



APPLICATION FOR FUNDING

**CORONAVIRUS AID, RELIEF, AND ECONOMIC
SECURITY ACT (CARES ACT)**

**COMMUNITY DEVELOPMENT BLOCK GRANTS
CORONAVIRUS FUNDS (CDBG-CV)**

**EMERGENCY SOLUTIONS GRANTS PROGRAM
CORONAVIRUS FUNDS (ESG-CV)**

**Deliver to: City of Moreno Valley
Financial & Management Services Dept.
Financial Operations Division
14177 Frederick St. PO Box 88005
Moreno Valley, CA 92552-0805
PH: 951.413.3450 Email: grantsadmin@moval.org**

APPLICATION BOOKLET

**COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG-CV) PROGRAM
EMERGENCY SOLUTIONS GRANTS (ESG-CV) PROGRAM**

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INTRODUCTION

The *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act), Public Law 116-136, was signed by President Trump on March 27, 2020 and made available 5 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Coronavirus (CDBG-CV) funds and \$1 billion in Emergency Solutions Grants Program Coronavirus funds (ESG-CV) to prevent, prepare for, and respond to the coronavirus (COVID-19). Of this amount, HUD is immediately allocating \$2 billion of CDBG-CV funds and \$1 billion in ESG-CV funds based on the fiscal year 2020 entitlement formula. The remaining \$3 billion shall be allocated based on needs using best available data. HUD is developing a new formula for a second allocation that must be distributed with 90-days of the CARES Act. However, the City of Moreno Valley (City) is not expecting any additional funds at this time.

Two important changes were also made by the CARES Act including the elimination of the 15% limit on Public Service activities for CDBG-CV funds and elimination of the 100% match for ESG-CV funds.

Community Development Block Grants Coronavirus (CDBG-CV)

The City received an allocation of CDBG-CV funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19) among the residents and businesses in the City. This allocation was authorized in response to the growing effects of this historic public health crisis. Given the immediate needs faced by our communities, the HUD has announced the first allocation of funds. **The City of Moreno Valley's CDBG-CV allocation is \$1,197,491.00.**

Emergency Solutions Grants Program Coronavirus (ESG-CV)

The City received an allocation of ESG-CV funds to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance. The funds will also support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. **The City of Moreno Valley's ESG-CV allocation is \$630,838.00.**

The City is now taking applications from qualified non-profit agencies for Eligible Activities to be funded with the City's CDBG-CV and ESG-CV awards that can quickly implement the objectives of the CARES Act. The following tables show the funding available for public service and other activities for these two grants.

Please Note: the CDBG-CV and ESG-CV funds can be used to reimburse service providers for eligible coronavirus-related expenses incurred before the enactment of the CARES Act. The City of Moreno Valley will use January 21, 2020, as the initial coronavirus impact date.

The CDBG-CV and ESG-CV funds are intended to be used for costs necessary to prevent, prepare for, and respond to the coronavirus pandemic, it is expected that these funds will be utilized quickly, within one (1) to six (6) months after award. However, depending upon the type of activity funded, a successful subrecipient will have one (1) year to complete, and expend their award.

FUNDING LIMITATIONS

CDBG-CV Funding Limitations

Allocation of Funds	CDBG-CV
Planning and Administration Cap (20% of annual grant)	\$239,498.20
Available for Public Services and Other Activities	\$957,992.80
TOTAL Allocation	\$1,197,491.00

The CARES Act eliminated the 15% cap on Public Services for CDBG-CV.

ESG-CV Funding Limitations

Allocation of Funds	ESG-CV
Planning and Administration Cap (10% of annual grant)	\$63,083.80
Available for Other Activities	\$567,754.20
TOTAL Allocation	\$630,838.00

The CARES Act eliminated the 100% match requirement for ESG-CV.

ELIGIBLE CDBG-CV ACTIVITIES

To be eligible for CDBG-CV funds the proposed activity must meet one of National Objectives as defined in Section IV of the CDBG-CV Activity Application in order to comply with U.S. Department of Housing and Urban Development (HUD) regulations. In addition, the activity must be considered eligible under Part 24 CFR 570.

Specific to the COVID-19 outbreak, applications must be for activities/programs that prevent, prepare for and/or respond to COVID-19. The following are considered by HUD to be among eligible expenses of CDBG-CV funds:

Buildings and Improvements, Including Public Facilities

- Construction of a facility for testing, diagnosis or treatment.
- Rehabilitation of a community facility to establish an infectious disease treatment clinic.
- Acquisition/rehabilitation/construction of a group living facility designed to centralize patients undergoing treatment.
- Rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic.
- Acquire and quickly rehabilitate (if necessary) a motel or hotel to expand capacity of hospitals to accommodate isolation of patients during recovery.
- Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.

Assistance to Businesses, including Special Economic Development Assistance

- Provide grants or loans to support new businesses or expand existing businesses to create jobs and manufacture medical supplies necessary to respond to infectious diseases.
- Provide short-term loans to small businesses to retain jobs held by low-/moderate-income persons.
- Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services

- Carry out job training to expand the pool of health care workers and technicians that are available to treat disease.
- Provide testing, diagnosis or other services at a fixed or mobile location.
- Increase the capacity of targeted health services for infectious disease response within existing health facilities.

- Provide equipment, supplies and materials necessary to carry out a public service.
- Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

ELIGIBLE ESG-CV ACTIVITIES

To be eligible for ESG-CV funds, the proposed activity must comply with U.S. Department of Housing and Urban Development (HUD) regulations and be an eligible component under Part 24 CFR 576 Subpart B (Street Outreach, Emergency Shelter, Rapid Re-Housing, and Homeless Prevention).

HUD Approved Flexibilities for ESG-CV Funding

- There is no “cap” on emergency shelter and outreach activities;
- There is no “matching” funds requirement;
- Income limits for “at risk for homelessness” has been increased to 50% - very low income.
- Funds can be used to provide temporary shelters through leasing of existing property, temporary structures, or other means to prevent, prepare for, and respond to coronavirus impacts; and
- No ESG-CV funds may be used to require persons experiencing homelessness to receive treatment or perform other prerequisite activities as a condition of receiving shelter, housing, or other services; and
- HUD has provided additional waivers to other ESG regulations.

Specific to the COVID-19 outbreak, applications must be for activities/programs that prevent, prepare for and/or respond to COVID-19. The following are considered by HUD to be among eligible expenses of ESG-CV funds:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Shelter operations;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families utilizing housing first approach; and
- Prevent families and individuals from becoming homeless

2020 HUD 50% Very Low Income Limits

	1	2	3	4	5	6	7	8
VERY LOW INCOME (50%)	26,400	30,150	33,900	37,650	40,700	43,700	46,700	49,700

Effective: April 1, 2020

Source: <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Applications are due May 29, 2020 at 5:00 p.m.

ESG-CV Program Components and Eligible Activities

- **Expanded Staffing and Capacity Building:** Hiring additional staff to support infectious disease preparedness, increased caseloads, etc.
- **Street Outreach**

Eligible Participants: Unsheltered individuals and families, meaning those who qualify under the definition of “Homeless” under 24 CFR 576.2(3).

Eligible Activities: Essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Examples of coronavirus response or preparedness expenses include:

- Engagement (Urgent Physical Needs): Hand sanitizer, soap, tissue packets, masks
- Engagement (Equipping Staff): Masks, disposable gloves, hand sanitizer, other personal protective equipment
- Case Management (Referrals): Coordinating medical care and other support services
- Transportation: Necessary for program participant travel to and from medical care, service providers, etc.
- Eligible costs under 24 CFR 576.101.

- **Emergency Shelter/Shelter Operations**

Eligible Participants: Individuals and families who are homeless.

Eligible Services: Essential services apply to homeless persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Essential services include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, mental health services, substance abuse treatment services, transportation, and services to special populations.

Examples of coronavirus response or preparedness expenses include:

- Supplies - Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; Protective equipment such as masks, disposable gloves; Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets, food, medicine, etc.
- Furnishings - Cots, room dividers
- Equipment - Washers, dryers, portable handwashing stations

- Transportation – Necessary for program participant travel to and from medical care, service providers, etc.
- Eligible Cost under 24 CFR 576.102.

▪ **Rapid Re-housing (RR) and Homeless Prevention (HP)**

RR Eligible Participants: The purpose of rapid re-housing is to serve Individuals and families who are literally homeless, meaning those who qualify under paragraph (1) of the definition of homeless found in 24 Part 576.2 and 24 CFR 576.104. Sub-recipients must maintain standards to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing. Eligible participants are individuals and families literally homeless currently living in an emergency shelter or place not meant for human habitation.

HP Eligible Participants: The purpose of Homelessness Prevention is to prevent persons from becoming homeless in a shelter or an unsheltered situation. Funding may also be used to help such persons regain stability in their current housing or other permanent housing. Eligibility for services applies to 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 found in 24 Part 576.2. Individuals and families must have an income at, or below, 50% of Area Median Income (AMI).

Examples of coronavirus response or preparedness expenses include:

- Housing Relocation and Stabilization Services, and short and medium-term Rental Assistance.
- Please refer the City of Moreno Valley Written Standards for additional details.

▪ **HMIS:**

Grant funds may be used toward the costs of participating in the existing Homeless Management Information System (HMIS) of the County of Riverside's Continuum of Care. Staff time for HMIS data entry shall be eligible and allocable as a direct cost budgeted under the associated eligible category (i.e.: Rapid Rehousing, Homelessness Prevention, Street Outreach, and Emergency Shelter). These costs are to be budgeted and accounted for as such to avoid duplication in costs.

INELIGIBLE ESG-CV ACTIVITIES

- Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus.
- Any other Emergency Solutions Grants Program amounts may not be used for activities other than those authorized under 24 CFR Part 576.
- Applicants should refer to HUD regulations found at 24 CFR Part 576.101-104 regarding eligible uses of ESG funding.

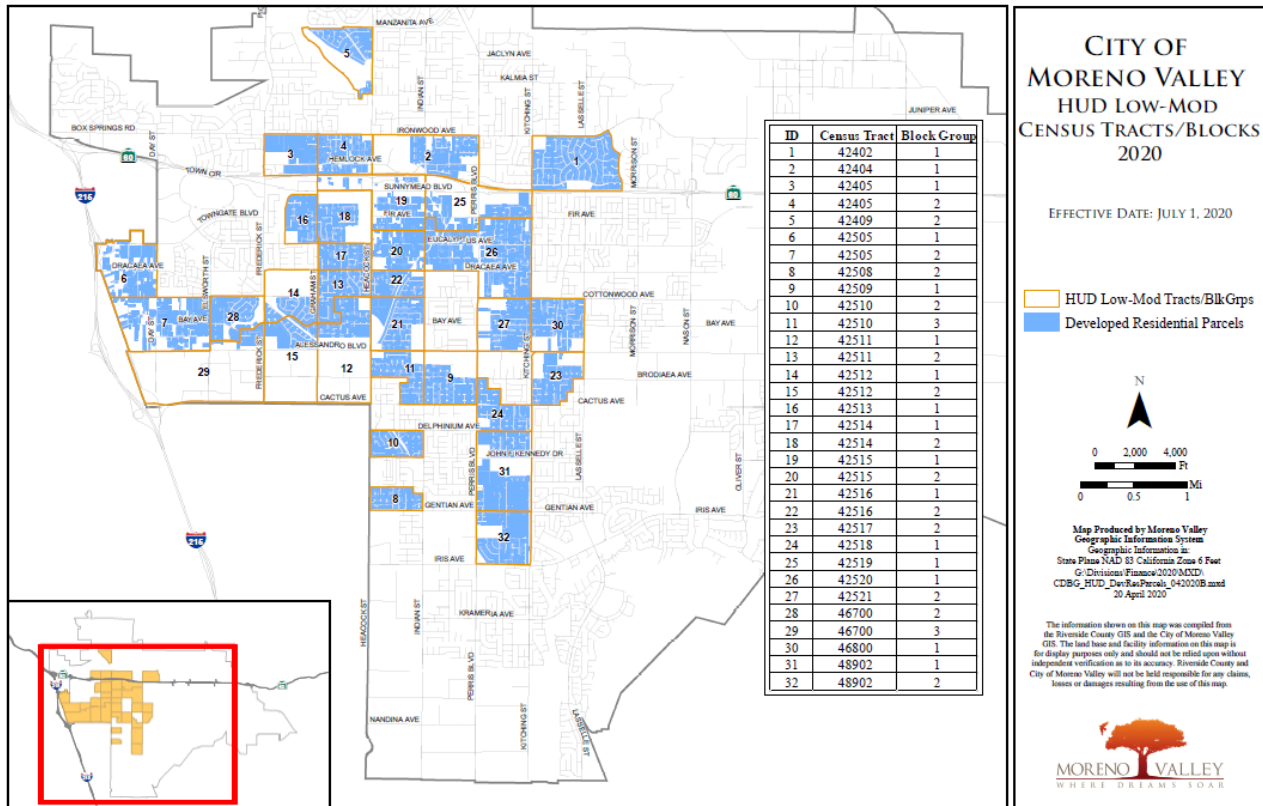
2020 HUD INCOME LIMITS

FAMILY SIZE	1	2	3	4	5	6	7	8
EXTREMELY LOW (30%)	15,850	18,100	21,720	26,200	30,680	35,160	39,640	44,120
VERY LOW INCOME (50%)	26,400	30,150	33,900	37,650	40,700	43,700	46,700	49,700
LOW INCOME (80%)	42,200	48,200	54,250	60,250	65,100	69,900	74,750	79,550

Effective: April 1, 2020

Source: <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

HUD LOW-MOD CENSUS TRACT/BLOCKS MAP



Effective Date: July 1, 2020

Applications are due May 29, 2020 at 5:00 p.m.

APPLICATION INSTRUCTIONS

CDBG-CV PROGRAM AND ESG-CV PROGRAM

APPLICATION PROCESS

Non-profit agencies interested in receiving CDBG-CV, and ESG-CV funds must submit a completed application form to the Financial & Management Services Department, Financial Operations Division, to be considered for funding. All applications must be submitted in the format of and/or on the standard application form included in this booklet.

APPLICATIONS FOR PROGRAM FUNDS MUST BE RECEIVED NO LATER THAN MAY 29, 2020 by 5:00 p.m. You are encouraged to submit your application well before the deadline. No late applications will be processed.

Note: Completion and submission does not obligate the City of Moreno Valley to allocate funding to your activity. Funding allocations shall be approved by City Council action only.

All project proposals will be evaluated for CDBG-CV, and ESG-CV program eligibility. In order to assist the City in determining project eligibility and to evaluate public benefit, all questions must be answered and required documentation attached. Complete applications for eligible projects will be reviewed by the City's Technical Review Committee. The technical review will involve an evaluation of whether the project is sponsored by a reputable agency with non-profit status and a good track record, is financially feasible, and has a maintenance and operation commitment (if applicable). In line with policies and objectives, final project selections will be made by the City Council. Please note that all organizations receiving CDBG-CV, or ESG-CV funds (Subrecipients) will be required to comply with an outcome based performance measurement system as required by the U.S. Department of Housing and Urban Development (HUD). This may include supplementary data gathering and research in addition to monthly statistical reporting. Applicants are encouraged to submit performance measurement data that they currently collect along with their application package.

A. Prevention, Preparedness or Response of the Coronavirus

Be sure to address the critical factors for CDBG-CV and ESG-CV funding:

- Impact of the coronavirus pandemic upon the applicant and the response to the critical needs of the community by providing services to prevent, prepare for, and respond to increased demand for services.
- Impact of the coronavirus pandemic upon the applicant's initial operating budget and subsequent adjustments.
- The number of persons served, and the level of service provided, since the **January 21, 2020**, COVID19 "impact date."

B. Submission Review

Proposals will be reviewed by the Financial & Management Services Department for completeness and eligibility. Proposals will be evaluated and rated by the Technical Review Committee for funding recommendations. The Committee's recommendations will be submitted to the City Council for a final funding decision. Applicants may be asked to appear before the Council to answer questions regarding their proposal. While those proposals with the highest score typically receive funding priority, other factors will be considered in making funding awards. These factors include the selection of those projects that meet the Community Development Objectives and Policies.

C. Evaluation Criteria

The evaluation criteria which will be used to score proposals are outlined below:

1. Administrative Capacity (20 points):
Experience/Past Performance
Organization and Staffing
2. Identification/Analysis of Local Needs due to COVID-19 (10 points)
Documentation of Local Need
Identification and Priority of Need
3. Program Design and Ability to Perform within 180 days (10 points):
Clear and Reasonable Methodology & Performance Schedule
Goals Clearly Stated & Attainable
Service Levels Measurable
4. Program Budget (10 points):
Reasonable Budget/Leveraging of Funds (10 points)
5. Technical Quality / Application Completeness (5 points)
6. Bonus Points (5 points)
Collaboration (with another entity)

D. Instructions

Completed application packets must be received by the City, via email at grantsadmin@moval.org by 5:00 p.m. on May 29, 2020.

Applications received after the deadline cannot be processed.

Online submissions should include:

- ✓ One (1) copy of the application form
- ✓ One (1) set of the documentation specified in Section II of each application
- ✓ A signature page with wet signature(s)

Applications are due May 29, 2020 at 5:00 p.m.

Should you have any questions or require assistance in completing the application form, please contact the following:

Financial & Management Services Department
Financial Operations Division
(951) 413-3450 phone
(951) 413-3459 fax
grantsadmin@moval.org

If your organizations application submission requires original documents to be mailed or dropped off at the below address, please notify us via email at grantsadmin@moval.org. We will provide you with a confirmation receipt upon receiving the complete application packet.

Note: Application packets that are mailed or dropped off will be required to be postmarked May 29, 2020.

Mailing address:

City of Moreno Valley
Financial & Management Services Department
Financial Operations Division
Attn: CDBG-CV/ESG-CV GRANT APPLICATION
P.O. Box 88005
Moreno Valley, CA 92552-0805

Physical address:

City of Moreno Valley – City Hall
Financial & Management Services Department
Financial Operations Division, 2nd Floor
14177 Frederick Street
Moreno Valley, CA 92553

CITY OF MORENO VALLEY CDBG-CV ACTIVITY APPLICATION

Date Received: _____

**CITY OF MORENO VALLEY
CDBG-CV ACTIVITY APPLICATION**

Answer all questions which are applicable to your project as specifically as possible and attach the required documentation.

I. GENERAL INFORMATION

Name of Organization: _____

Are you a Not-for-Profit with active 501(c)(3)? _____
(Must use name on 501(c)(3) or provide supporting documentation for DBA)

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Agency DUNS # _____

CAGE Code (Per sam.gov) _____

Contact Person: _____

Contact Person Title: _____

Email Address: _____

Program Location/Address: _____

II. ORGANIZATIONAL INFORMATION/HISTORY

A. Organizational Information

1. Name of Executive Director: _____
2. Date organization founded: _____
3. Date organization incorporated as a non-profit organization with a 501(c)(3) current tax-exempt status: _____
4. Federal Tax Identification Number & Confirmation: _____
5. Number of paid staff: _____
6. Number of volunteers: _____
7. Will the proposed project provide services on-site in Moreno Valley? Yes No

Required Attachments (as applicable)

1. IRS determination letter of exempt status (Only for Non-Profit Organizations)
2. By Law and Articles of Incorporation/Charter
3. Current Listing of Board of Directors, including occupation, and number of years on the Board
4. Most recent audited financial statements
5. Most recent audit pursuant to 2 CFR 200 (previously Single Audit), if your organization expends more than \$750,000 annually in Federal Awards
6. Copies of last year's Federal and State Tax Returns (Federal Form 990 and State Form 199)
7. Organizational Chart, for your overall organization and for this project
8. Resumes for Key personnel that will oversee the success of the project
9. Three professional references for your organization. References should be from entities with whom you have a contractual relationship. Include company name, contact person, address, phone number, e-mail address, nature of business relationship and number of years of business relationship.
10. Client intake form qualifying Low/Mod status of persons benefitted.

III. PROJECT DESCRIPTION

Select the **one** that best describes your project or program:

- | | |
|-------------------------------|--------------------------------|
| Public Service | Public Facilities Improvements |
| New Construction | Acquisition/Rehabilitation |
| Capital Equipment Acquisition | Other: |

Select one or more reasons for the need of CDBG-CV funds.

- | | |
|-------------------------------|---------------------------------|
| Prevention of the Coronavirus | Preparation for the Coronavirus |
| Response to the Coronavirus | |

- A. Name of Project/Program: _____
- B. Provide a detailed description of the proposed project by describing, in quantifiable terms, precisely what is to be accomplished with the requested funds. Describe the specific purpose of the project, identifying the needs the project intends to meet. This description will be used in application summaries for City Council throughout the application process. **(Limit to 150 words)**
- C. Describe the project goals and objectives, and expected project timeline and results/outcomes. **(Limit to 150 words)**

D. Please provide details on performance measures that your organization currently uses, your plan to implement the activity within 180 days and the types of indicators you use to measure accomplishments. **(Limit to 150 words)**

E. What will be the service area for the project? (Please be specific as possible. For example, if the project is restricted to certain census tracts, please list the tracts. If the project will be available on a citywide basis, please state citywide. Attach maps as needed.) **(Limit to 150 words)**

F. Timetable for Project Implementation
Readiness to proceed: Describe the steps that have been completed or must be completed to initiate the project and the ability of the applicant to readily utilize and expend the CDBG-CV funds.

Indicate primary project milestones:

<u>MILESTONE</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

G. Persons to Benefit:

- 1) Total number of individuals to be served by this project: _____
- 2) Total number of Moreno Valley individuals to be served: _____

- 3) Of Moreno Valley persons served, total number of low and moderate-income persons: _____
- 4) Is this a new service to Moreno Valley? Yes No
- 5) Are there overlapping services provided by other agencies in the area?
Yes No
- 6) If service is not new, will the proposed activity substantially increase the existing level of service: Yes No

Explain how the service level will be increased or enhanced or what makes this program is unique. **(Limit to 150 words)**

IV. NATIONAL OBJECTIVES

To be eligible for CDBG-CV funding, a project must meet one of the following National Objectives listed below. **Respond to ONLY ONE National Objective under which the project best qualifies:**

Benefit to Low and moderate-income Persons
Documented Health or Safety Condition or Particular Urgency

***Benefit to Low and moderate-income Persons (over 51% or program/project beneficiaries).
Please refer to HUD 2020 Income Limits.***

Please identify how you have documented that the persons to be served are low-and moderate-income persons by providing information in **either** A, B, or C below.

- A. Area Benefit – The project serves and is available to all persons residing in Census Tract Block Groups identified as having 51% or more low and moderate-income residents. Identify the location to be served by the project:

- B. Presumed Benefit – The project serves persons presumed by HUD to be principally low and moderate-income persons. The following groups are presumed by HUD to meet this criterion: Abused children; battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. Describe the clientele to be served by your activity:

- C. Limited Clientele – The project has income eligibility requirements and serves clientele (persons) that have documented their income. Identify the procedures you currently have in place to document that the clientele you serve are 51% low and moderate-income persons:

Documented Health or Safety Condition of Particular Urgency

Activities that alleviate emergency conditions of recent (18 month) origin that pose a serious and immediate threat to the health and welfare of the community, namely the COVID-19 outbreak.
(Limit to 150 words)

V. PROJECT BUDGET

The City's funds are extremely limited as compared to needs and should always be considered as a secondary resource to help fill a program/project's budgetary gap. Applicants must demonstrate that all efforts have been made to leverage other resources for the project before funding is considered.

- A. Please complete the following annual budget. Provide total budget information for the program year, a breakdown of costs associated with providing service to Moreno Valley clients, and the CDBG-CV funds request for each budget line item. Note: If the line items shown are not applicable to your activity, please attach an appropriate budget.

Community Development Block Grant Coronavirus (CDBG-CV) and Emergency Solutions Grants Coronavirus (ESG-CV) Program
Application for Funding

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ADMINISTRATION	OVERALL PROGRAM BUDGET <i>(To serve all program recipients)</i>	MORENO VALLEY BUDGET <i>(To serve Moreno Valley program recipients)</i>	CDBG-CV FUNDS REQUEST
Salaries and Fringes	\$	\$	\$
Supplies & Materials	\$	\$	\$
Copy Work/Printed Materials	\$	\$	\$
Mileage	\$	\$	\$
Utilities	\$	\$	\$
Audit	\$	\$	\$
Space Rental	\$	\$	\$
Other: (Specify) _____	\$	\$	\$
	\$	\$	\$
Construction Costs	\$	\$	\$
Engineering and Design	\$	\$	\$
Land Acquisition	\$	\$	\$
TOTAL PROJECT COST	\$	\$	
TOTAL CDBG-CV FUNDS REQUESTED			\$

B. Will there be on-going operational and maintenance costs? Yes No

C. If so, who will pay for these costs: _____

D. Identify Other Funding Sources:

Identify commitments or applications for funds from other sources to implement this specific activity. If other funds have been approved, attach evidence of commitment.

Funding Source

Amount of Funds Available

Date Available

Applications are due May 29, 2020 at 5:00 p.m.

Community Development Block Grant Coronavirus (CDBG-CV) and Emergency Solutions
Grants Coronavirus (ESG-CV) Program
Application for Funding

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- D. Was this project previously funded with CDBG funds? Yes No
If yes, indicate when CDBG funds were received and the granting agency:

- E. If you have never received CDBG funding, provide evidence of at least three years of previous experience with other federally funded programs.

1. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

2. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

3. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

VI. AGENCY CAPACITY & MANAGEMENT SYSTEM

Appropriate level of capacity of an agency is key to the success of carrying out a program with Federal grants. This includes the agency's management structure, administrative systems, financial resources, accounting systems and prior experience with Federal grants. History has proven that lack of capacity to comply with all Federal regulations and requirements can jeopardize a program. Please use this page to assess your agency's capacity and explain how the program/project you are requesting funding for will be carried out.

A. Does your agency have: (check all that apply)

- ☐ Non-home-based office space
- ☐ 24-hour designated business phone line or answering service
- ☐ Full-time program manager/administrator
- ☐ Full-time secretarial/clerical person
- ☐ Certified financial/accounting person on staff
- ☐ Systems in place to assure invoicing will be by the 15th of the month
- ☐ Certified procurement/purchasing person
- ☐ Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel)
- ☐ Secured client records filing system (for client confidentiality)
- ☐ Designated independent financial audit service
- ☐ Annual financial audit or financial reporting
- ☐ Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc.
- ☐ Longer than three (3) years' experience in recent years carrying out a similar program within this agency funded with Federal grant

B. To the best of your knowledge, select the statement that best describes your current systems and your plans to address compliance issues:

- ☐ Our agency currently meets HUD's requirements
- ☐ Not sure and would need City's assessment to make that determination
- ☐ Our agency currently does not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance
- ☐ Our agency does not meet and will not be able to meet HUD's requirements
- ☐ Have reviewed HUD's requirements, but do not understand them and need further explanation

C. Should the awarded amount be less than requested, choose one as your preference:

- ☐ Withdraw application for funding this year
- ☐ Scale down the program resulting in less clients served
- ☐ Make changes to the program without reducing the number of clients served
- ☐ Make up the differences with other funds available to my agency
- ☐ Not sure

D. If your program is not awarded any funds, what would happen to your program:

- ☐ Scale down the program resulting in less clients served
____ Estimated reduction in clients served
- ☐ Make changes to the program without reducing the number of clients served
- ☐ Make up the differences with other funds available to my agency

CITY OF MORENO VALLEY ESG-CV ACTIVITY APPLICATION

Applications are due May 29, 2020 at 5:00 p.m.

Date Received: _____

**CITY OF MORENO VALLEY
ESG-CV APPLICATION**

Answer all questions which are applicable to your project as specifically as possible and attach the required documentation.

I. GENERAL INFORMATION

Name of Organization: _____

Are you a Not-for-Profit with active 501(c)(3)? _____
(Must use name on 501(c)(3) or provide supporting documentation for DBA)

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Agency DUNS # _____

CAGE Code (Per sam.gov) _____

Contact Person: _____

Contact Person Title: _____

Email Address: _____

Program Location/Address: _____

II. ORGANIZATIONAL INFORMATION/HISTORY

1. Name of Executive Director: _____
2. Date organization founded: _____
3. Date organization incorporated as a non-profit organization with a 501(c)(3) current tax-exempt status: _____
4. Federal Tax Identification Number & Confirmation: _____
5. Number of paid staff: _____
6. Number of volunteers: _____
7. Will the proposed project provide services on-site in Moreno Valley? Yes No

Required Attachments (as applicable)

1. IRS determination letter of exempt status (Only for Non-Profit Organizations)
2. By Law and Articles of Incorporation/Charter
3. Current Listing of Board of Directors, including occupation, and number of years on the Board
4. Most recent audited financial statements
5. Most recent audit pursuant to 2 CFR 200 (previously Single Audit)
6. Copies of last year's Federal and State Tax Returns (Federal Form 990 and State Form 199), if your organization expends more than \$750,000 annually in Federal Awards
7. Organizational Chart for your overall organization and for this project
8. Resumes for Key personnel that will oversee the success of the project
9. Three professional references for your organization. References should be from entities with whom you have a contractual relationship. Include company name, contact person, address, phone number, e-mail address, nature of business relationship and number of years of business relationship.
10. Client intake form qualifying Low/Mod status of persons benefitted

III. PROJECT DESCRIPTION

Select the Eligible Program Component and list the amount being requested.

Street Outreach	\$ _____
Emergency Shelter	\$ _____
Homelessness Prevention	\$ _____
Rapid Rehousing	\$ _____
Homeless Management Information System (HMIS)	\$ _____
Total	\$ _____

Select one or more reasons for the need of ESG-CV funds.

_____ Prevention of the Coronavirus
_____ Response to the Coronavirus
_____ Preparation for the Coronavirus

A. Name of Project/Program: _____

B. Provide a detailed description of the proposed project by describing, in quantifiable terms, precisely what is to be accomplished with the requested funds. Describe the specific purpose of the project, identifying the needs the project intends to meet. This description will be used in application summaries for City Council throughout the application process.
(Limit to 150 words)

- C. Describe the project goals and objectives, and expected project timeline and results/outcomes. **(Limit to 150 words)**
- D. Please provide details on performance measures that your organization currently uses, your plan to implement the activity within 180 days and the types of indicators you use to measure accomplishments. **(Limit to 150 words)**
- E. What will be the service area for the project? (Please be specific as possible. For example, if the project is restricted to certain census tracts, please list the tracts. If the project will be available on a citywide basis, please state citywide. Attach maps as needed.) **(Limit to 150 words)**
- F. Timetable for Project Implementation

Readiness to proceed: Describe the steps that have been completed or must be completed to initiate the project and the ability of the applicant to readily utilize and expend the ESG-CV funds.

Indicate primary project milestones:

<u>MILESTONE</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
_____	_____	_____

G. Persons to Benefit:

- 1) Total number of individuals to be served by this project (unduplicated count):

- 2) Total number of individuals to be served by eligible component (unduplicated count):

	Grant	Component Totals
Street Outreach		
Emergency Shelter		
Homelessness Prevention		
Rapid Re-housing		
TOTALS		

- 3) Total number of Moreno Valley individuals to be served: _____

- 4) Of Moreno Valley persons served, total number of low and moderate-income persons: _____

- 5) Is this a new service to Moreno Valley? Yes No

- 6) Are there overlapping services provided by other agencies in the area?
Yes No

- 7) If service is not new, will the proposed activity substantially increase the existing level of service: Yes No

Explain how the service level will be increased or enhanced or what makes this program is unique.

IV. PROJECT BUDGET

Please complete the annual budget. Provide total budget information for the program year, a breakdown of costs associated with providing service to ESG-CV clients, and the ESG-CV funds request for each budget line item. **Note: Excel Budget form available for download at: <http://www.moval.org/departments/financial-mgmt-svcs/prog-CDBG.html>**

- B. Will there be on-going operational and maintenance costs? Yes No
If so, who will pay for these costs: _____

C. Identify Other Funding Sources

Identify commitments or applications for funds from other sources to implement this specific activity. If other funds have been approved, attach evidence of commitment.

<u>Funding Source</u>	<u>Amount of Funds Available</u>	<u>Date Available</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- D. Was this project previously funded with ESG funds? Yes No
If yes, indicate when ESG funds were received and the granting agency:

- E. If you have never received ESG funding, provide evidence of at least three years of previous experience with other federally funded programs.

1. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

2. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

3. Source: _____

Activity: _____

Award Period: _____ Amount Received: \$_____ Expended: \$_____

- F. During the FY, the proposed ESG-CV activity(ies) will be paid for:
- ☐ with ESG-CV as the only funding source
 - ☐ with ESG-CV as the primary funding source
 - ☐ with ESG-CV as the secondary funding source

VI. AGENCY CAPACITY & MANAGEMENT SYSTEM

Appropriate level of capacity of an agency is key to the success of carrying out a program with Federal grants. This includes the agency's management structure, administrative systems, financial resources, accounting systems and prior experience with Federal grants. History has proven that lack of capacity to comply with all Federal regulations and requirements can jeopardize a program. Please use this page to assess your agency's capacity and explain how the program/project you are requesting funding for will be carried out.

A. Does your agency have: (check all that apply)

- ☐ Non-home-based office space
- ☐ 24-hour designated business phone line or answering service
- ☐ Full-time program manager/administrator
- ☐ Full-time secretarial/clerical person
- ☐ Certified financial/accounting person on staff
- ☐ Systems in place to assure invoicing will be by the 15th of the month
- ☐ Certified procurement/purchasing person
- ☐ Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel)
- ☐ Secured client records filing system (for client confidentiality)
- ☐ Designated independent financial audit service
- ☐ Annual financial audit or financial reporting
- ☐ Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc.
- ☐ Longer than three (3) years experience in recent years carrying out a similar program within this agency funded with Federal grant

B. To the best of your knowledge, select the statement that best describes your current systems and your plans to address compliance issues:

- ☐ Our agency currently meets HUD's requirements
- ☐ Not sure and would need City's assessment to make that determination
- ☐ Our agency currently does not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance
- ☐ Our agency does not meet and will not be able to meet HUD's requirements
- ☐ Have reviewed HUD's requirements, but do not understand them and need further explanation

C. Should funds granted be less than requested, choose one as your preference:

- ☐ Withdraw application for funding this year
- ☐ Scale down the program resulting in less clients served
- ☐ Make changes to the program without reducing the number of clients served
- ☐ Make up the differences with other funds available to my agency
- ☐ Not sure

D. If your program is not awarded any funds, what would happen to your program:

- ☐ Scale down the program resulting in less clients served:
____ Estimated reduction in clients served
- ☐ Make changes to the program without reducing the number of clients served
- ☐ Make up the differences with other funds available to my agency

REQUIREMENTS FOR FUNDED PROJECTS & CERTIFICATION

REQUIREMENTS FOR FUNDED PROJECTS & CERTIFICATION

AGREEMENT

Organizations (Subrecipients) whose projects are approved for CDBG-CV, or ESG-CV funding will enter into an Agreement for Services with the City of Moreno Valley (CITY). The Agreement will include a Scope of Services based on the project described in the application and will provide information on the type of documentation (reports) the CITY will require the Subrecipient to submit on a monthly basis. Reports shall include, but not be limited to, statistical and narrative data on persons served, race/ethnicity data on persons served, and program performance measurements. Also included in the Agreement will be provisions that require Subrecipient compliance with HUD directives, notices and bulletins. A sample Subrecipient Agreement may be obtained by contacting the Financial Operations Division at (951) 413-3450.

INSURANCE REQUIREMENTS

Without limiting or diminishing the SUBRECIPIENT'S obligation to indemnify or hold the CITY harmless, SUBRECIPIENT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement.

a. **Workers' Compensation:**

If the SUBRECIPIENT has employees as defined by the State of California, the SUBRECIPIENT shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident for bodily injury; \$1,000,000 per person per accident disease each employee; and \$1,000,000 per person per accident disease policy limit. The policy shall contain or be endorsed to contain the following provision: SUBRECIPIENT and its insurer shall waive any right of subrogation against the City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority and each of their officers, officials, employees, agents and volunteers.

b. **Commercial General Liability:**

The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for but not limited to, "bodily injury", "property damage", "personal and advertising injury", with coverage for premises and operations, products and completed operations, and contractual liability, covering claims which may arise from or out of SUBRECIPIENT'S performance of its obligations hereunder. Policy shall name the City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority, and each of their officers, employees, agents, and volunteers shall all be named as Additional Insureds. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured and shall be primary and no contribution shall be required of CITY. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage; \$1,000,000 per occurrence for personal and advertising injury; \$2,000,000 aggregate for products and completed operations; and \$2,000,000 general aggregate, if such insurance contains a general aggregate limit.

c. **Vehicle Liability:**

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then SUBRECIPIENT shall maintain liability insurance and provide the most current version of Insurance Office (ISO) Business Auto Coverage Form 00 01, which shall include coverage for all owned, non-owned or hired automobiles or licensed vehicles (Code 1 – Any Auto) so used in an amount not less than \$1,000,000 per occurrence combined single limit to include \$1,000,000 per accident for bodily injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority and each of their officers, officials, employees, agents and volunteers as Additional Insured. The coverage shall contain no special limitations on the scope of

protection afforded to the Additional Insured and shall be primary and no contribution shall be required of the CITY.

d. General Insurance Provisions - All lines:

(i) All policies of insurance required hereunder shall be placed with an insurance company(ies) admitted by to the State of California Insurance Commissioner to do business in the State of California and rated not less than "A -VII" in Best Insurance Rating Guide; or authorized by the City Manager or his/her designee.

(ii). The SUBRECIPIENT'S insurance carrier(s) must declare and be responsible for payment of its insurance self-insured retentions. Any self-insured retentions must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i1) the insurer shall reduce or eliminate such self-insured retentions as respects City, CSD, Housing Authority, and each of their officers, officials, employees, agents and volunteers; or (ii) Consultant shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time, shall City be responsible for the payment of any deductibles or self-insured retentions.

(iii). SUBRECIPIENT shall cause SUBRECIPIENT'S insurance carrier(s) to furnish the CITY with either 1) a properly executed original Certificate(s) of Insurance and applicable certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the CITY Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice by certified mail, return receipt requested, shall be given to the CITY prior to any material modification, cancellation, expiration or reduction in coverage or in limits of such insurance. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or limits, Consultant shall furnish City with new certificate and applicable endorsements for such policy(ies). Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reductions in coverage or in limits, Consultant shall furnish City with new certificate and applicable endorsements for such policy(ies). In the event, any policy is due to expire during the work to be performed for City, Consultant shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the expiration date of the expiring policy. CITY shall not execute Agreement and SUBRECIPIENT shall not commence operations until the CITY has received and approved applicable original Certificate(s) of Insurance and certified original copies of applicable endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

(iv). It is understood and agreed to by the parties hereto that the SUBRECIPIENT'S insurance shall be construed as primary insurance, and the CITY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory. In the event the SUBRECIPIENT purchases an Umbrella or Excess policy(ies) to meet the minimum limit requirements, this insurance policy shall "follow form" and afford no less coverage than the primary insurance policy(ies). Consultant shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder. Any deductibles must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i1) the insurer shall reduce or eliminate such deductibles as respects City, CSD, Housing Authority, and each of their officers, officials, employees, agents and volunteers; or (ii) Consultant shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of

losses and related investigations, claim administration and defense expenses. At no time, shall City be responsible for the payment of any deductibles.

(v). If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of or, the term of this Agreement, including any extensions thereof, exceeds five (5) years, the CITY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's currently required herein, if; in the CITY Risk Manager's reasonable judgment, the amount or type of insurance carried by the SUBRECIPIENT has become inadequate.

(vi). SUBRECIPIENT shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

(vii). The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the CITY.

(viii). SUBRECIPIENT agrees to notify CITY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

CERTIFICATION

The undersigned hereby certifies that:

1. They have read and understand the City of Moreno Valley Objectives and Policies
2. They have read and understand the City of Moreno Valley ESG Written Standards (if applicable)
3. The information contained in the project application is complete and accurate.
4. The applicant/sponsor shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).
5. The applicant/sponsor shall comply with all Federal and City policies and requirements affecting the CDBG-CV, and ESG-CV programs.

Type or Print Name of Authorized Representative

Signature of Authorized Representative

Date

Telephone Number