

# Home Investment Partnership Program (HOME) and Emergency Solution Grants (ESG)



Application Workshop | January 6, 2022

Presented by: Willdan Financial Services

On behalf of the Financial and Management Services Department, Financial Operations Division



# Agenda

1. Welcome/Introductions
2. Workshop Goals
3. 2022-23 Grant Schedule
4. Anticipated Funding / Eligible Activities
5. HOME / ESG Objectives & Policies
6. Evaluation Criteria
7. Tips for Completing the Application
8. Resources
9. Q&A



# Workshop Goals

1. Educate applicants on grant requirements
2. Help navigate the application packet
3. Provide helpful information to applicants to better understand this process

# 2022-23 Schedule

FY 2022-2023 Annual Action Plan & Citizen Participation Schedule  
(page 25 of ESG application, page 20 of HOME application)

Date	Event
Tuesday, October 26, 2021	<b>Public Meeting 1:</b> Public Meeting to Review Action Plan Calendar Schedule and Objectives/Policies
Tuesday, December 7, 2021	<b>Public Hearing 1:</b> Public Hearing to Adopt Objectives/Policies & Collect Community Needs Comments
Thursday, December 16, 2021	Notice of Funding Availability (NOFA) Available. APPLICATIONS AVAILABLE FOR DISTRIBUTION.
Thursday, January 6, 2022	Application Workshop
Monday, January 31, 2022	Applications Due from Applicants
Tuesday, March 22, 2022	<b>Public Meeting 2:</b> Open Technical Review Committee during Finance Subcommittee Meeting
Thursday, March 31, 2022	Commencement of 30 - Day Action Plan Public Comment/Review Period
Tuesday, April 19, 2022	<b>Public Hearing 2 for Action Plan:</b> Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Tuesday, May 3, 2022	Close of 30 – Day Action Plan Public Comment/Review Period
Tuesday, May 3, 2022	<b>Public Hearing 3 for Action Plan:</b> Approve Annual Action Plan
Friday, May 13, 2022	<b>Submission of 2022/23 Action Plan to HUD</b>



# Application Deadline

Applications available  
Via PlanetBids  
The Deadline is Monday

January 31, 2022, 5:00 p.m.

ESG: <https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/89026>

HOME: <https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/89027>

# Anticipated Funding

- The Office of Housing & Urban Development (HUD) issues the City Entitlement Funds.
- Anticipated Funding based on FY 2021-22 Award
- Home Investment Partnerships (HOME) \$670,000.
- Emergency Solutions Grants (ESG) \$173,604.
- City is HUD grant “Recipient” and all City awardees are “Subrecipients”

# HOME Anticipated Funding

HOME Anticipated 2022-23 Allocation	Amount
Planning and Administration Cap (10% of annual grant)	\$66,975
Mandatory CHDO Set-Aside (15% of annual grant)	100,463
Available for Other Activities (75%)	502,316
<b>TOTAL Allocation</b>	<b>\$669,754</b>



# HOME Programs

## Grant Purpose (page 3 of application)

- ❖ To expand the supply of decent, safe, sanitary, and affordable housing, primarily rental housing.
- ❖ To strengthen the ability of state and local government to provide housing.
- ❖ To assure that federal housing services, financing, and other investments are provided to state and local governments in a coordinated, supportive fashion.
- ❖ To expand the capacity of nonprofit Community Housing Development Organizations (CHDO's).
- ❖ To leverage private sector participation in financing affordable housing.





# HOME Programs

## Eligible Activities (page 4 of application)

- ❖ Incentives provided by Participating Jurisdictions (the City of Moreno Valley is a Participating Jurisdiction) to develop and support affordable rental housing and homeownership affordability through acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing (including manufactured housing).
- ❖ Operating expenses and capacity building costs for eligible CHDO's.
- ❖ Eligible administrative and planning costs.

# ESG Anticipated Funding

<b>ESG Anticipated 2022-23 Allocation</b>	<b>Amount</b>
<b>Planning and Administration Cap (7.5% of annual grant)</b>	<b>\$13,020</b>
<b>Available for Other Activities (92.5%)</b>	<b>160,584</b>
<b>TOTAL Allocation</b>	<b>\$173,604</b>



# ESG Programs

## Grant Purpose (page 3 of application)

HUD issues Emergency Shelter Grants (ESG) Program grants to cities to assist, protect, and improve living conditions for the homeless. Specifically, the ESG program provides funding to:

- ❖ Engage homeless individuals and families living on the street;
- ❖ Improve the number and quality of emergency shelters for homeless individuals and families;
- ❖ Help operate these shelters and provide essential services to shelter residents;
- ❖ Rapidly re-house and provide essential services to homeless individuals and families; and
- ❖ Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.



# ESG Programs

## Eligible Activities (page 3 of application)

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



# ESG Programs

## Other Requirements

- ❖ Match Requirements – Federal regulations require a 100% match documentation provided when invoicing the City.
- ❖ Participation in HMIS – Must Input Data Monthly
- ❖ Active Participation in Continuum of Care (CoC)
- ❖ Maintain and Apply Written Standards for providing ESG assistance

# Program Beneficiaries

- ❖ Grant Programs must serve from low-to-moderate (80% AMI) to extremely low income (30% AMI) persons
- ❖ HUD annual Income Limit Tables are measuring stick
- ❖ Home: Family income up to 80% of Average Median Income (AMI) are eligible
- ❖ ESG : “Homeless” or those “At Risk of Homelessness” per HUD definitions (24 CFR 576.2)



# Q & A



# City's Objectives & Policies

(page 10 of ESG application, page 7 of HOME application)

- Priority to Affordable Housing, Health & Safety (HOME)
- Priority to Homelessness/Homeless Prevention (ESG)
- Ranking based on community input and need studies
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance(for return applicants)





# Grant Policies

- ❖ Three (3) years of successful grant management experience preferred
- ❖ Services provided within City limits
- ❖ Match Requirement for ESG - 100% of Award by Subrecipient. In-kind match is acceptable
- ❖ Minimum Grant: \$25K Home and \$ 50K for ESG



# Evaluation Criteria

(page 28 of ESG application, page 23 of HOME application)

- ❖ Administration Capacity
- ❖ Identification/Analysis of Local Needs
- ❖ Program Design
- ❖ Other (Program Budget, Technical Quality of Application, Collaboration Bonus)

# Online Application

- ❖ Applications Due Jan. 31, 2022, 5:00 pm
- ❖ Submit Early Recommended
- ❖ Submit Via PlanetBids:

ESG: <https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/89026>

HOME: <https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/89027>



# Application Document

Online submission should include:

- ❖ Application Form - Exhibit B
- ❖ All Required Attachments per Section II of the application
- ❖ Signature page with wet signature
- ❖ Any Additional information to support the application

# Online Application

Online submission should include:

- ❖ HOME Application Form – Exhibit B (page 25 of app) or ESG Application Form – Exhibit B (page 30 of application)
- ❖ All Required Attachments per Section II of the application
- ❖ Signature page with wet signature
- ❖ Any Additional information to support the application



# Evaluation Process

## Levels of Reviews:

- ❖ Initial Review for completeness & eligibility
- ❖ Technical Review Committee scoring based on Evaluation Criteria (page 28 of ESG and page 23 of HOME applications)
- ❖ Finance Subcommittee Review and Recommendation
- ❖ Final Reviews and Selections by City Council



# Application Tips

- ❖ Research and review the grant and the applicable requirements
- ❖ Know the City objectives and policies
- ❖ Develop a realistic work plan for the grant – are the performance goals tangible and achievable?
- ❖ Proposed budget – are the proposed costs realistic and allowable for the grant and program purpose?
- ❖ Clearly answer the questions and provide all requested documentation.



# Federal Regulations

Subrecipients will be held to Federal Grant Regulation Standards for:

ESG grants– 24 CFR 576 et al

HOME grants– 24 CFR 92 et al

Uniform Administrative Requirements – 2 CFR 200

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



# Federal Regulations

Title 2 CFR 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST  
PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL  
AWARDS

Labor Standards

Internal Controls

Record Keeping

Purchasing

Conflicts of Interest

Anti-Discrimination

Applies to all HUD grants and can be found at:

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

# If Awarded Funding...

- ❖ Subrecipient Agreement
  - Services/Activities
  - Goals
  - Reimbursement Basis
- ❖ Subrecipient Reporting
  - Monthly Statistical Report (HOME)
  - HMIS (ESG)
- ❖ Subrecipient Monitoring
  - Desk monitoring
  - Onsite monitoring

# Questions & Answers?

For Technical Assistance on HUD regulations, contact  
Rina Galit at [rgalit@willdan.com](mailto:rgalit@willdan.com)

For Additional Technical Assistance on Application,  
contact:

Financial Operations Division,  
951.413.3450

[grantsadmin@moval.org](mailto:grantsadmin@moval.org)