

NOTICE OF FUNDING AVAILABILITY

and

**Application for
Emergency Solutions Grant Program Funding**

City of Fresno
Development and Resource Management Department
Housing and Community Development Division
2600 Fresno Street, Room 3065
Fresno, CA 93721
(559) 621-8300

July 13, 2015



NOTICE OF FUNDING AVAILABILITY

Homeless Service Providers:

The City of Fresno Housing and Community Development Division announces a modified Notice of Funding Availability (NOFA) for Emergency Solutions Grant (ESG) Program funding. In this round of funding, the City will accept proposals for 1) street outreach & emergency shelter; 2) homelessness prevention assistance to households who would otherwise become homeless; 3) assistance to rapidly re-house persons who are homeless; and 4) relate grant administration (up to 2.5% of award). The City proposes to allocate \$226,620 for six months of service through this NOFA.

The modified proposal process will begin on Monday, July 13, 2015 and end on Friday, July 24, 2015. Interested nonprofits are invited to submit proposals for the period September 1, 2015 through March 1, 2016. Eligible applicants are members of the Fresno Madera Continuum of Care and participants of the Coordinated Access and Housing Matching (CAHM) system.

A hard-copy of the ESG application is available at the Housing and Community Development Division, 2600 Fresno Street, Room 3065. An electronic version is available on the City's website at www.fresno.gov/housing. Please note, submission of an application does not guarantee funding for a project.

The Division's preliminary application(s) selection will be reviewed by City staff and a representative of the FMCoC Executive Committee. Funding recommendations will be presented to the Housing and Community Development Commission on August 12, 2015 and to the City Council for authorization on August 20, 2015.

Applicants seeking technical assistance should contact Jose Trujillo, Housing Manager, at (559) 621-8166, or by e-mail at jose.trujillo@fresno.gov.

Thank you,

Jennifer K. Clark, Director
Development and Resource Management Department

Application Process

Program Description

The Emergency Solutions Grant (ESG) is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The City of Fresno receives an annual allocation of ESG funding. All funded agencies are required to follow federal guidelines in the implementation of the ESG. The City of Fresno has written policies and procedures to facilitate the agencies in implementing the ESG guidelines as set by the U.S. Department of Housing and Urban Development.

Subrecipient agencies will provide assistance related to housing of persons at risk of becoming homeless and housing persons that are currently homeless, as well as provide housing relocation and stabilization services.

Target Population

The funds under this program are intended to target two populations of persons facing housing instability: 1) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it, and 2) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit.

Eligible Activities

Funding is available in certain eligible activities. Up to 2.5% of the requested amount for street outreach & emergency shelter, homelessness prevention, and rapid rehousing can be requested for administration of the grant. Any unallocated administration funds can be reallocated to homelessness prevention or rapid rehousing.

Eligible Activity	Funding Available
Street Outreach & Emergency Shelter	\$ 64,956
Homelessness Prevention	\$ 12,585
Rapid Re-Housing	\$ 38,629
2.5% Admin to Agencies	\$ 110,450*
TOTAL AVAILABLE	\$ 226,620

**Based on award amount; City may redistribute unallocated Admin to Homeless Prevention or Rapid Re-Housing.*

Eligible Activities are categorized as follows:

1. Rapid Re-Housing – Rental Assistance

Eligible rental assistance includes:

- a. short-term rental assistance (up to 3 months)
- b. medium-term rental assistance (up to 24 months)
- c. one-time payment for up to 6 months of rent in arrears, to include late fees

Eligible costs includes: rental application fees, security deposits, last month's rent, utility deposits, utility payments (with a limit of 6 months in utility payment arrears), moving costs (including storage costs up to 3 months)

2. Rapid Re-Housing – Housing Relocation and Stabilization Services

Eligible services include: housing search and placement, housing stability case management mediation, legal services, and credit repair. Eligible services under case management include: including centralized coordinated assessments, initial evaluation, counseling, and coordinating services (for a complete list of eligible case management activities please reference 24 CFR 576.105(b)(2)).

3. Homelessness Prevention - Rental Assistance

Eligible rental assistance includes:

- a. short-term rental assistance (up to 3 months)
- b. medium-term rental assistance (up to 24 months)
- c. one-time payment for up to 6 months of rent in arrears, to include late fees

Eligible costs includes: rental application fees, security deposits, last month's rent, utility deposits, utility payments (with a limit of 6 months in utility payment arrears), moving costs (including storage costs up to 3 months)

4. Homelessness Prevention - Housing Relocation and Stabilization Services

Eligible services include: housing search and placement, housing stability case management, mediation, legal services, and credit repair. Eligible services under case management include: including centralized coordinated assessments, initial evaluation, counseling, and coordinating services (for a complete list of eligible case management activities please reference 24 CFR 576.105(b)(2)).

5. Emergency Shelter and Street Outreach Component

Eligible emergency shelter costs include: costs of providing essential services to

homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters as identified in 24 CFR 576.102. Shelter services shall be restricted to the following populations: 1) domestic violence victims (provided by a domestic violence victim service provider), 2) homeless youth, and 3) families with children.

Eligible street outreach costs include: costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility, as further identified in 24 CFR 576.101. For the purposes of this section, the term "unsheltered homeless people" means individuals and families who qualify as homeless under paragraphs (1)(i) of the "homeless" definition under 24 CFR 576.2.

Submission Requirements

Complete each section of the funding application starting on page 11. Ensure that sufficient information is provided and use the check list attached to the application.

Selection Criteria

The selection will be based on the following:

- Thoroughness and clarity of the application;
- Ability and experience with the proposed project;
- Demonstrated ability to perform;
- History of successful completion of similar projects;
- Ability to meet projected deadlines within budget;
- Previous work performance;
- Key personnel working experience with the type of project proposed.

Selection Process

Representatives from the Housing and Community Development Division, Development and Resource Management Department, the County of Fresno and the Fresno Madera Continuum of Care (FMCoC) will review applications and make award recommendations. The evaluation team may, at its discretion, interview applicant(s), contact references, investigate previous projects and current commitments, and conduct any further inquiry and investigation necessary to determine the most feasible project(s). The evaluation team will recommend projects for further consideration to the Housing and Community Development Commission (HCDC). Final project selection is subject to approval by the Fresno City Council.

Submission Instructions

Two original hard copies of the application must be received no later than 4:00 p.m. on July 24, 2015. Applications received after the 4:00 p.m. deadline will not be accepted.

Applications shall be sent via U.S. mail, Federal Express, or may be hand-delivered to:

Housing and Community Development Division
Attn: Trai Her
2600 Fresno Street, Room 3065
Fresno, CA 93721

Technical Assistance

Jose Trujillo, Housing Manager
Housing and Community Development Division
2600 Fresno Street, Room 3070
Fresno, CA 93721
Telephone: (559) 621-8166
E-Mail: jose.trujillo@fresno.gov

Applicants and/or their consultants shall not contact any City official/representative regarding this NOFA other than the Housing and Community Development Division staff specified above, during this NOFA application process.

Terms and Conditions

The City of Fresno reserves the right to:

- Reject any and all applications, and to waive minor irregularities in any application submitted for funding consideration.
- Request clarification of the information submitted, and request additional information from any applicant responding to this NOFA.
- Award funds to the next most feasible project, if the successful applicant does not execute an Agreement within the applicable timeframe after selection and notification of a successful application.
- Reject any application that does not address the items listed in the application.
- Negotiate with applicants.
- Reject any and all applications submitted at its sole and absolute discretion.
- Accept application(s) that it considers to be in the interest of the City, with or without negotiation.
- Waive any informality or minor irregularity when in the best interest of City to do so.
- Reject incomplete or irregular applications.
- Have no obligation to enter into an agreement with any party responding to this NOFA.

Selection Notification

Applicants will be notified of the City's selection on or about **August 7, 2015**. There is no appeal process.

City of Fresno Insurance Requirements

Selected applicants are required to comply with the City's insurance and indemnity obligations. If your organization cannot comply with the City's insurance requirements, **your application will not be considered**.

The following insurance language is included in the City's standard ESG contracts:

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."
2. The most current version of ISO *Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto). If personal automobile coverage is used, the CITY, its officers, officials, employees, agents and volunteers are to be listed as additional insureds.
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

4. Professional Liability (Errors and Omissions) insurance appropriate to CONSULTANT'S profession. Architect's and engineer's coverage is to be endorsed to include contractual liability.

MINIMUM LIMITS OF INSURANCE

CONSULTANT, or any party the CONSULTANT subcontracts with, shall maintain limits of liability of not less than those set forth below. However, insurance limits available to CITY, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

1. **COMMERCIAL GENERAL LIABILITY:**

- (i) \$1,000,000 per occurrence for bodily injury and property damage;
- (ii) \$1,000,000 per occurrence for personal and advertising injury;
- (iii) \$2,000,000 aggregate for products and completed operations; and,
- (iv) \$2,000,000 general aggregate applying separately to the work performed under the Agreement.

2. **COMMERCIAL AUTOMOBILE LIABILITY:**

\$1,000,000 per accident for bodily injury and property damage.

OR*

PERSONAL AUTOMOBILE LIABILITY insurance with limits of liability not less than:

- (i) \$100,000 per person;
- (ii) \$300,000 per accident for bodily injury; and,
- (iii) \$50,000 per accident for property damage.

3. **WORKERS' COMPENSATION INSURANCE** as required by the State of California with statutory limits.

4. **EMPLOYER'S LIABILITY:**

- (i) \$1,000,000 each accident for bodily injury;
- (ii) \$1,000,000 disease each employee; and,

- (iii) \$1,000,000 disease policy limit.

5. **PROFESSIONAL LIABILITY** (Errors and Omissions):

- (i) \$1,000,000 per claim/occurrence; and,
- (ii) \$2,000,000 policy aggregate.

UMBRELLA OR EXCESS INSURANCE

In the event CONSULTANT purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the CITY, its officers, officials, employees, agents and volunteers.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared on the Certificate of Insurance, and approved by, the CITY'S Risk Manager or his/her designee. At the option of the CITY'S Risk Manager or his/her designee, either:

- (i) The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, agents and volunteers; or
- (ii) CONSULTANT shall provide a financial guarantee, satisfactory to CITY'S Risk 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.

OTHER INSURANCE PROVISIONS/ENDORSEMENTS

The General Liability and Automobile Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. CITY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds. CONSULTANT shall establish additional insured status for the City and for all ongoing and completed operations by use of ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript insurance company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.
2. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, officials, employees, agents and volunteers. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the Additional Insured.
3. For any claims related to this Agreement, CONSULTANT'S insurance coverage shall be primary insurance with respect to the CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents and volunteers shall be excess of CONSULTANT'S insurance and shall not contribute with it. CONSULTANT shall establish primary and non-contributory status by using ISO Form CG 20 01 04 13 or by an executed manuscript insurance company endorsement that provides primary and non-contributory status as broad as that contained in ISO Form CG 20 01 04 13.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: CONSULTANT and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents and volunteers.

If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made form:

1. The retroactive date must be shown, and must be before the effective date of the Agreement or the commencement of work by CONSULTANT.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first, or, in the alternative, the policy shall be endorsed to provide not less than a five (5) year discovery period.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by CONSULTANT, CONSULTANT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first.
4. A copy of the claims reporting requirements must be submitted to CITY for review.
5. These requirements shall survive expiration or termination of the Agreement.

All policies of insurance required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar days written notice by certified mail, return receipt requested, has been given to CITY. CONSULTANT is also responsible for providing written notice to the CITY under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, CONSULTANT shall furnish CITY with a 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 fifteen (15) calendar days prior to the expiration date of the expiring policy.

VERIFICATION OF COVERAGE

CONSULTANT shall furnish CITY with all certificate(s) and **applicable endorsements** effecting coverage required hereunder. All certificates and **applicable endorsements** are to be received and approved by the CITY'S Risk Manager or his/her designee prior to CITY'S execution of the Agreement and before work commences. All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of CITY, CONSULTANT shall immediately furnish City with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.

ESG Program Funding Application
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Executive Summary (1 page)			<input type="checkbox"/>
Section	Section Heading	Attachment/Documents	
*	Acknowledge review of insurance requirements	• n/a	<input type="checkbox"/>
1	Project Summary	• Form (one page)	<input type="checkbox"/>
2	Project Description	• Narrative (two pages)	<input type="checkbox"/>
3	Meeting Program Priorities	• Narrative (two pages)	<input type="checkbox"/>
4	Project Schedule	• Narrative (one page)	<input type="checkbox"/>
5	Experience of Applicant(s)	• Narrative (two pages)	<input type="checkbox"/>
6	Current and Completed Projects	• Narrative (one page)	<input type="checkbox"/>
7	Acknowledge Consistency with Federal/Local Funding Requirements	• n/a	<input type="checkbox"/>
8	Budget	• Form (two pages)	<input type="checkbox"/>

DO NOT INCLUDE A COVER LETTER

SECTION 1 - PROJECT SUMMARY FORM

Organization Name: _____

Address: _____

Federal Tax I.D. Number: _____

Organization Type (check all that apply):

- ☐ State certified non-profit entity
☐ Public agency qualified to receive ESG funds under applicable federal rules

Executive Director Name: _____

Phone: _____ E-mail: _____

Project Contact Name: _____

Contact Organization: _____

Address: _____

Phone: _____ E-mail: _____

Application Contact Name (if different from Project Contact above):

Application Organization: _____

Address: _____

Phone: _____ E-mail: _____

Original Signature of Authorized Official (attached Board/company Resolution)

Signature: _____

Title: _____

Name: _____

Date: _____

SECTION 2 – PROJECT DESCRIPTION (Limit narrative to two pages)

Please describe the project in detail including eligible activities, target populations, services to be provided, number of participants to be served, timelines and project schedule, and program outcomes.

SECTION 3 - MEETING PROGRAM POLICIES AND PRIORITIES (Limit narrative to two pages)

Describe how the project will meet the program policies and priorities.

The primary target populations for ESG services are individuals and families who are defined as homeless by the Department of Housing and Urban Development (HUD) 24 CFR Parts 91, 582, and 583 regulations. Under HUD regulations, the four homeless categories are: those that are literally homeless; at imminent risk of homelessness; homeless under other Federal statutes; and those fleeing/attempting to flee domestic violence.

Within the HUD defined homeless categories, the City of Fresno has determined the following sub-populations are a high priority for ESG services:

- Unsheltered homeless persons who are living outdoors or in other places not intended for human habitation;
- Chronically homeless persons;
- Homeless veterans; and
- Other homeless persons who have been identified as highly vulnerable.

In addition, the following populations are also a priority for ESG services in the City of Fresno

- Unaccompanied youth under the age of 18;
- Youth aging out of the foster care system;
- Victims of domestic violence; and
- Households with children.

Proposals that propose to serve these populations will be given priority for funding.

SECTION 4 – PROJECT SCHEDULE (Limit narrative to one page)

Describe how the agency will perform the tasks described within the six month timeline. Show how the agency anticipates expending and requesting reimbursement for each month of the subrecipient agreement.

SECTION 4 - EXPERIENCE OF AGENCY
(Limit narrative to two pages)

The applicant must demonstrate that the skills and experience of the agency are appropriate for the scope of the proposed project.

- Describe your organization's experience and capacity to provide the types of service and/or housing proposed.
- Describe the applicant's experience with the utilization of ESG funds or other public-private developments.
- List key staff, their role in the project and their qualifications.
- Identify the person or persons with the authority to represent and make legal binding commitments on behalf of the applicant.
- Identify any legal action, bankruptcies, or lawsuits currently involving your organization that would prevent the agency from completing the proposed project.

Section 5 - CURRENT AND COMPLETED PROJECTS
(Limit narrative to one page)

List five (5) current or completed projects. Include a summary of the scope of the program, dates of program, and number of homeless served.

SECTION 6 - CONSISTENCY WITH LOCAL/FEDERAL FUNDING REQUIREMENTS
(check that the agency will comply)

Selected subrecipients must certify compliance with 24 CFR Part 576, as amended and related implementing regulations. Subrecipients must participate in HMIS, the local CAHM system, and the Fresno Madera Continuum of Care.

SECTION 7 – PROJECT BUDGET
(Available in Excel Format)

Please use this form to prepare a proposed budget for six (6) months of program expenditures during the period September 1, 2015 to March 1, 2016.

Provide line item budget detail below and use the budget narrative to explain proposed budget items.

The budget should show **total** costs for this program during a six-month period. If a portion of program costs during the period September 1, 2015 to March 1, 2016 will be covered by ESG funding previously awarded by the City or County of Fresno or if the applicant expects to request ESG funding from Fresno County, please use the appropriate columns to show these amounts. If City or County ESG funds will be used

for costs that are not included in this budget, please use the space below to explain.

ESG ACTIVITY	TOTAL BUDGET for this program	CITY ESG funds proposed	CITY ESG funds previously awarded for this program	COUNTY ESG funds (awarded, requested, or expected) for this program	Matching funds for this program	Source(s) of matching funds for this program
<u>Street Outreach / Emergency Shelter</u>						
<i>Total street outreach/ emergency shelter</i>						
<u>Homelessness Prevention</u>						
Homelessness Prevention- Housing Relocation & Stabilization						
Homelessness Prevention- Tenant Based Rental Assistance						
<i>Total homelessness prevention</i>						
<u>Rapid Re-Housing</u>						
Rapid Re-Housing - Housing Relocation & Stabilization						
Rapid Re-Housing -Tenant-Based Rental Assistance						
<i>Total rapid re-housing</i>						

Administrative costs up to 2.5% of ESG funds requested for program activities						
TOTAL ALL ESG Activities in this BUDGET						

EXPLANATION OF OTHER ESG FUNDS

If your organization has been **awarded** ESG funds from the City or County of Fresno for activities that will be implemented during the period September 1, 2015 to March 1, 2016, please explain how those funds will be used to pay for costs associated with this program (shown above), or for other program costs during this period:

If your organization has **requested or expects to apply** for ESG funds from the County of Fresno for activities that will be implemented during the period September 1, 2015 to March 1, 2016, please explain how those funds will be used to pay for costs associated with this program (shown above), or for other program costs:

EXPLANATION OF MATCHING FUNDS

Please describe the **sources and used of matching funds**. If matching funds will be used to pay for costs that are not included in the budget above, please clearly describe the costs and activities that will be supported with those matching funds: