



EMERGENCY SOLUTIONS GRANT

Application Guidance

2024

DUE DATE:
Friday, August 4, 2023
11:59 p.m.

Missouri Housing Development Commission
<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Table of Contents

INTRODUCTION	3
SECTION I – Applicant Requirements.....	4
Overview	4
Eligible Applicants	4
Funding	4
Match	5
Data Collection.....	6
SECTION II – Application Outline and Instructions	7
General Completion Instructions.....	7
APPLICATION WORKFLOW	8
Agency Detail	9
ESG-24 Request Summary.....	10
Attachments.....	10
Program Guidelines.....	11
Grant Components.....	14
Budget.....	14
Clients & Need	14
Narrative	14
Follow Up Sections.....	15
Service Area	15
SECTION III –Evaluation of Applications.....	16
Overview	16
Evaluation of Application Details	16
SECTION IV– Submission Requirements	17
Submission Instructions:.....	17
SECTION V– General Information	18
2024 ESG Timeline	18
Quiet Period:.....	18
Contact Information:.....	18
HUD ESG Resources:	18
SECTION VI – Certifications.....	19

INTRODUCTION

Purpose:

The Missouri Housing Development Commission (MHDC), in collaboration with the Missouri Department of Economic Development (DED), hereby notifies interested organizations of the availability of Emergency Solutions Grant (ESG) funds to provide housing assistance to homeless or nearly homeless Missourians in an amount up to **\$2,858,041.00 (estimated)**. The funds will be allocated in a competitive process in accordance with the Allocation Plan. The allocation of FY2023 funds will be awarded for program year 2024.

Deadline:

Applications for funding will be accepted by MHDC until **11:59 p.m. Friday, August 4, 2023**. All applications received after the deadline will not be considered for funding. Decisions regarding funding of proposals are estimated to be made in September 2023.

Requirements:

- Applicants must be a non-profit entity with capacity to administer the funds directly, eligible to conduct business in Missouri, be an entity in good standing with the state of Missouri and provide housing or housing services. Funding will not be awarded to individuals. Funding may not be sub-granted.
- All applications must be in compliance with this guidance and be submitted online in the Grant Interface software at <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>.
- Applications must comply with the following restrictions on funding requests:
 - Direct non-profits are eligible to apply for up to \$50,000 per grant application
 - Direct non-profits that serve multiple counties within a Continuum of Care may apply for up to \$50,000 per county up to \$100,000

Contact Information:

If there are any questions, please contact:

HUD Programs Administrator

Drew Geer

Phone: (816) 759-6630

Email: drew.geer@mhdc.com

SECTION I – Applicant Requirements

Overview

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grants program, now the Emergency Solutions Grant (ESG) program.

Emergency Solutions Grant program funds are made available in order to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households that become homeless and the overall rate of formerly homeless households returning to homelessness. This funding supports shelter, prevention, and rehousing activities that are targeted and coordinated with other homeless providers and homeless prevention providers.

The goals of the ESG program include efforts to:

- Reduce the number of individuals/households who become homeless
- Shorten the length of time an individual/household is homeless
- Reduce the number of individuals/households that return to homelessness
- Prevent people at risk from becoming homeless

For more information on the ESG Interim Rule visit: <https://www.hudexchange.info/programs/esg/>

Eligible Applicants

Applicants must be a qualified non-profit agency. The term "private non-profit organization" means a secular or religious organization described in section 501(c) of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences. To the extent determined under state law, private, secular, or faith-based non-profit organizations are eligible to serve as direct grantees if the city/county has declined funding through the letter of intent process.

All applicants are encouraged to participate in Continuum of Care planning where the proposed ESG activities will take place to the satisfaction of those CoCs.

Emergency Solutions Grant funds are not intended for the start-up of new homeless service providers or programs and duplicative efforts should be avoided. First time applicants are expected to have established homeless programs, be collaborative partners within their local CoC, and discuss their intention to apply for ESG funding with their local CoC prior to participating in the ESG application process.

Funding

The Missouri Housing Development Commission (MHDC), in collaboration with the Missouri Department of Economic Development (DED) will make available an amount up to \$2,858,041.00 as outlined in the 2024 Notice of Funding Availability. The funds will be allocated in a competitive process in accordance with the Allocation Plan.

Match

All applicants must provide at least a one hundred percent (100%) match for all ESG funds. Match sources can be cash or in-kind. The anticipated amount and sources of any matching funds must be stated in the match section of the application submitted. Documentation of the final match amounts, sources, and use of match funds will be required to be documented and tracked throughout the grant year and submitted at the end of the grant period.

Match can include all ESG eligible funds available or expected to be available to the applicant from local, state, and federal agencies, foundations and private contributions, fundraising activities, and fees charged to participants.

In order to meet the matching requirements:

1. Matching contributions must meet all requirements that apply to the ESG funds provided by HUD other than expenditure limits.
2. Matching funds (cash and non-cash) must be available and expended within the same time period as the ESG grant award.
3. Contributions used to match an ESG grant may not have been used to match previous ESG grants and may not be used to match subsequent ESG grants.
4. Matching contributions may be obtained from any source, including any federal source as well as state, local, and private sources. Additionally, the following requirements apply to matching contributions from any federal source of funds:
 - a. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds; and
 - b. If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements of the ESG program.

Matching funds may include:

1. Cash contributions include: cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the grantee/sub-grantee.
2. Non-cash contributions include: the value of any real property, equipment, goods, or services contributed to the grantee's ESG program, provided that if they had been paid for with ESG grant funds, the costs would have been allowable. Non-cash contributions may also include the purchase value of any donated building one time.

Applicants should include all funds available or expected to be available to applicant from local, state, and federal agencies, foundations and private contributions, fundraising activities, and fees charged to participants. These amounts will be verified by MHDC throughout the grant period. Applicants should be realistic and prepared to provide match verification if funds are awarded.

Match Exemption

MHDC is able to provide reasonable match exemptions to agencies who may be unable to meet the one hundred percent (100%) match requirement of the ESG program. If the match requirement imposes a

hardship, the applicant may request a match exemption on the ESG-24 Request Summary section of the application. Regardless of hardship, applicants must demonstrate sustainable program operations even in the event the match exemption is not granted.

Administration

Applicants are eligible to apply for up to five percent (5%) of the total grant request in administrative funding.

Example: If the total grant request is \$50,000.00 then the administration request would be \$2,500.00 and the remaining request for other eligible activities would be \$47,500.00.

Data Collection

ESG applicants providing client services must enroll in the Homeless Management Information System (HMIS) system or a Comparable Database (victim service providers) of their Continuum of Care to be eligible to receive ESG funds. Grantees must be in compliance with all requirements set forth by the current published HUD Data Standards.

All activities funded under ESG must comply with HUD's standards on participation, data collection, and reporting, including those victim service providers using a comparable database.

All ESG grantees, including those not currently receiving funds, are required to be in full compliance with HMIS implementation guidelines and adhere to HUD Data Standards at the time of application. New ESG grantees and applicants that have never received ESG funds from the state allocation must be in full compliance with HMIS implementation at the time a grant agreement is signed.

For more information on HUD's Homeless Management Information System (HMIS), please refer to: <https://www.hudexchange.info/programs/hmis/>

Victim Services/Domestic Violence Providers Data Collection:

While victim service providers are not required to participate in the local HMIS due to confidentiality and safety concerns, they are required to utilize a **comparable database** that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to HMIS, but must identify clients by a unique identifier that will allow MHDC and HUD to ensure that eligible services are provided to eligible participants. The comparable database must be approved by the HMIS lead agency of the Continuum.

Victim Services/Domestic Violence Providers must document how they intend to ensure that ESG reporting policies and procedures are in place and followed while assuring the confidentiality of participants.

All activities funded under ESG must comply with HUD's standards on participation, data collection, and reporting under a local HMIS (including those victim service providers using a comparable database).

Confidentiality for victim services/domestic violence providers must be protected as required by statute for victims of domestic violence, dating violence, sexual assault, stalking, or sex trafficking.

SECTION II – Application Outline and Instructions

General Completion Instructions

1. **Applications will be accepted from five funding components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and HMIS/Comparable Database.**
Administration is an eligible activity and is included in the application. Applicants should refer to the general funding guidelines on page three for the maximum amounts grantees are eligible to apply for.
2. **Separate application for each Continuum of Care.** If an applicant wants to request funding for programs within different Missouri Continua, the applicant must submit a complete and separate application for each Continuum of Care. Each application is considered separately.
3. **Applicants may only submit one application per Missouri Continuum of Care.** If a non-profit applicant chooses to apply, they may not apply within the same geographic area.
4. **Applicants may only request funds for the counties in which the services will be located.**
Applicants applying for Emergency Shelter funding may only request funding to serve the county that in which the shelter is located. Applicants applying for funding to provide direct services may only request funding for the counties in which participants being served by the funding reside.
5. **Applicants must respond to each question on the application.** Each answer should be concise, self-supporting, and not refer to any other area of the application or external documentation.

MHDC will accept:

- A single application from a direct non-profit.
- If an agency is applying in multiple CoCs, then a separate application for each CoC must be received.

APPLICATION WORKFLOW

Listed below are descriptions of all sections and documentation required in the application. Please note that everything in the checklist must be included in the application; program information for components in which funds are not being requested do not need to be included. Specific questions or topics within each section that may need more detailed explanation are listed under each section topic.

Access to Grant Interface: <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

1. Agency Details
 - Agency Information
 - Application Type
 - Fiscal Year
 - Continuum of Care (CoC)
 - HMIS/Comparable Database
 - Homeless Participation
 - Coordinated Entry Participation
 - Previously Funded
 - Other Funding Sources
2. ESG-24 Request Summary
 - Request
 - Match
 - Timeline & Strategy
3. Six Funding Components
 - Budget
 - Clients and Need (*not included for HMIS or Administration*)
 - Narrative
4. Attachments
 - Board of Directors/Decision Making Body
 - Organization Budget
 - Match Document
 - 2 Letters of Support
 - Certificate of Good Standing
 - 501(c)(3) Verification
 - Organization's Most Recent Audit/Financial Statements
5. Follow-Up Sections (*based on responses in earlier sections*)
 - Comparable Database Details
 - Homeless Participation Certification or Compliance Plan
 - ESG-23 Funding History
 - Other ESG Award Details
 - Match Waiver Details
 - Case Management Details
6. Program Guidelines
7. HMIS Lead Agency Component Details
8. CoC Service Area
9. Citizen Outreach Contact Information

Agency Detail

*****Every question in this application is required to be filled out. The agency will not be able to submit without selecting or typing an answer.**

Agency Information – This section collects general information about the organization. This section should be completed based on information pertaining to the non-profit applicant. The questions are intended to provide detailed information about the organization that will be providing the services, including agency name, address, Executive Director contact information, and UEI number.

Applicant Type – Select HMIS Lead or Client Service Provider. Only organizations that have been designated as the lead for the CoC should select the “HMIS Lead” applicant type. The appropriate type must be selected for the application to be filled out completely. If not designated by the CoC as an HMIS Lead select Client Service Provider.

Fiscal Year – Enter the date that the organization’s Fiscal Year begins on in MM/DD format.

Continuum of Care Selection - Select which Continuum of Care (CoC) this application is for. If the applicant agency would like to apply for funding in multiple CoC’s a separate application must be submitted for each Continuum.

Database System – Indicate if the organization is using HMIS or a DV Comparable Database.

- If the organization is using a Comparable Database, then the Comparable Database Details section will become available and required for the applicant to complete.
- If the organization is not using either, then the HMIS Reporting Compliance Plan section will become available and required for the applicant to complete.

Homeless Participation – Indicate if the agency is in compliance with HUD’s standard for Homeless Participation. HUD 24 CFR 576.405, requires that homeless persons are included in the decision-making process for ESG programs.

- If the agency indicates it is in compliance, then the Homeless Participation Certification section will become available and required for the applicant to complete.
- If the agency indicates it is not in compliance, then the Homeless Participation Compliance Plan section will become available and required for the applicant to complete.

Coordinated Entry Participation – Provide a detailed explanation on how the agency participates with the Continuum of Care’s coordinated entry system.

ESG-23 Funding – Applicant agencies must indicate if the project they are applying for received funding from MHDC for ESG-23.

- If the agency indicates they did received ESG-23 funding, then the ESG-23 Funding History Section will become available and required for the applicant to complete.

Other ESG Awards – Applicant must indicate if they are receiving any additional ESG dollars in the entitlement area they are apply for (i.e. St. Louis City, Kansas City, and St. Louis County).

- If agency indicates that it does receive additional ESG funds, then the Other ESG Award Details section will become available and required for the applicant to complete.

ESG-24 Request Summary

Total ESG-24 Award Request – is the total amount the organization is requesting in this application.

$$\text{All Grant Components} + \text{Administration} = \text{Total Request}$$

PLEASE NOTE the following criteria for the 2024 application cycle:

1. Direct non-profits are eligible to apply for up to \$50,000 per grant application.
2. Direct non-profits that serve multiple counties within a single Continuum of Care may apply for up to \$50,000 per county up to \$100,000.

Funding Components – Each funding component type must be filled out. If a component is not being requested, type \$0.00.

Dollar for Dollar Match – Each agency is required to match the awarded funds dollar for dollar.

Match Waiver Request – MHDC is able to provide reasonable match exemptions for organizations who may be unable to meet the 100% match requirement of the ESG program. Please indicate the amount of match waiver that the organization would be interested in receiving, if applicable. Please note that match exemptions are not guaranteed to be granted and that projects should be able to continue to operate without an exemption.

- If a Match Waiver of any amount larger than \$0.00 is requested, then the Match Waiver Details section will become available and required for the applicant to complete.

Estimated Award Expenditure Strategy and Timeline – Applicant must detail how they will ensure that one hundred percent (100%) of any ESG-24 awarded funds will be spent within grant period of November 1st, 2023 through October 31st, 2024. This must include a detailed plan on how the applicant will ensure compliance with spending deadlines and quarterly draws requirements. This should also include (in addition to a written strategy) an actual estimated spending timeline. (i.e., January 2024 – 10% of RRH award spent, 5% of Admin award spent, and 15% of ES award spent)

Attachments

The attachments are limited in size. The attachments will all need to be converted into a PDF file. Any other file type will not be accepted.

1. **Board of Directors/Decision Making Body** (1,000 Characters)
The applicant must enter a complete list of the organization’s current board or governing members (officers identified). The list must be reflective of the executive board, not an advisory board. Only the member’s first and last names are required.
2. **Agency Budget Form** (Files Size Limit: 5MiB)
The applicant must complete the projected agency budget for the agency’s fiscal year that most closely aligns with the 2024 ESG grant year. The Agency Budget Form can be found on the MHDC website. After the Excel document is completed, please save as a PDF and upload the PDF copy.
REQUIRED NAMING CONVENTION: Agency Name_ Budget_2024

3. **Match Summary Form** (Files Size Limit: 5MiB)
The applicant must detail how they will meet the 100 percent (100%) match requirement for the ESG funding requested. The Match Summary Form can be found on the MHDC website. After the Excel document is completed, please save as a PDF and upload the PDF copy.
REQUIRED NAMING CONVENTION: Agency Name_Match_2024
4. **Two Letters of Support** (Files Size Limit: 5MiB)
Applicant must provide two letters of support for their ESG proposal from elected officials and/or collaborative agencies.
REQUIRED NAMING CONVENTION: Agency Name_LoS_2024
5. **Certificate of Good Standing** (Files Size Limit: 5MiB)
Applicant must include a Certificate of Good Standing that is current within 60 days of the application due date. If applicant does not have a current Certificate of Good Standing then applicant may include most recent Certificate AND a print out from the Secretary of State website stating agency is in good standing dated within 60 days of application due date.
REQUIRED NAMING CONVENTION: Agency Name_CGS_2024
6. **501(c) (3) Verification** (Files Size Limit: 5MiB)
The applicant should provide verification of the organization's 501(c)(3) status.
REQUIRED NAMING CONVENTION: Agency Name_501c3_2024
7. **Most Recent Audit Report** (Files Size Limit: 5MiB)
Applicants must ONLY include the agency's most recent board-approved independent auditor's report, not the entire audit. If the most recent fiscal year audit is not complete yet, applicant should submit the last completed auditor's report. As stated in [2 CFR 200.501](#), any agency that expends less than \$750,000 during its fiscal year in Federal awards is exempt from the Federal audit requirement for that year, except as noted in [2 CFR 200.503](#). **Even if the agency is exempt from the Federal audit requirement, MHDC still requires applicants to submit an auditor's report if one has been completed for the agency.** If the agency cannot produce a completed auditor's report AND is exempt based on [2 CFR 200.501](#), the organization may instead submit a signed letter by the Executive Director stating why an audit has not been completed, why the organization is exempt, and certify that all records are available for review or audit by appropriate officials of HUD, MHDC, and the Government Accountability Office (GAO).
REQUIRED NAMING CONVENTION: Agency Name_Audit_2024

Program Guidelines

Program Guidelines (Files Size Limit: 25MiB)

As required by [24 CFR Part 576.400\(e\)](#), [576.402\(a\)](#), and [576.500\(d\)](#), the following standards must be included in each agency's Program Guidelines for providing Emergency Solutions Grant assistance.

The applicant agency's guidelines for providing ESG assistance must directly meet the standards below, and any document submitted must clearly and easily demonstrate compliance with each specific

requirement. Highlight and number the guidelines that are listed below in the document that is submitted with the application.

Applicants can make an ESG Guidelines specific document where the agency guidelines from larger procedures and policies documents are pasted directly under the required ESG Standard (i.e., ESG Standard #1: Applicable snippet from Agency's Intake Policy, Standard #4: Applicable section from agency's full HMIS standards). This should only be done if the applicant is confident the selected segments meet the full scope of each standard.

- DO NOT upload your agency's entire policies and procedures document
- DO NOT submit staff guidelines or paperwork client's sign
- All program guidelines should be searchable in Adobe
- Guidelines should generally outline a Housing First standard of service provision
- Guidelines should detail standards for beginning and ending case management

Examples of program guidelines can be found at <https://www.endhomelessnessmo.org/gceh-policies>.

REQUIRED NAMING CONVENTION: Agency Name_Program Guidelines_2024

Applicant should include guidelines that address each of the following project(s) components to be funded by ESG:

All Applicants:

- A1. Standards include procedures used for evaluating the eligibility of individuals and families for assistance under the ESG program.
- A2. Standards include procedures describing the coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
- A3. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The grantee must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- A4. Standards describe the program participant's formal grievance process.
- A5. Standards address the policy for participation in HMIS or comparable database.
- A6. Standards include procedures for ensuring that clients served and activities provided with ESG funds are entered into HMIS or comparable database, the timeframe for data to be entered, and the process for ensuring confidentiality of client records.

Street Outreach Applicants Only:

- SO1. Standards include procedure for targeting and providing services related to street outreach.

Emergency Shelter Applicants Only:

- ES1. Standards include policy for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of victims of domestic violence, sexual assault, etc.
- ES2. Standards include policy for admission, diversion, referral, and discharge by emergency shelters, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of individuals and families who have the highest barriers to housing and are likely to be homeless the longest.
- ES3. Standards include procedure for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

Homelessness Prevention Applicants Only:

- HP1. Standards include procedure for determining and prioritizing which eligible individuals and families will receive homelessness prevention and which eligible individuals and families will receive rapid re-housing assistance.
- HP2. Standards include procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention assistance.
- HP3. Standards include procedure for determining how long a program participant will be provided rental assistance and whether and how the amount of that assistance will be adjusted over time.
- HP4. Standards include procedure for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, if any, on the homelessness prevention assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program, or the maximum number of times the program participant may receive assistance.
- HP5. Standards include policy for addressing the needs of ineligible applicants.

Rapid Rehousing Applicants Only:

- RRH1. Standards include procedure for determining and prioritizing which eligible individuals and families will receive homelessness prevention and which eligible individuals and families will receive rapid re-housing assistance.
- RRH2. Standards include procedure for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving rapid re-housing assistance.
- RRH3. Standards include procedure for determining how long a program participant will be provided rental assistance and whether and how the amount of that assistance will be adjusted over time.

RRH4. Standards include procedure for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, if any, on the rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program, or the maximum number of times the program participant may receive assistance.

RRH5. Standards include policy for addressing the needs of ineligible applicants.

***Please note that forms and intake documents are not acceptable forms of Program Guidelines. The applicant must include written Policies and Procedures to address all of the applicable Guidelines as listed above.*

Grant Components

Each specific Component Detail section will become available and required based on the applicants answer to the component request totals in the ESG-24 Request Summary section of the application. Any component request with an amount greater than \$0.00 will have a component detail section required

- Administration Component Details
- HMIS Component Details (*Client Service Provider applicants only*)
- HMIS Lead Agency Component Details (*for HMIS Lead Agency applicants only*)
- Street Outreach Component Details
- Emergency Shelter Component Details
- Homelessness Prevention Component Details
- Rapid Rehousing Component Details

Budget

This section will require the applicant to breakdown their total component request as listed in the ESG-24 Request Summary section by the eligible expense types under that component. The total of all expense types under the specific component must add up to the total component request.

Clients & Need

This section will require the applicant to provide a detailed description of the need in their community for the services they would provide with that specific funded component from any potential ESG-24 award. This should include staff observations, internal data, and statistics from 3rd party sources regarding the community the applicant serves.

Additionally the applicant will be required to answer questions regarding agency initiatives focusing on a specific client population; provide estimated number clients served with any potential ESG-24 award; describe any limits on program participation for clients, client requirements to continue to receive services, and any case management requirements.

Narrative

Applicants should fully address each item specified. Any narrative throughout the application that does not clearly address each question will result in a loss of points.

Follow Up Sections

Comparable Database Details – Only becomes available and required if applicant agency indicates it uses a comparable database system. The applicant must indicate if it is a Victim Service Provider and then identify which comparable database system is utilized.

HMIS Reporting Compliance Plan - Only required if applicant agency is not currently using HMIS or a Comparable Database. Applicant must explain in full how the organization will meet the requirement.

Homeless Participation Certification – The applicant must provide a letter from the president of the organization’s Board of Directors certifying compliance with HUD [24 CFR 576.405](#), which requires that homeless persons are included in the decision-making process for ESG programs. The letter should be written on agency letterhead, signed by the Board president, include verification of the participation of at least one homeless or formerly homeless person included in organization policy decision-making directly related to the ESG program, and the process by which this requirement is fulfilled.

If the organization is unable to meet this requirement, an alternative plan for coordinating with homeless persons must be in place. The Homeless Participation Compliance Plan section will become available and required for the applicant to complete

Homeless Participation Compliance Plan – Only available and required if applicant agency does not currently have any homeless persons included in the decision-making process for ESG program. A detailed reason and plan by the applicant to become in compliance must be provided.

ESG-23 Funding History – Only available and required if applicant agency indicated it received ESG-23 funding in the Agency Details section. The applicant must list the ESG-23 grant number, total award, and funded component specific to the program this ESG-24 application is for. The applicant must ensure that the ESG-23 information input corresponds to the same service area as their ESG-24 application.

Other ESG Award Details- Only available and required if applicant agency indicates it receives additional ESG awards. Applicant must indicate where the funding is from, the total amount of funding, and in which components funding was received for.

Match Waiver Details – Only available and required if the applicant agency indicates they are requesting a match waiver. The applicant must describe why the 100% match requirement is a hardship.

Case Management Details – Only available and required if the applicant agency indicates in any of the component detail sections that program participants are offered case management services. Applicant will be required to indicate whether case management is required and for which components.

Service Area

Counties- Applicants should check every county in which their organization provides services. The options for these counties will depend on the Continuum of Care that was selected in the Agency Detail section above. If the counties listed are for the wrong Continuum, the applicant will need to change the answer to the Continuum of Care question in the Agency Detail Section.

Limited Service Area- If applicant agency operates in a more limited service area within the previously selected counties, those cities/areas will need to be listed.

SECTION III –Evaluation of Applications

Overview

Missouri Housing Development Commission wants to ensure that the limited pool of funding received is used in the most effective way possible to help organizations provide the necessary services to homeless individuals and families in the state of Missouri. In order to do this, funds awarded will be based on scoring system for applications. Individual scores by component may be assessed for completeness of the grant application, past performance, procurement of outside resources, impact on homelessness within community, participation in Coordinated Entry, participation in their Continuum of Care, extent to which programs result in increased housing stability for clients, organizational development and experience, budgeting and financial reporting, efficient and effective data collection, and other relevant factors that show how effectively the project addresses the goals of the ESG program. Applicants requesting funds for multiple components may receive funds for one, but not all.

Additionally, there are certain conditions, which may result in an application being rejected without being reviewed. These threshold requirements include, but are not limited to, missing deadlines, incomplete applications, lack of demonstrated need for the activities within the service area or the Continuum of Care, 501(c)(3) status for non-profit agencies, and serious, recurrent, or outstanding finding of non-compliance.

Submission of an application does not guarantee an applicant will receive funds.

Evaluation of Application Details

Individual scores by program may be assessed for:

- Completeness and organization of the grant application;
- Extent to which the applicant demonstrates an understanding of HEARTH regulations, HUD priorities for the ESG program, and [USICH Home Together](#);
- Past performance in ESG programs;
- Strength of program design and implementation strategy;
- Extent to which programs result in increased housing stability and permanent housing outcomes for clients;
- Extent to which program serves exclusively (100%) “homeless” persons;
- Consistency with local need, collaboration with local plans, and service delivery strategies;
- Participation in the Coordinated Entry system recognized by the Continuum of Care;
- Amount of funds requested;
- Value of applicant’s match contributions (cash and in-kind);
- Demonstrated ability of the agency to move homeless individuals into housing or demonstrated ability of the organization to increase housing stability of homeless individuals;
- Coordination and participation within local Continuum of Care;
- Extent to which the project’s approach makes homelessness rare, brief, and non-recurring;
- Use of best practices for provision of services; and
- Follows written standards in program guidelines

SECTION IV– Submission Requirements

Submission Instructions:

Complete application submissions are done using the Grant Interface software.

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

The full logon instructions can be found on the MHDC [website](#).

- The application does not have to be completed immediately, it may be started and saved to resume later by clicking the “Save Application” button
- Applicants may also delete an application by clicking “Abandon Request.” This feature is permanent. If “Abandon Request” is selected the application will be deleted and will need to be started over in order to resume
- Most questions are set to require an answer and the application will not allow submission if it is not complete
- Narrative questions are limited to a certain set of characters
- Once the application is complete and ready to be submitted, click “Submit Application”
- Once an application is submitted it cannot be edited

Failure to submit fully completed applications as designated below will result in a point reduction when the application is evaluated. Applications received after the deadline will not be considered for funding.

The application must be submitted before **11:59 p.m. Friday, August 4, 2023.**

Funding recommendations are expected to be presented to the Commission for approval in September 2023.

SECTION V– General Information

2024 ESG Timeline

Application Available on Grant Interface:	July 10, 2023
Application Deadline:	August 4, 2023
Staff Recommendations to Board:	September 2023
Award Notification:	October 2023
Funded Training Released:	November 2023
Grant Term Begins:	November 1, 2023
Grant Term Ends:	October 31, 2024

Quiet Period:

MHDC’s Standards of Conduct prohibits interested parties from contacting MHDC staff or Commission during the seven calendar days prior to a vote on a Competitive Manner (“Quiet Period”). ESG applicants should not contact Commissioners or MHDC staff members during the seven days leading up to MHDC’s scheduled Commission meeting in regards to ESG funding decisions.

Contact Information:

For questions about the application or application process, please contact:

HUD Programs Administrator
Drew Geer
(816) 759-6630
drew.geer@mhdc.com

HUD ESG Resources:

ESG Program

<https://www.hudexchange.info/esg/>

ESG Frequently Asked Questions

<https://www.hudexchange.info/esg/faqs/>

SECTION VI – Certifications

The following are some of the certifications that will be required of all grantees and included in the grant agreement if funded. Applicants should review the required certifications before submitting an application.

By submitting a signed ESG application the applicant certifies that they:

1. Have reviewed and will comply with all requirements in the “Desk Guide” and “Application Guidance” found at: <https://mhdc.com/programs/hud-programs/emergency-solutions-grant/>.
2. Will track, account for, and report separately on ESG funds under this grant.
3. Understand that recipients of ESG funding are legally obligated and must meet state and federal accountability and reporting requirements for ESG. MHDC, the state of Missouri, or the federal funding source may also identify additional requirements or other changes in requirements. Such requirements may be in statute, regulation, policy, or procedure. The recipient is responsible for incorporating these requirements into the performance of the grant agreement.
4. Will enter appropriate data into the local Continuum of Care’s (CoCs) Homeless Management Information System (HMIS) or a comparable database, as applicable, for required HUD reporting.
5. Will use all ESG funds in accordance with state and federal ESG rules and regulations; any misuse of grant funds may result in a range of penalties including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.
6. Have completed this application to the best of his/her knowledge, and that all information included in this application including program design, staff responsibilities, and associated budget, described in this application is true, accurate and complete.

The following additional certifications will be expected to be made by the board president and duly authorized by the organization at the time of signing the grant agreement:

1. I certify that funds received for service operations will be operated for the benefit of eligible beneficiaries for the contract term, and that the level of service will not be less than that stated in the application at any time during the term of the grant agreement.
2. I certify that all programs will be operated in full compliance with any and all local certifications, approvals, and operating permits, and that they will be operated in full compliance with all local codes and ordinances, including zoning, health, fire safety and housing codes or requirements.
3. I certify that the applicant will administer programs to ensure, to the greatest extent practicable, that staff, volunteers and clients of the organization do not illegally use, possess, or distribute drugs, alcohol, or firearms.

4. I certify that the service will be operated in such a way as to maximize the opportunities for clients to participate in program delivery through employment, volunteer services, construction, renovation, maintenance or operation of the facility or program.
5. If homeless benefit activities are proposed, I certify that the organization has formally involved, and will continue to involve, at least one current or formerly homeless person in its policy-making process as it relates to the operation of this service.
6. I certify the organization will refrain from political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationery, or personnel on behalf of any candidate or any question of public policy subject to referendum, or the display of political posters, stickers or other printed materials.
7. I certify that all programs will be operated in compliance with all laws and regulations governing the federal or state programs under which the funds are made available.
8. I certify that applicant organization is actively participating in local area provider networks, homeless housing and service coalitions, and Continuum of Care planning processes.
9. I certify that applicant organization will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
10. I certify that the agency will maintain 501(c)(3) tax status as well as current registry with the Office of the Missouri Secretary of State.

Other Requirements that must be followed and will be included in the ESG grant agreement:

1. The requirements of 24 CFR 576.102(c), concerning the continued use of buildings for which Emergency Solutions Grants are used solely for operating costs or essential services, concerning the population to be served.
2. The building standards requirement of 24 CFR 576.403.
3. The requirements of 24 CFR 576.407, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 CFR 576.407, other appropriate provisions of 24 CFR Part 576, and other applicable federal law concerning non-discrimination and equal opportunity.
5. The requirements of 24 CFR 576.407(d) concerns Environmental Review/Compliance dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
6. The requirements of 24 CFR 576.408 concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

7. The requirements of 24 CFR 576.408(a) concerning minimizing the displacement of persons as a result of a project assisted with these funds.
8. The requirements of 24 CFR 576.500(x) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the Emergency Solutions Grant Program and that the address or location of any family violence shelter project assisted with ESG funds will not be made public, except with written authorization of the person or persons responsible for the operation of the shelter.
9. The requirement that recipients involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the Emergency Solutions Grant Program, and in providing services for occupants of these facilities as provided by 24 CFR 576.405.
10. The new requirement of the McKinney-Vento Act (42 USC 11301) to develop and implement to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals and that Emergency Solutions Grant funds are not to be used to assist such persons in place of state and local resources.
11. The Drug Free Workplace requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
12. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client level information. In the event that state laws conflict with the HMIS Final Notice, as determined by an appropriate state government entity, state law will prevail.
13. HUD's Standards for Outcome Performance Measurement.

Additionally, compliance with the following requirements will also be included in the applicant's grant agreement, if funded:

Non-discrimination and Equal Opportunity Requirements

1. The requirements of Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 1001; Executive Order 11063 and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000d-4) implementing regulations issued at 24 CFR Part 1.
2. The requirements of 24 CFR 576.407, the prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at

24 CFR Part 146 and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.

3. The requirements of Executive Order 11246 and the regulations issued under the Order at 41 CFR 60.
4. The requirements of section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (see 24 CFR 570.607(b)).
5. The requirements of Executive Orders 11625, 12432, and 12138. Consistent with HUD's responsibilities under these orders, the grantee must make efforts to encourage the use of minority and women's business enterprises in connection with activities funded this part.
6. The requirement that the grantee make known that the use of the facilities and services is available to all on a nondiscriminatory basis. Where the procedures that a grantee or recipient intends to use to make known the availability of such facilities and the Emergency Solutions Grant Program services are unlikely to reach persons with handicaps or persons of any particular race, color, religion, sex, age or national origin who may qualify for such services, the recipient or grantee must establish additional procedures that will ensure that these persons are made aware of the facility and services. Adopt and implement procedures designed to make available to interested persons information concerning the existence and location of services and facilities that are accessible to persons with a handicap. Regulations of 24 CFR 576.407.

Lead-Based Paint.

The requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35; and of 24 CFR Part 576.403(a).

Conflicts of Interest.

In addition to conflict of interest requirements in OMB Circulars A-102 and A-110, no person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, state recipient, or non-profit recipient (or any designated public agency) that receives Emergency Solutions Grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities or (2) who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for him or herself or those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. HUD may grant an exception to this exclusion as provided in 570.611(d) and (e) of this chapter.

Applicability of OMB Circulars

The policies, guidelines, and requirements of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as they relate to the acceptance and use of Emergency Solutions Grant amounts by states and units of general local government, and No. A-110 and A-122 as they relate to the acceptance and use of Emergency Solutions Grant amounts by private non-profit organizations.

Use of Debarred, Suspended, or Ineligible Contractors

The provision of 24 CFR Part 24 relating to the employment, engagement of services, awarding of contracts, or funding of any contractors or subcontractors during any period of debarment, suspension or placement in ineligibility status.

Illegal Use of Drugs and Alcohol.

The recipient and project sponsor conducting activities, funded in whole or in part with McKinney-Vento Act funds, to assist the homeless population in this jurisdiction, will administer, in good faith, a policy designed to ensure that the assisted homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

Audit

1. Acceptance of an Emergency Solutions Grant Program contract requires the grantee and sub grantee(s) to comply with audit requirements.
2. The Agreement may involve the expenditure of federal funds. Therefore, for any federal funds used, the Grantee shall comply with the requirements listed in the following subparagraphs.
 - a. Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L.104-156) and the Uniform Guidance, including subsequent amendments or revisions, as applicable or 2 CFR 215.26 as it relates to for-profit hospitals and commercial organizations. A copy of any audit report shall be sent to MHDC, if applicable. The Grantee shall return to MHDC any funds disallowed in an audit of this Agreement.
 - b. In performing its responsibilities under the Agreement, the Grantee shall fully comply with the Uniform Guidance, as may be subsequently amended from time to time.
 - c. Grantee shall comply with 31 U.S.C. § 1352 relating to limitations on use of appropriated funds to influence certain federal contracting and financial transactions. No funds under the Agreement shall be used to pay the salary or expenses of the Grantee, or agent acting for the Grantee, to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or Missouri General Assembly. The Grantee shall comply with all requirements of 31 U.S.C. § 1352 which is

incorporated herein as if fully set forth. The Grantee shall submit to MHDC, when applicable, Disclosure of Lobbying Activities reporting forms.

3. The information from the data collection form is entered into the FAC by the recipient and/or the auditor. In addition, copies of the audits only need to be sent to the cognizant or oversight agency, as designated by the FAC and to any federal agency when a finding has been issued, only when findings exist.

Provision of Assistance to Primary Religious Organization

The limitation on assistance at section 576.406 will be met in the use of Emergency Solutions Grant Program funds.

Relocation and Acquisition.

The requirement that each grantee must comply with acquisition regulations at 576.407(c) to minimize displacement of persons businesses, nonprofit organizations as a result of project assistance under this program, and to provide relocation assistance for displaced persons.

Participation by Faith-Based Organizations

The requirement that each grantee must comply with requirements of 24 CFR 576.406 and the Department of Housing and Urban Development Final Rule which was published in the Federal Register of September 30, 2003, concerning participation in HUD programs by faith based organizations providing for equal treatment of all HUD Program Participants.

HUD Equal Access to Housing Final Rule Compliance Requirement

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity. This rule became effective March 5, 2012.

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule creates a new regulatory provision that generally prohibits considering a person's marital status, sexual orientation, or gender identity (a person's internal sense of being male or female) in making homeless housing assistance available. As the nation's housing agency, HUD's goal is to ensure that their programs are carried out free from discrimination and are models for equal housing opportunity. Now lesbian, gay, bisexual, and transgender people are guaranteed equal access to our housing and shelters.

Additional Information: <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>.

Examples of compliance with this rule are provided below:

- If a transgender individual presents as a female to a shelter that serves only females, the shelter must provide services comparable to that provided to any other resident. Reasonable accommodation may be made such as utilizing hotel/motel vouchers to provide separate but

equal shelter if the participant requests or if the shelter is limited to one sex because it has shared sleeping areas and/or bathrooms. In this situation inquiries as to sex are permitted, but only to the extent of determining accommodations to be made, not to determine eligibility for services. Such inquiries are not permitted in any other homeless shelter or housing.

- A shelter can inquire as to sexual orientation or gender identity only as it relates directly to shared sleeping areas and/or bathrooms, or to determine the number of bedrooms to which a household might be entitled. It cannot inquire regarding sexual orientation or gender identity to determine whether or not to provide services. As stated above, there is no exemption for ESG assisted faith-based providers.
- A shelter that receives ESG funds for operations and/or essential services and that serves families may not discriminate based on marital status or sexual preference. The shelter must serve eligible participants regardless of whether or not 1) the parents are married, or 2) the parents are a lesbian, gay, or bisexual couple. As stated above, there is no exemption for ESG assisted faith-based providers.
- A program may not refuse to provide financial assistance (rent, utilities, etc.) or services (essential services, case management, legal services, etc.) funded under the ESG to any individual/couple/family that would otherwise be served by the program if the individual/couple/family were heterosexual and/or married. As stated above, there is no exemption for ESG assisted faith-based providers.