



City of

MEMPHIS

HOUSING & COMMUNITY DEVELOPMENT

FY'26 SCIF
Strategic Community Investment Fund

Emergency Solutions Grant (ESG)
Program Guidelines

TABLE OF CONTENTS

I. Emergency Solutions Grant Program Description and Information

<i>Introduction.....</i>	<i>3</i>
<i>Eligible Applicants</i>	<i>4</i>
<i>Funding Priorities.....</i>	<i>4</i>
<i>Emergency Solutions Grant Program Objectives.....</i>	<i>4</i>
<i>Eligible Activities</i>	<i>4</i>
<i>Eligible Clients / Definition of Homeless</i>	<i>9</i>
<i>Eligible Clients / Definition of At Risk of Homelessness.....</i>	<i>11</i>
<i>Matching Fund Requirements.....</i>	<i>11</i>
<i>Requirements for Construction or Rehabilitation Programs</i>	<i>12</i>
<i>Requirements for Non-construction Programs.....</i>	<i>13</i>
<i>Other Requirements Affecting All Programs</i>	<i>13</i>

II. Application Selection Process

<i>Threshold Requirements</i>	<i>16</i>
<i>Grant Review and Selection Process</i>	<i>16</i>
<i>Rating and Ranking.....</i>	<i>17</i>
<i>Grant Award and Implementation Process</i>	<i>18</i>
<i>Program Completion and Expenditures of Funds</i>	<i>18</i>
<i>City Contacts / Questions</i>	<i>19</i>

III. Appendices – Sample Program Application Forms and Material, Budget Workbooks, Checklist of Required Documents

<i>Sample Application.....</i>	<i>20</i>
<i>Program Information.....</i>	<i>20</i>
<i>Sample Budget Workbooks (Agency and Program) Threshold Requirement</i>	<i>30</i>
<i>Matrix of Required Documents – Threshold Requirement</i>	

I. EMERGENCY SOLUTIONS GRANTS PROGRAM DESCRIPTION AND

INFORMATION

INTRODUCTION

The City's Emergency Solutions Grants Program seeks to improve the quality of life of homeless citizens living in Memphis. The program funds activities intended to help homeless families move toward independent living and to prevent homelessness. The City's program is funded with Federal Emergency Solutions Grants (ESG) funds awarded to the City by the U.S. Department of Housing and Urban Development (HUD). Consequently, all grant programs must comply with applicable ESG regulations as well as the City of Memphis requirements.

The grant funds will be awarded to qualified nonprofit organizations to carry out ESG-eligible activities identified as priorities in the City's Consolidated Plan and Homeless Needs Assessment. The programs may include renovation and operation of emergency and transitional shelters. This includes a wide range of services including homeless prevention activities and supportive services for homeless persons in Memphis.

Emergency Solutions Grants-funded programs must meet certain criteria to include the following.

1. The proposal should fund an activity that has been identified as a priority in the City's Consolidated Plan (*See City of Memphis Website under Housing & Community Dev.*) or an activity that will create a gap in services if not funded.
2. The proposed activities must meet one of the ESG objectives and be per the list found below.
3. The eligible activities must serve only homeless persons or, in the case of homeless prevention activities, persons at risk of becoming homeless.
4. The agency must meet specific criteria to be eligible for funding.
5. The agency must provide dollar for dollar matching funds or in-kind services.
6. The costs must appear to be necessary and reasonable.
7. The activity must comply with the environmental clearance procedures and other requirements established in Federal regulations.

“READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR APPLICATION.”

ELIGIBLE APPLICANT

Non-Profit Organizations

FUNDING PRIORITIES

Proposals are being solicited to fund programs that have been identified as priorities through the City's Consolidated Plan. These priorities are determined annually for homeless persons and families in Memphis and include services for families and individuals. Proposals requesting ongoing funding for existing effective programs that address a priority may qualify for funding although they are not listed among the objectives for the homeless in the Consolidated Plan.

ESG OBJECTIVES

The Emergency Solutions Grant Program recognizes and addresses the needs of the homeless for emergency and transitional shelters and related social services designed to address the conditions contributing to individuals' homelessness as well as for activities that help prevent homelessness. The program is designed to address the following objectives.

1. To improve the quality and capacity of emergency and transitional shelters for the homeless by renovating existing shelters, by renovating buildings to make available additional shelters, and by converting buildings for use as a shelter.
2. To help ensure adequate operating funds for existing emergency and transitional shelters as well as for new shelters.
3. To help provide certain essential social services to homeless individuals so that these persons have access not only to safe and sanitary shelter, but also to the kinds of assistance they need to improve their situations.
4. To help restrict the increase of homelessness through the funding of preventive programs and activities.

ELIGIBLE ACTIVITIES

Federal limits are placed on the amount of funds that can be used for street outreach and emergency shelters. The City of Memphis cannot exceed 60% of the total annual ESG entitlement allocation. There are four types of eligible activities.

1. **STREET OUTREACH:** Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

- a. **Eligible Cost**

- i. Engagement – Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs. Eligible costs include the following: initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs; actively connecting and providing info and referral; and cell phone costs of outreach workers.

- ii. Case Management – Assessing housing and service needs and arranging/coordinating/monitoring the delivery of individualized services. Eligible costs include the following: using the centralized or coordinated assessment system; initial evaluation/verifying and documenting eligibility; counseling; developing / securing / coordinating services; helping obtain Federal, state, and local benefits; monitoring/evaluating participant progress; providing information and referral to other providers; and developing an individualized housing/service plan).
- iii. Emergency Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based setting (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include the following: assessing participants' health problems and developing treatment plans; assisting participants to understand their health needs; providing or helping participants obtain appropriate emergency medical treatment; providing medication and follow-up services, Transportation, and Services to Special Populations.
- iv. Emergency Mental Health Services – Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility. Eligible costs include the following: crisis interventions; prescription of psychotropic medications; explain the use and management of medications; and combinations of therapeutic approaches to address multiple problems).
- v. Transportation – Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. Eligible costs include the following: transporting unsheltered people to emergency shelters or other service facilities; cost of a participant's travel on public transit; mileage allowance for outreach workers to visit participants; purchasing or leasing vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle; and costs of staff to accompany or assist participants to use public transportation).
- vi. Services to Special Populations – Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victim of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. Eligible costs include the following: engagement; case management; emergency health services; emergency mental health services; and transportation).

- 2. EMERGENCY SHELTER:** Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency activities are also eligible.

a. Eligible Costs

- i. **Essential Services** – Services provided to individuals and families who are in an emergency shelter. (Services include: case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, services for special populations).
- ii. **Rehabilitation and Renovation** – Renovating buildings to be used as an emergency shelter for homeless families and individuals. Eligible costs include the following: labor, materials, tools, other costs for renovation, including soft costs, major rehabilitation of an emergency shelter, and conversion of a building into an emergency shelter.

Minimum use period:

	Use Requirement	Building Valuation
Major Rehabilitation	10 years*	If rehab costs exceed 75% of the value of the building before rehab
Conversion	10 years*	If rehab costs exceed 75% of the value of the building after rehab
Other Renovation	3 years*	If rehab costs are 75% or less of the value of the building before rehab

***Recorded deed or use restriction required.**

- iii. **Shelter Operations** – Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate. Eligible costs include the following: maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies necessary for the operation of the emergency shelter, and hotel or motel voucher for a family or individual. Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

3. HOMELESS PREVENTION and RAPID REHOUSING:

- a. **Homeless Prevention** – Individuals and families who are ***at imminent risk, or at risk, of homelessness***, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI. The purpose is to prevent persons from becoming homeless in a shelter or an unsheltered situation, and to help such persons regain stability in their current housing or other permanent housing. **Eligible Participants**: Extremely low-income individuals and families (household

income below 30% of family AMI at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation. **Eligible Activities:** Housing Relocation and Stabilization Services, and Short and Medium-Term Rental Assistance.

- b. **Rapid Re-housing** – Individuals and families who are *literally homeless*, meaning those who qualify under paragraph (1) of the definition of homeless. The purpose is to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and to help such persons achieve stability in that housing. **Eligible Participants:** Literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation). **Eligible Activities:** Housing Relocation and Stabilization Services, and Short and Medium-Term Rental Assistance.
- i. **NOTE:** Short and medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible.

Housing Relocation and Stabilization Services Financial Assistance

Rental Application Fees	Application fee that is charged by the owner to all applicants
Security Deposits	Equal to no more than 2 months' rent
Last Month's Rent	Paid to the owner of housing at the time security deposit and first month's rent are paid
Moving Costs	Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
Utility Costs	Standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage)
Utility Payments	Up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewage), including up to 6 months of arrearages, per service.

ii. **Housing Relocation and Stabilization Services**

1. Housing Search and Placement
2. Housing Stability Case Management
3. Mediation
4. Legal Services
5. Credit Repair

iii. **Housing Relocation and Stabilization Services – Requirements and Restrictions**

1. Participants must meet with a case manager at least once a month for the duration of assistance, except where funding under VAWA or FVSP prohibits the recipient or sub-recipient

from making shelter or housing conditional upon the receipt of services.

2. Participants must be assisted, as needed, in obtaining:
 - a. Appropriate supportive services like medical or mental health treatment or services essential for independent living
 - b. Mainstream benefits like Medicaid, SSI, or TANF

Short and Medium-Term Rental Assistance

<i>Types of Rental Assistance</i>	<i>Length of Assistance</i>
Short-Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One-time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3-year period, including any payment for last month's rent

- **Tenant Based Rental Assistance** – Program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance.
- **Program Based Rental Assistance** – recipients or sub-recipients identify permanent housing units that meet ESG requirements and enter into a rental assistance unit assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

Short and Medium-Term Rental Assistance: Requirements and Restrictions

- **Compliance with FMR limits and Rent Reasonableness**
- **Compliance with Minimum Habitability Standards**
- **Rental Assistance Agreement and Lease Standards:**
 - The rental assistance agreement must set forth the terms under which rental assistance will be provided.
 - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears.
 - Program-based rental assistance leases must have an initial term of one year.
- **Cannot be used with other subsidies**

- No rental assistance can be provided to households receiving rental assistance from another public source for the same time period (except 6 months of arrears).
- Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance).

Example: Persons living in public housing units, using housing choice vouchers or residing in program based assisted units **cannot** receive monthly rental assistance under ESG.

- **Late Payments**

- The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.
- The recipient or sub-recipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.

Housing Relocation and Stabilization Services and Short and Medium-Term Rental Assistance – Requirements and Restrictions

- **Maximum Period of Use** – the **total period** for which any program participant may receive the services must not exceed **24 months during any 3-year period**.
- **Discretion to set cap** – The recipient may also set a **maximum dollar amount** and maximum period for which a program participant may receive any of the types of assistance or services described within the regulatory maximums.

4. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and sub-recipients.
- Victim service providers cannot, and Legal Services Organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.
- **Eligible costs include the following:** Hardware, Equipment and Software Costs; Staffing: Paying salaries for operating HMIS; and Training & Overhead.
- **General Restriction:** Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.

ELIGIBLE CLIENTS and DEFINITION OF HOMELESS

An agency using ESG funds must serve only homeless clients and clients that are at risk of being homeless that meet the following definition.

Homeless means:

1. An individual or family which lacks a fixed, regular, and adequate nighttime residence meaning:
 - a. An individual or family that has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.
 - b. An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for **90 days or less** and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within **fourteen (14)** days of the date of application for homeless assistance.
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
3. Unaccompanied youth under **25 years of age**, or families with children and youth, who do not otherwise qualify as homeless under the definition, but who:
 - a. An individual or family who meets the homeless definition under another federal statute.
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance.
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance.
 - d. Can be expected to continue in such status for an extended period of time because of: chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which includes the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; and
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's

- primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence.
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

ELIGIBLE CLIENTS and DEFINITION OF AT RISK OF HOMELESSNESS

1. Individuals/families who:

- a. Have annual incomes below 30% AMI; and
- b. Do not have sufficient resources or support networks immediately available to prevent literal homelessness; and
- c. Meet at least one of the following seven (7) conditions:
 - i. Moved two or more times due to economic reasons in 60 days prior to application for assistance.
 - ii. Living in home of another due to economic hardship.
 - iii. Losing housing within 21 days after application date.
 - iv. Live in hotel/motel not paid for by charitable organizations or Federal/State/local government programs.
 - v. Lives in severely overcrowded unit as defined by the US Census Bureau.
 - vi. Exiting publicly funded institution or system of care.
 - vii. Living in housing associated with instability and increased risk.
- d. Unaccompanied children/youth who qualify under other federal statutes.
 - i. Does not include children/youth who qualify under the homeless definition.
 - ii. Does not include parents or guardians.
- e. Children/youth who qualify under the Education for Children and Youth program (McKinney-Vento Act) and the parents or guardians of the child/youth if living with him/her.

An agency will be required to document the homelessness of program participants to demonstrate that the program is eligible. Guidelines you should keep in mind are found in the **Appendix, Participant Eligibility Guidelines**.

Agencies using ESG funds for a homeless prevention activity must document that the clients are in danger of becoming homeless without the ESG-funded assistance.

REQUIRED MATCHING FUNDS

Agencies must match ESG funds dollar for dollar. Either cash and/or noncash contributions, which may include donated buildings, materials, and volunteer hours. Records must be kept supporting the volunteer time provided.

CONSTRUCTION OR REHABILITATION PROGRAM REQUIREMENTS

All programs that request funds for rehabilitation or conversion of a building must comply with the following requirements.

1. **Proof of Site Control.**
Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease.
2. **Site Information, present zoning and adjoining land uses.**
Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.
3. **Construction Estimates.**
The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the program. HCD will review these for feasibility.
4. **Design of Improvements.**
Shelter improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the program, ensure compliance with all applicable codes and zoning ordinances (including handicapped accessibility), and oversee construction and verify draw requests.
5. **Competitive Selection of Architects, Engineers and Construction Contractors.**
All ESG-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.
6. **Treatment of Existing Lead-Based Paint and Asbestos.**
Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates should include these costs. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.
7. **Displacement of Residents or Businesses.**
No programs will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.
8. **Compliance with Federal Historic Preservation Guidelines.**

If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with federal preservation guidelines as interpreted by Memphis Heritage and the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget.

9. **Compliance with Local Codes and State laws.**

Any shelter renovated or operated with ESG funds must meet all applicable local government codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive ESG funds. No exceptions are made.

10. **Insurance and Bonding Requirements for Construction.**

Bidders and Contractors will be required to meet bonding requirements established by HUD.

11. **Davis-Bacon Wage Rates.**

Davis-Bacon Wage Rates do **not** apply to ESG-funded construction.

REQUIREMENTS FOR NON-CONSTRUCTION PROGRAMS

The following requirements apply to all non-construction programs.

1. **Use Requirements.** ESG-funded services also carry use-related requirements. If emergency solutions grant funds are used for the provision of emergency shelter or street outreach at a particular site, the building must be maintained as a shelter or service site for the homeless for the contract period. A substitute site or shelter may be used during this period if the same general population is served, and City approval has been obtained.
2. **Compliance with Local Codes and State Laws.** ESG-funded shelters must comply with local codes and applicable State laws.

OTHER REQUIREMENTS AFFECTING ALL PROGRAMS

The following requirements apply to construction and non-construction programs.

1. **Disbursement of Funds** – Grant funds are **not** awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded ESG funds for operating / maintenance, essential services and homeless prevention activities are expected to have adequate cash flow to pay program costs and then request reimbursement from the City. However, funds for construction or rehabilitation will be paid when costs have been incurred. These construction-related payments are not reimbursements, and an agency is not expected to have adequate cash flow to pay for construction costs. No funds will be used to reimburse costs incurred before the beginning of the grant cycle on July 1st or before the award of the grant, environmental clearance of the

program by the City, and execution of the contract between the City and the applicant agency.

2. **Federal Administrative Requirements** – Agencies must comply with Federal administrative requirements. All agencies awarded ESG grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:

- * Standards for Financial Management (OMB Circular A-110)
- * Cost Principles and Allowable Costs (OMB Circular A-122)
- * Federal Audit Standards (OMB Circular A-133)
- * Conflict of Interest (OMB Circular A-110 and 24 CFR 576.79)
- * Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded ESG funds will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

3. **Allocation of Costs** – Costs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or program, the costs must be allocated among the sources in an acceptable manner. The city must approve the allocation plan.

4. **Liability insurance is required for the Emergency Solutions Grant.** All agencies awarded grants will be required to obtain the following liability coverages:

- General liability insurance in the amount of One Million Dollars (\$2,000,000.00)
- Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00).
- Worker's Compensation insurance for agencies with five (5) or more employees.

“The City of Memphis must be named as the additional insured.” The cost of the insurance may be included in the program budget.

5. **Handicapped Accessibility** – All programs must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

6. **Nondiscrimination** – All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS.

7. **Formal Termination Policy** – Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance or housing relocation and stabilization services must include written notice to the program participant, with clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to third party; prompt written notice to the program participant of final decision.
8. **Supportive Assistance** – Agencies awarded funds must assure that homeless individuals and families are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services program for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.
9. **Confidentiality** – Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.
10. **Other Federal Regulations** – Agencies awarded funds must agree to comply with all applicable Federal regulations. All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.
11. **Membership in Community Alliance for the Homeless** – Each agency awarded ESG funds is **required** to be a member of the Community Alliance for the Homeless and to participate in service provider meetings.
12. **Participation in HMIS** – Each agency awarded ESG funds will be required to regularly submit information to Community Alliance for the Homeless for their homeless management information system. The City's intention is to strengthen participation in this database so it can become a more accurate and useful tool in planning and administering programs for the homeless.
13. There is not a maximum amount of grant funds an agency can request. The City reserves the right to award less than the amount of funds requested.
14. Your **Agency Revenues & Expenses Budget**, which is included in the Applicant Profile application, **Program Budget and Program Budget Justification**, which is included in this program application, must be completed using the format presented. **Applications that do not contain all three budgets will be rejected. Applications with incomplete budget forms will be penalized.**

I. APPLICATION SELECTION PROCESS

THRESHOLD REQUIREMENTS

All proposals submitted by the deadline will be reviewed by Homeless and Special Needs Department staff for technical completeness and adherence to the format required in SCIF General Application and in this ESG Program Application Packet. Applications submitted after the deadline will be rejected.

Technically complete applications will be reviewed by City staff to determine applicant eligibility and program eligibility.

1. **Applicant Eligibility.** Applicant eligibility is determined based to a large extent on the SCIF General Application. Staff will review required documents listed in the Matrix of Required Documents which are threshold requirements of the SCIF General Application to determine that the agency is eligible for ESG funding. If the City determines these standards are not met, the program will be rejected, and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for program eligibility.
2. **Program Eligibility.** Staff will review the ESG Program Application to determine that the proposed activities are eligible for ESG funding. This will include ensuring that all proposed ESG-funded activities are eligible, that they do not exceed any limitations, and that they propose to serve only eligible program participants. If any of the activities or participants are not eligible, the application will be rejected, and the applicant agency notified by letter. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

GRANT REVIEW AND SELECTION PROCESS

To review and rank applications, the city will appoint a Grant Review Committee including persons not employed by the city to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve the homeless or help prevent homelessness. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that apply for the ESG funds.

Committee members will review eligible applications and will determine the steps in the review process regarding making on-site visits to agencies or inviting agency representatives to attend a Review Committee meeting to answer questions about their applications. HCD will make available to committee members all monitoring information related to grants previously awarded to the applicant.

RATING AND RANKING APPLICATIONS

Committee members will rate and rank all eligible applications. The points awarded for the rating factors total 100. **Applicants must have a minimum score of 75 to be considered for funding.** The factors for rating and ranking applicants are listed below

and in the Appendix. Each applicant should carefully read the factors for rating and ranking applications described below.

Applicant capacity. Up to 20 points will be awarded based on the extent to which the application demonstrates the capacity of the applicant agency. The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed program. This means that in addition to knowledge of and experience in serving the homelessness in general, the organization carrying out the program, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific activities proposed. Factors to be considered will include prior agency experience and results in the type of work being proposed; suitable agency fiscal capacity and organizational infrastructure to implement the program; and employee experience and credentials in the area to be implemented. The City's monitoring records of previously funded programs will also be included in determining applicant capacity.

Program quality. Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the program. The housing and services proposed must be appropriate to the needs of the persons to be served. The application must demonstrate a clear understanding of the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. The city may consider a program to be of poor quality if:

1. The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems or proposes to separate members of the same family without an acceptable rationale.)
2. The application does not show how the program will help participants to access permanent housing, achieve self-sufficiency and make progress toward living independently.
3. The program is not cost-effective in the Committee's opinion and all costs are not reasonable but deviate substantially from the norm in Memphis.
4. The application shows no evidence of collaboration with other existing programs and services for the homeless.
5. The shelter proposed does not meet City code, health or safety standards.
6. The Shelter does not participate in Community Alliance's HMIS database, and/or is not a member of Community Alliance for the Homeless.
7. The application does not describe how the agency will assist clients enroll in mainstream programs for which they are eligible.

Need for Program. Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the program. It must describe the need for the specific program vis-à-vis existing services. The program may be judged to adequately describe the need for the program if it addresses the following points:

1. The need for the program is documented by use of waiting lists, references to similar programs, etc.

2. The program is consistent with the priorities described in the City's Consolidated Plan.
3. The program does not duplicate existing programs and services.

Operational Feasibility. Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the program. The application must include:

1. Clear and complete plans for implementing the program.
2. Adequate committed funding to implement the program.
3. An adequate strategy for securing additional support and commitment.
4. Indicators that demonstrate that the program is ready to be implemented.
5. The availability of dollar-for-dollar matching funds for the ESG request.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

GRANT AWARD AND IMPLEMENTATION PROCESS

As soon as programs are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City will make its best efforts to complete environmental and other reviews and contract execution so that program funding will be effective July 1st.

PROGRAM COMPLETION AND EXPENDITURE OF FUNDS

The City must ensure that all ESG funds awarded through this process are encumbered within 180 days of the date HUD awards the City funds. Additionally, all funds must be expended, and contracts closed out within one year of the contract. Consequently, agencies must request final payment for these activities by the end of the contract period. The City reserves the right to reallocate ESG funds if a program is not operational, and funds are not being spent in a timely manner.

WHO TO CONTACT FOR ASSISTANCE.

Inquiries regarding this grant program should be directed to Timothy Saffold at timothy.saffold@memphistn.gov or (901) 636.7316 or Kimberly Mitchell, Administrator, Homeless and Special Needs Dept at 901-636-7347, kimberly.mitchell@memphistn.gov.

- II. **Sample Application, Information and Ranking/Rating Form. Budget Workbooks to follow. (Note: Do not submit the below. This is an example of what is on the electronic portal. All applications MUST be submitted via the electronic portal. The submission portal is the final version of what applicants are required to respond to.)**

**EMERGENCY SOLUTIONS GRANT APPLICATION
PROGRAM INFORMATION**

Agency Name:	_____
Program Title:	_____
Agency Director:	_____
Agency Phone Number:	_____
Email Address:	_____
ESG Amount Requested:	_____ Total Program Cost: _____
Amounts and Sources of Matching Funds:	_____
Service Site Address(es):	_____
Proposed program period:	from _____ to _____
This is a one-year contract (ESG funding will not be available to pay costs incurred before July 1, 2025.)	

1. Briefly describe your proposed program and objectives. What services will be provided to the homeless or to prevent homelessness? Briefly describe services and staff including how clients are identified (screening process). How many clients will be served? Where will the services be provided? Over what period of time? Be succinct, please.
2. What needs of the homeless or those at risk of homelessness will your program address? Is there any duplication of serves? If so, how is your program different from other local providers providing the same or similar services? Include any other information from your organization that directly supports the need for this program

including: (a) waiting lists; (b) client demographic information; (c) documentation of unmet needs; (d) an increase in referrals; and (e) evaluation results.

3. What services will be provided to clients to encourage their **self-sufficiency** and their **accessing permanent housing**?
4. What effect will your program have on the needs of your clients? What differences will the services make in the lives of your clients?
5. What subpopulation will be served? Would failure to fund the program create a gap where services currently exist? Is there already a significant unmet need that will be addressed by the program? What is the relative priority of those services?
6. How will you measure your program's success? What benchmarks/measurements will you use to determine whether you have been successful in implementing activities and making changes described above? Describe your tracking and measurement methods.
7. Describe how this program will be coordinated with other agencies that serve the homeless. Include a brief description of your intake and referral process, how you share clients and coordinate services with other agencies.
8. Does your agency comply with the following?
 - Is your agency a member of Community Alliance for the Homeless?
_____ Yes _____ No
 - Does your agency provide data to Community Alliance for the Homeless for the Homeless Management Information System (HMIS) database on a regular basis?
_____ Yes _____ No
9. Briefly describe the ESG-eligible activities you are proposing and how the ESG funds will be used in your proposed program. (Please refer to the eligible activities and your program budget found below.)
10. Please indicate the unduplicated number of clients you anticipate will be served from July 1, 2025 - June 30, 2026.
11. What percentage of the clients to be served by this program will be homeless?

12. Describe how you will ensure that your clients meet HUD's definition of homeless found in the Program Description Section.
13. Does your agency plan to repair or renovate a building using ESG funds?
If so, what is the address?

- Does your agency have site control or own the structure to be renovated?
If so, include a copy of documentation demonstrating control of the site.
- Does your agency rent the structure to be renovated?
If so, include a copy of the current lease.

PLEASE NOTE: A copy of a recent appraisal of the property must be included if funds for renovation are being requested. We must use the information to calculate the 3 or 10-year use period.

14. If you plan to use ESG funds to renovate or operate a shelter, will it be licensed?

If so, what agency will license it? When? For how long?

15. If you plan to use ESG funds to renovate or operate a shelter, please provide a management/operational plan for a three-year period if you plan repairs or non-substantial rehabilitation. A ten-year plan should be provided if you are requesting funds for substantial rehabilitation (greater than 75% of the value of the property).

If you plan to use ESG funds to operate a shelter, does the shelter meet the following?

Zoning codes? _____ Fire and Safety codes? _____ Health codes?

Section 504 / Handicapped Accessibility requirements? _____

If not, what steps will you take to meet the requirements?

16. If you are requesting funds to under Emergency Shelter or Street Outreach, please provide a management/operational plan for the period of the proposed grant.

17. If you are requesting funds to operate a shelter, do you have a Use and Occupancy Permit?

If so, please provide a copy.

If not, please explain what steps you must take to obtain one.

18. If you are requesting funds to provide Rapid- Re-housing or Homeless Prevention. Please provide a detailed plan of implementation.

19. If you are requesting funds for HMIS. Please describe the eligible costs.
20. List below all staff positions currently employed by your agency that will assist with the implementation of this program that **will not be paid with ESG funds**. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

Name	Job Title	Qualifications/Experience

21. List below staff positions currently employed by your agency that **will be paid with ESG funds**. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

Name	Job Title	Qualifications/Experience

22. List below **new** staff positions that will be **created** to carry out the proposed program.

Attach a copy of job descriptions, employment requirements, and proposed salaries for each new staff position to be funded through this grant.

Job Titles	Qualifications	Proposed Salaries

23. If you receive ESG funds, how do you plan to fund/operate the program after they are spent? What long-range plans do you have for the program? Be specific.

24. If your program does not receive ESG funds, or receives less than you're requesting, are specific activities higher priorities for funding than others? Please list them beginning with the highest priority and associated budget amount.
25. Provide a schedule or timetable for implementing your program. Funds will be available on July 1, 2025.

CRITERIA FOR DEFINING HOMELESS

This document provides guidance to nonprofit agencies using HUD funding for a program to assist the homeless. The following information will help an agency determine whether someone is eligible to be served by HUD's homeless assistance programs. Documentation described below must be maintained by all Emergency Solutions Grant Sub-recipient agencies and be made available for review by the City and HUD.

Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none">• Has a primary nighttime residence that is a public or private place not meant for human habitation.• Is living in publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or• Is exiting an institution where (s) he resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none">• Residence will be lost within 14 days of the date of application for homeless assistance.

		<ul style="list-style-type: none"> No subsequent residence has been identified; <u>and</u> The individual or family lacks the resources or support networks needed to obtain other permanent housing.
Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> Are defined as homeless under the other listed federal statutes. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days: <u>and</u> Can be expected to continue in such status for an extended period of time due to special needs or barriers.
Category 4	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> Is fleeing, or is attempting to flee, domestic violence. Has no other residence: <u>and</u> Lacks the resources or support networks to obtain other permanent housing. <p>:</p>

RECORD KEEPING REQUIREMENTS

Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter. • For individuals exiting an institution – one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> • Discharge paperwork or written/oral referral, <u>or</u> • Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution
Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> <ul style="list-style-type: none"> • For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.
Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s) he has moved two or more times in the last 60 days • Documentation of special needs or 20 or more barriers.

Category 4	Fleeing/Attempting to Flee Domestic Violence	<ul style="list-style-type: none"> • For victim service providers: An oral statement by the individual or head of household seeking assistance which states they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self- certification or a certification by the intake worker. • For non-victim service providers: Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self- certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and Certification by the individual or head of household that no subsequent residence has been identified; and Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing.
------------	--	--

EMERGENCY SOLUTIONS GRANT RATING/RANKING FORM. Below are the criteria by which applications will be assessed. You must have a minimum score of 75 to be considered for funding.

Proposal No: _____ Applicant _____

Program Title: _____

APPLICANT CAPACITY – 4 points for each question (Maximum 20 points)

- Does the agency have sufficient *qualified staff* to carry out the program?
- Does the agency have a positive record of implementing similar programs?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity to implement the program?
- Does the agency collaborate with other agencies in serving the homeless?

PROGRAM QUALITY – 5 points for each question (Maximum 20 points)

- Are the services and programs to be offered clearly described as well as the specific target population to be served?
- Are the type and scale of services appropriate for the target population?
- Does the program encourage client self-sufficiency & accessing permanent housing?
- Does the application include expected outcomes and specific measures by which the program's success can be assessed periodically?

NEED FOR PROGRAM – 7.5 points for each question (Maximum 30 points)

- Are the needs of the target population and the need for the program described well?
- Does the application demonstrate the need for the program?
- Does the program duplicate existing programs and services? If so, did the applicant demonstrate how their services will be different from other service providers?
- Is there a demand for the services? Are there waiting lists, etc.?

OPERATIONAL FEASIBILITY – 7.5 points for each question (Maximum 30 points)

- Does the application contain clear and complete plans for implementing the program?
- Is committed funding adequate for implementation of the proposed program?
- Is the strategy for securing additional support and commitment adequate?
- Are dollar for dollar matching funds available for the ESG request?

TOTAL POINTS AWARDED

SAMPLE BUDGET (AGENCY)

Dear Applicant,

Complete all the required budget information before submitting your application. The Agency Revenue & Expenditures Budget is the organization's total income and expenses for a three-year period. Kindly itemize your revenue and expenses for past, present, and future costs for each category indicated on the budget. The revenue section should represent all income your organization has or will receive. The expenses section represents how the funds were spent. This is required to determine the soundness of your organization and need for funds.

APPLICATIONS WITH INCOMPLETE BUDGETS WILL BE PENALIZED.

APPLICANT/AGENCY BUDGET TOTAL AGENCY REVENUES AND EXPENDITURES

Agency Name: enter agency name here

Agency Fiscal Year: _____

REVENUE	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Agency Fund-raising			
Donations			
Government Grants (Public)			
Loans			
Non-Govt. Grants			
Fees for Services			
Other Income			
TOTAL REVENUE (A)	0	0	0

EXPENDITURES	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Bank Fees & Interests			
Utilities			
Postage			
Phone Services			
Other			
TOTAL EXPENDED (B)	0	0	0

BALANCE (A-B)	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Revenue - Expenditures	0	0	0

Dear Applicant,

Complete all the required budget information in this workbook before submitting your application. Kindly itemize your revenue and expenses for each category indicated on the budget. The revenue section should represent all income your organization has or will receive. The expenses section represents how the funds will be spent. This is required to determine the soundness of your organization and need for funds.

APPLICATIONS WITH INCOMPLETE BUDGETS WILL BE PENALIZED.

Program Budget			
Agency Name:	Enter agency name		
Program Name:	Enter program name		
Proposed Funding Period (from/to):	Enter agency fiscal year		
Gray cells are locked. Enter information in white cells.			
Line Items	Total ESG Budget	Total Non-ESG Budget	Total Program Budget
REVENUE			
Agency Fund Raising	\$ -		\$ -
Grants & Contracts	\$ -		\$ -
Fees for Services	\$ -	\$ -	\$ -
Other Income (enter source)	\$ -		\$ -
Other Income (enter source)	\$ -	\$ -	\$ -
Other Income (enter source)	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -
Emergency Shelter			
Renovation			\$ -
Operation			\$ -
Essential Services	\$ -	\$ -	\$ -
URA Assistance	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Street Outreach – Essential Services			
Engagement	\$ -	\$ -	\$ -
Case Management	\$ -	\$ -	\$ -
Emergency Health Svcs.	\$ -	\$ -	\$ -
Emergency Mental Health Services	\$ -	\$ -	\$ -
Transportation	\$ -	\$ -	\$ -
Services to Special Populations	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
HMIS			
Hardware, Equipment, & Software		\$ -	\$ -
Staffing		\$ -	\$ -
Training & Overhead	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Rapid Re-housing			
Housing Relocation & Stabilization Svcs		\$ -	\$ -
Tenant Based Rental Assistance		\$ -	\$ -
Project Based Rental Assistance	\$ -	\$ -	\$ -
Personnel: Salary, taxes, & benefits for 2 Case Managers		\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Homeless Prevention			
Housing Relocation & Stabilization		\$ -	\$ -
Tenant Based Rental Assistance		\$ -	\$ -
Project Based Rental Assistance	\$ -	\$ -	\$ -
Personnel: Salary, taxes, & benefits for 2 Case Managers		\$ -	\$ -
Other (enter)	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -

Program Budget for Personnel

Title	Annual Salary	Annual Taxes	Annual Benefits	Total Salary Costs	ESG Amount	Non-ESG Amount
Totals	0	0	0	0	0	

Program Staffing Charts

List below all staff positions currently employed by your agency that will assist the implementation of this program that will not be paid with ESG funds. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

[illegible]

List below staff positions currently employed by your agency that **will be paid with ESG funds**. Also attach resumes, job descriptions, and salaries as well as other information that demonstrates that the staff has credentials and experience to carry out the jobs.

[illegible]

List below **new** staff positions that will be **created** to carry out the proposed project.

Attach a copy of job descriptions, employment requirements and proposed salaries for each new staff position to be funded through this grant.

[illegible]

PROGRAM BUDGET JUSTIFICATION
Please provide a narrative explanation of the ESG funding requested. Kindly itemize costs for each category indicated in your program budget as shown below. See guidelines for additional information.
Emergency Shelter:
Street Outreach:
HMIS:
Rapid Re-housing:
Homeless Prevention: