Input Data Monthly.

- Active Participation in Continuum of Care (CoC)

- Maintain and Apply Written Standards for providing ESG assistance.

Eligible Activities

(page 3 of application)

- Street Outreach
- Emergency Shelter
- Homelessness Prevention, including rental assistance
- Rapid Re-Housing
- Administration
- Homeless Management Information System (HMIS)

Program Beneficiaries

- Grant Program must serve extremely low income (30% AMI) persons.

- "Homeless" or those "At Risk of Homelessness" per HUD definitions (24 CFR 576.2).

HUD Low-Mod Income Limits

Family Size	1	2	3	4	5	6	7	8
Extremely Low (30%)	$19,600	$22,400	$25,200	$27,950	$30,200	$32,450	$34,700	$36,900

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

City's Objectives & Policies

(page 10 of ESG application)

- Priority to Homelessness/Homeless Prevention.
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).

Grant Policies

- Three (3) years of successful grant management experience preferred.

- Services provided within City limits.

- Match Requirement for ESG - 100% of Award by Subrecipient. In-kind match is acceptable.

- Minimum ESG Grant is $50,000.

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Evaluation Criteria

page 27 of application

- Administration Capacity – 20 points
- Identification/Analysis of Local Needs – 10 points
- Program Design – 10 points
- Reasonable Budget – 10-15 points
- Technical Quality of Application – 5 points
- Collaboration (5 bonus points)

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Evaluation Process

- Initial Review for completeness & eligibility.

- Technical Review Committee scoring based on Evaluation Criteria.

- Finance Subcommittee Review and Recommendation.

- Final Reviews and Selections by City Council.

Application Tips

- Research and review the grant and the applicable requirements.

- Know the City objectives and policies.

- Develop a realistic work plan for the grant with performance goals that are tangible and achievable.

- Proposed budget – Are the proposed costs realistic and allowable for the grant and program purpose?

- Clearly answer the questions and provide all requested documentation.

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Application Tips – cont.

Online submission should include:

- Application Form - Exhibit B

- All Required Attachments per Section II of the application

- Signature page (digital and wet signatures)

- Any Additional information to support the application

Application Tips: Deadline

Applications available
Via OpenGov

The Deadline is Wednesday
January 31, 2024, 3:00 p.m.

ESG:
https://procurement.opengov.com/portal/morenoval
ley/projects/70057

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Grant Award Process*

Award Notification

- **Anticipated Time**: June – July
- The City sends award letter notifying organizations of award. An acceptance letter is also sent requesting a response from the organization.

Award from HUD

- **Anticipated Time**: 2-4 months
- Upon obtaining a formal agreement from HUD, the City staff will process the contract for approval and signature by the City Manager and City Attorney.

Agreement Processing & Legal Review

- **Anticipated Time**: 2 weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are prepared and routed for subrecipients to provide review/comments.

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Process is subject to change. Delays in processing by HUD may cause additional delays in processing subrecipient awards and agreements.

Grant Award Process*

Agreements Executed
- **Anticipated Time**: 1-2 weeks
- After all comments are received and addresses the final agreements are routed for internal City signatures. Once an agreement is fully executed, the subrecipient will receive a copy of the agreement and Notice to Proceed.

Finance Review
- **Anticipated Time**: 4 weeks
- The Grants Division enters the agreement and all supporting documentation into the City's Financial Operations System and a Purchase Order is created for each subrecipient.

Invoice Review
- **Anticipated Time**: 2 weeks
- Subrecipients are expected to submit monthly invoices to the City on the 15th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.

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Grant Award Process*

Invoice Submittal

- **Anticipated Time**: 1-2 weeks
- After invoices have been reviewed and approved the Grants Division will submit the invoices to Accounts Payable to initiate the internal approval process.

Payment Authorization

- **Anticipated Time**: 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable will then issue the check to subrecipients. All payments are sent as an ACH.

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Resources: Federal Regulations

Subrecipients will be held to Federal Grant Regulation Standards for:

ESG grants– 24 CFR 576
Uniform Administrative Requirements – 2 CFR 200

Must have staff who can study, understand, and comply with the complexities of the Regulations.

Resources: Federal Regulations

Title 2 CFR 200
UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Labor Standards	Internal Controls
Record Keeping	Purchasing
Conflicts of Interest	Anti-Discrimination

Applies to all HUD grants and can be found at:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Questions & Answers?

For Additional Technical Assistance on the Application, contact:
Grants Division,
951.413.3450,
grantadmin@moval.org

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