



CITY OF ESCONDIDO  
HOUSING & NEIGHBORHOOD SERVICES DIVISION

**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
for the U.S. Department of Housing and Urban Development  
**Emergency Solutions Grant (ESG) Programs: CFDA – 14.231**

**RFP RELEASE DATE:**  
**March 21, 2018**

**PROPOSAL SUBMITTAL DATE:**  
**April 19, 2018**

City of Escondido  
Housing & Neighborhood Services Division  
201 N. Broadway, Escondido, CA  
(760) 839-4356



It is the intention of the City of Escondido to comply with the Americans with Disabilities ACT (ADA). To request this document in alternate formats, or to request special assistance at a City meeting, please contact Nancy Melander at (760) 839-4579 or via e-mail at [NMelander@escondido.org](mailto:NMelander@escondido.org).

## ***Section One - Notice of Funding Availability (NOFA)***

### **INTRODUCTION**

Under this NOFA:

- The City of Escondido (City) Housing and Neighborhood Services Division (HNS) is accepting proposals from eligible organizations providing assistance to persons experiencing homelessness or at-risk of homelessness within the City.
- Funds to be used for this NOFA are from the federal Emergency Solutions Grant (ESG) Program.
- The ESG program provides funding to meet the following objectives: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.
- Homeless Management Information System (HMIS) participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

### **BACKGROUND**

The HEARTH Act, enacted into law on May 20, 2009, consolidated three separate homeless assistance programs, administered by HUD under the McKinney-Vento Homeless Assistance Act, into a single grant program. One of the main revisions in the HEARTH Act was the revision of the existing federal Emergency Shelter Grant program into the new Emergency Solutions Grant (ESG) Program. The ESG regulations can be found at 24 Code of Federal Regulations (CFR), Part 576.

### **FUNDING AVAILABILITY: Up to \$136,390**

The City anticipates receiving ESG funds through the U.S. Department of Housing and Urban Development (HUD). The specific amount of funding to be received from HUD for FY 2018-2019 has not yet been decided by Congress, however the City anticipates being able to commit approximately \$136,000 in **one-time** ESG funds available under this NOFA. These funds are available to non-profit organizations and/or public entities sponsoring projects within the City. Funds under this NOFA must be implemented and fully expended during Fiscal Year 2018-19 (July 1, 2018 - June 30, 2019). The contract term will be limited to 12 months, ending June 30, 2019.

### **PRIORITIZATION OF ESG OBJECTIVES**

For this NOFA, the following ESG objectives have been prioritized in the order below:

1. Engagement of homeless youth, individuals, and families
2. Rapid re-housing for homeless individuals and families,
3. Homelessness prevention,
4. Emergency shelters, and
5. Essential services to shelter residents.

Proposals for projects that will address higher priority objectives will be receive priority ranking. The Escondido City Council has also prioritized projects addressing youth homelessness.

**NOTE:** Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

### **CONDITIONS**

The City reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants, and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. The City reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA at any time. All submittal packages become the property of the City.

All requirements of the ESG Program apply under this NOFA. The HEARTH Act significantly revised the ESG Programs regulations at [24 CFR Part 576](#) and established new requirements for the ESG Program. HNS recommends that all organizations applying for funding review ESG Program eligibility criteria carefully.

### **PROPOSAL REVIEW**

Proposals are subject to preliminary review for threshold criteria. Applicants providing incomplete or ineligible proposals will be so notified. A determination will be made concerning the consistency of the proposal with the priorities outlined in the City of Escondido 2015-2019 Consolidated Plan with amendments.

Following the above review, the proposal and HNS staff comments will be considered by a NOFA Review Panel. The NOFA Review Panel will make funding recommendations to the Escondido City Council at for consideration on May 2, 2018 (tentative date). Applicants are encouraged to attend and participate at this public meeting.

### **TECHNICAL ASSISTANCE, CLARIFICATION AND ADDENDA**

Requests for clarifications regarding this NOFA should be directed to Nancy Melander at (760) 839-4579, or by email at [NMelander@escondido.org](mailto:NMelander@escondido.org) by April 13, 2018. Responses will be posted on the City's website at [www.escondido.org/neighborhood-services.aspx](http://www.escondido.org/neighborhood-services.aspx).

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum posted on the City of Escondido website and sent to all organizations requesting a NOFA package.

### **SUBMITTALS**

Applications must be received no later than **5:00 p.m. on Thursday, April 19, 2018**, at City of Escondido Housing & Neighborhood Services Counter at the address listed below.

Submit an original set and three (3) copies and 1 electronic copy:

City of Escondido  
Housing & Neighborhood Services Division  
Attn: Housing & Neighborhood Services Manager  
201 N Broadway  
Escondido, CA 92025

Faxed and/or emailed applications will not be accepted.

## **Section Two - NOFA Funding Source**

### **EMERGENCY SOLUTIONS GRANT PROGRAM**

- The federal ESG Program regulations are located at [24 CFR Part 576](#)
- Under this NOFA, ESG funds will be awarded to non-profit organizations and/or public entities sponsoring projects within the City of Escondido.
- ESG funds will be awarded for a maximum of twelve months.
- All funds awarded under this NOFA must be fully expended by June 30, 2019.

### **SUMMARY OF ESG ELIGIBLE PROJECT COMPONENTS**

| <b>Project Component</b>    | <b>Main Eligible Activities</b>  |
|-----------------------------|--|
| Emergency Shelter*          | Renovation (Major Rehabilitation and Conversion), Essential Services, Shelter Operations, and Assistance required under URA. See <a href="#">24 CFR 576.102</a>  |
| Rapid Re-Housing Assistance | Housing Relocation and Stabilization Services<br>Financial Assistance: Moving Costs, Rent Application Fees, Security Deposits, Last Month's Rent, Utility Deposit and Utility Payment. Assistance may also include a one-time payment of rental arrears for up to 6 months.<br>Services: Housing Search, Housing Placement, Housing Stability, Mediation, Legal Services, Credit Repair, Budgeting, Money Management.<br>Rental Assistance: Short - Up to 3 months, Medium – 4-24 months. See <a href="#">24 CFR 576.103</a> , <a href="#">576.105</a> , and <a href="#">576.106</a> . |
| Street Outreach*            | Essential Services necessary to reach out to unsheltered homeless youth, individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see <a href="#">24 CFR 576.101</a>   |
| Homelessness Prevention     | Same activities as Rapid Re-Housing  |
| HMIS**                      | Grant funds may be used for certain HMIS and comparable database costs, as specified at <a href="#">24 CFR 576.107</a>   |

\* ESG regulations limit street outreach and emergency shelter activities (combined) to no more than 60% of the fiscal year grant.

\*\* HMIS participation is required as a project component within all proposals, but may not be the sole project component.

See HUD's [ESG Program Components Quick Reference](#) for more information.

**NOTE:** Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

**ELIGIBLE COSTS:**

As of December 5, 2011, the Department of Housing and Urban Development issued an interim in regards to Emergency Solutions Grant funding. Please refer to Federal Register Notice Vol. 76, No. 233.

<https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>

<https://www.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>

<https://www.hudexchange.info/resources/documents/EmergencySolutionsGrantsProgramFactSheet.pdf>

**COMPLIANCE WITH APPLICABLE LAWS, RULES, AND REGULATIONS:**

Projects that are awarded ESG, funding must act in accordance with all relative federal, State of California, and City of Escondido laws, rules, and regulations. These include but are not limited to the following:

- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights to individual with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.
- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low and moderate income persons residing within the City of Escondido, and contracts or work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Escondido.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **2 CFR Part 200** – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. These regulations include Conflict of Interest and Procurement provisions under 2 CFR 200.112 and 2 CFR 200.317-326.
- **2 CFR Part 200 Subpart E** – The regulations that identify cost principals for nonprofits.
- **2 CFR Part 200 Subpart F** – The regulations concerning annual audits.
- **24 CFR Part 49** – The regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD Requirements** – All other applicable required reports, circulars, and procedures.
- **Administrative Procedures** – The rules issued by the City of Escondido in relation to contracts, process, and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders, or regulations issued following the rule.

The following resources are available on HUD's website for your use:

- ESG Regulations: Interim Rule:  
[https://www.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRule&ConPlanConformingAmendments.pdf](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf)
- "Monitoring Checklists":  
[https://www.hud.gov/program\\_offices/administration/hudclips/handbooks/cpd/6509.2](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2)
- The Code of Federal Regulations (CFR) and Executive Orders may be found at:  
CFR: <https://www.gpo.gov/who-we-are/our-agency/mission-vision-and-goals>  
Executive Orders: <http://www.archives.gov/federal-register/index.html>
- Emergency Solutions Grant: <https://www.hudexchange.info/programs/esg/>
- Limited English Proficiency Requirements:  
[https://www.lep.gov/guidance/HUD\\_guidance\\_Jan07.pdf](https://www.lep.gov/guidance/HUD_guidance_Jan07.pdf)



## ***Section Three - Proposal Parameters***

### **REQUIREMENTS FOR SUBMITTAL**

To be responsive, a complete NOFA Application must contain the following items:

#### ***A. Affordability***

Attachment A outlines income eligibility levels.

- “Extremely-Low Income” households are households whose adjusted household income is at or below 30% of the area median income (“AMI”).
- “Very-Low Income” households are households whose adjusted household income is between 31% and 50% of AMI.
- “Low-income” households are defined here as households whose adjusted household income is between 51% and 80% of AMI.
- “Median income” is defined and published periodically by HUD for the San Diego Standard Metropolitan Statistical Area.

#### ***B. Project Location***

Projects must be located within the jurisdiction of the City of Escondido or serve residents of the City. Describe the project location and service area in as much detail as possible, including the street address, cross streets and Assessor Parcel Number. All homeless prevention activities must assist households within the incorporated areas of the City of Escondido.

#### ***C. Consistency with the FY 2015-2019 City of Escondido Consolidated Plan***

Applicants are required to demonstrate that their project is consistent with the City of Escondido’s current HUD-approved [Consolidated Plan](#) and proposed amendments. Item 5 in the NOFA application addresses this requirement.

#### ***D. Match Requirements***

[Section 576.201](#) of ESG regulations requires a 100 percent funding match. For this NOFA, applicants must match dollar-for-dollar the ESG funding provided by the City with funds from other public or private sources.

Qualifying project match includes, but is not limited to cash and value of donated materials and labor. Proposed match sources must be approved and consistent with program regulations.

#### ***E. Board Resolution***

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. Use EXHIBIT 2.

#### ***F. Articles of Incorporation and By-Laws***

All proposals must include current Articles of Incorporation and By-Laws for the organization.

#### ***G. Audited Financial Statements*** - Submit the following information for the last two (2) fiscal years:

- Audited financial statements of the entire organization with the applicable notes;
- Independent Auditor’s Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards.
- Independent Auditor’s Statement of Findings and Questioned costs.



#### *H. Evidence of Funding Commitments*

Applicants must demonstrate reasonable and efficient costs of operations and project implementation. The proposal must identify secured matching funds. Letters from other funding sources must include the name, title, and telephone number of the responsible contact person and funding amount.

#### *I. Cost Allocation Plan*

All applicants must submit a cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects.

#### *J. Position Descriptions*

Provide a position description for all proposed staffing positions funded by the project.

#### *K. Organizational/Staffing Chart*

Applicants must include an organizational/staffing chart that describes the overall organization and illustrates the relationship of the proposed program with other organizational divisions, programs and sections. Indicate the lines of organizational management, authority, and responsibility. The staffing chart identifies program staff positions (by name and title, if known) and reporting responsibility.

#### *L. Project/Program Description*

Applicant must describe the proposed project/program (work to be performed, components to be undertaken, or services to be provided) and also describe specifically how the requested ESG funds will be used. Describe how this project will benefit persons experiencing homelessness or at risk of homelessness. Describe the problem or need that the proposed project is intended to address.

#### *M. Homeless Management of Information System Participation*

ESG recipients will assure compliance with all HUD record-keeping provisions, including use of the **HMIS for clients served by ESG-funded programs**. The cost of complying with this requirement must be reflected in the project budget.

#### *N. Recordkeeping*

Under ESG, programs are also required to keep a record of all clients that are screened and classified as ineligible. The ESG recordkeeping and reporting requirements state that for each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination. (See 24 CFR § 576.500(d)).

### **REQUIREMENTS FOR FUNDING**

The following items must be completed prior to funding:

#### *A. Environmental Review*

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, renovation, conversion or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before the City will execute a contract. City staff conducts this review using information provided in the application.

### *B. Insurance Requirements*

Proof of insurance meeting these requirements must be submitted to the City ten (10) days prior to contract execution.

General Liability Insurance: Funding recipients will be required to obtain and provide evidence of general liability insurance in the amount of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$2,000,000, and \$1,000,000 Products/Completed Operations Aggregate.

Automobile Liability Insurance: Funding recipients will be required to obtain and provide evidence of automobile liability insurance in the amount of \$1,000,000 combined single-limit per accident for bodily injury and property damage.

Endorsement to General Liability and Automobile Insurance: Each Contractor is required to name the City of Escondido as an additional insured on their general liability and automobile insurance policies.

Workers' Compensation and Employer's Liability Insurance: as required by the State of California.

### **PROJECT ADMINISTRATION AND MONITORING**

The City is the administrative and monitoring agency for projects awarded through this NOFA. Note the following project funding conditions:

#### *A. Disbursement of Funds*

It is estimated that it will take up to two months before contract documents are executed. The actual time will vary according to the complexity of the approved project(s), environmental constraints, and contract negotiations. HNS expects to execute one-time ESG contract(s) effective July 1, 2018.

Under this NOFA, City will award ESG funds in the form of grants. City distributes funds through a reimbursement program. Expenses incurred prior to the effective date of the executed contracts are not eligible for reimbursement. Billings for reimbursement must be submitted in accordance with contract specifications, 24 CFR Part 84 and 2 CFR Part 200.

#### *B. Funding Reallocations*

City reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion if projects are not proceeding satisfactorily (in the sole opinion of City) towards commencement of the proposed activity.

## ***Section Four – Project Proposal Ranking***

Each proposed project is rated on the merits of the application using criteria for need, feasibility, fiscal, and project management capacity. A minimum score of 70 (seventy) out of 100 (one hundred) points is required for a project to be recommended for funding by the review panel.

All proposals will be reviewed for completeness and threshold criteria. All proposals must meet the threshold criteria to be forwarded for further review by a NOFA review panel. The threshold criteria for ESG NOFA proposals are as follows:

### **Threshold Criteria**

- \_\_\_\_\_ Serves residents whose incomes are at or below 30% of the AMI
- \_\_\_\_\_ Serves persons experiencing homelessness or at risk of homelessness
- \_\_\_\_\_ City of Escondido Benefit
- \_\_\_\_\_ Consistent with the 2015-2019 Consolidated Plan and amendments
- \_\_\_\_\_ 100% match funding is proposed and funding source is identified
- \_\_\_\_\_ All submittal requirements have been met

Once proposals have been screened for threshold criteria and have been forwarded for competitive review, a NOFA Review Panel will be convened. The next page contains scoring criteria that will be used for the NOFA process. Funding recommendations will then be made to the Escondido City Council for consideration.

## PROJECT PROPOSAL RANKING

| <b>Maximum Possible Points</b>   |            |
|--|------------|
| <b>A. Project Need</b>   |            |
| 1. Target Population – Does the applicant describe the target population or subpopulation and how they are accessed? Does it address the needs of the population? Does it describe challenges and barriers?  | 5          |
| 2. Geographic Area – Does the applicant describe the location? Does the project benefit the needs of City Residents?   | 15         |
| 3. Consolidated Plan – Does the applicant demonstrate how the proposal meets with the priorities outlined in the City of Escondido 2015-2019 Consolidated Plan?  | 10         |
| <b>30</b>  |            |
| <b>B. Project Description</b>  |            |
| 1. Project Goals/Objectives/Activities – Does the applicant provide a complete description of program?   | 10         |
| 2. How does the project benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking (See Section One, Subsection IV).   | 20         |
| <b>30</b>  |            |
| <b>C. Experience, Management and Staffing</b>  |            |
| 1. Agency/Program Experience – Does the applicant describe in detail the agency/program experience in developing, implementing and evaluating the proposed project or comparable project?  | 9          |
| 2. Government Contracts – Does the applicant have any experience with government contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?   | 6          |
| 3. Organizational/Staffing Chart – Did the applicant include an organizational/staffing chart? Does the chart illustrate organizational management, authority, and responsibility? Does the chart identify program staff (including title and FTE) and demonstrate the lines of accountability and reporting responsibility for the proposed project?  | 2          |
| 4. Position Descriptions – Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a résumé for the Executive Director/Chief Executive Officer? Does the résumé demonstrate capacity/experience to support the project?   | 3          |
| <b>20</b>  |            |
| <b>D. Fiscal Capacity</b>  |            |
| 1. Match – Does the applicant provide evidence of at least 100% Match?   | 5          |
| 2. Audited Financials – Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards and Independent Auditor's Statement of Findings and Questioned costs? | 5          |
| 3. ESG Cost Allocation Plan – Does the applicant provide a detailed cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects? Is it consistent with 2 CFR Part 200 Subpart E?   | 10         |
| <b>20</b>  |            |
| <b>E. Total</b>  | <b>100</b> |

## APPLICATION CHECK LIST

*Please complete the following checklist and submit this form with the application.*

All pages 8.5 x 11 inches

One master copy (no staples or binders) and three copies; both signed.

One CD/portable drive with electronic file copies.

### Requirements for Submittal

- NOFA Application with Exhibits (pages 10-15)

### ATTACHMENTS:

- Articles of Incorporation and By-Laws
- Audited Financial Statements/Single Audit (last two (2) fiscal years)
- Board Resolution
- For non-profit organizations, proof of 501(c)(3) status
- Evidence of Funding Source Commitments (evidence of 100% match)

### Requirements for Funding

- Environmental Review
- General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance.

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

NOFA  
APPLICATION

**City of Escondido  
Housing and Neighborhood Services Division**

Emergency Solutions Grant (ESG)

**1. PROJECT TITLE:** \_\_\_\_\_

**2. APPLICANT:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_ Telephone \_\_\_\_\_

Email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. ORGANIZATIONAL STATUS** (Check all that apply):

Non-profit Organization  Public Entity

Does your organization expend \$500,000 or more a year in federal funds?  Yes  No

**4. SUMMARY OF FUNDING REQUEST** (List by funding activity):

| <i><b>Activity</b></i>      | <b>ESG</b> |
|-----------------------------|------------|
|                             |            |
|                             |            |
|                             |            |
| <i><b>TOTAL REQUEST</b></i> | \$         |

**5. GENERAL PROJECT INFORMATION**

NOTE: Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

**Attach pages as necessary to describe the following:**

Describe how your project is consistent with the priorities outlined in the City of Escondido 2015-2019 Consolidated Plan and amendments. Identify which of the Consolidated Plans goal(s) and objective (s) your project will help accomplish. Identify which special needs and disabled population(s) will be served in accordance with the Consolidated Plan and amendments.

Describe how your project aligns with the San Diego Community Plan to End Homelessness.

Describe how your project aligns with the San Diego Continuum of Care goals, objectives, and community standards.

Provide a summary description of project proposed, including the projected number of clients or units/beds to be served.

## 6. TARGETING

**Attach pages as necessary to describe the following:**

Describe the characteristics of the population to be served (e.g. youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. It is important to also attach a map (e.g. Thomas Bros. Map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.

- (1) Total number of housing units/beds upon project completion: \_\_\_\_\_
- (2) Total number of assisted units/beds upon project completion: \_\_\_\_\_
- (3) Total number of extremely low-income households  
(at or below 30% of AMI) to be served: \_\_\_\_\_
- (4) Total number of very low-income households  
(31-50% of AMI) to be served: \_\_\_\_\_
- (5) Total number of low income households  
(51-80% of AMI) to be served: \_\_\_\_\_
- (6) Total number of persons experiencing homelessness to be served: \_\_\_\_\_
- (7) Total number of persons at risk of homelessness to be served: \_\_\_\_\_
- (8) Other project objectives:

Median income is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area. Please refer to Attachment A.

## 7. APPLICANT EXPERIENCE

**Attach pages as necessary to describe the following:**

### A. Organization

Describe the following for the organization:

- (1) Mission Statement
- (2) Past activities/experience
- (3) Administrative structure
- (4) Cost Allocation Plan



B. Technical Capacity

- (1) Describe the organization's capability to administer the project proposed.
- (2) Attach resumes of staff and consultants specifically assigned to this project and describe contractual relationship.

**8. OTHER**

State anything else pertinent about the proposed project.

**9. CERTIFICATION**

**The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.**

Authorized Signature [Board Officer]

Typed Name

---

Title

Date Signed

---

Submit an original set and three (3) sets of hard copies for a total of four (4) sets of your application and one (1) CDs (or thumb drive) in WORD or PDF Format prior to the date and time specified in the cover letter.

City of Escondido  
Housing & Neighborhood Services Division  
Attn.: Housing & Neighborhood Services Manager  
201 N Broadway  
Escondido, CA 92025

Faxed and/or emailed applications will not be accepted.

**EXHIBIT 1**  
**ESG PROGRAM BUDGET 2018-2019**

APPLICANT: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

| <b>Sources of Funds:</b>                                  | <b>ESG Funds:</b> | <b>Applicant's Funds:</b> | <b>Other Sources:<br/>(List each separately)</b> | <b>TOTAL:</b> |
|---|-------------------|---------------------------|--|---------------|
|   |                   |                           |  |               |
| Street Outreach <sup>1</sup> :<br>Service Activity:       |                   |                           |  |               |
| Service Activity:   |                   |                           |  |               |
| Service Activity:   |                   |                           |  |               |
| Emergency Shelter <sup>2</sup> :<br>Operational Activity: |                   |                           |  |               |
| Operational Activity:                                     |                   |                           |  |               |
| Operational Activity:                                     |                   |                           |  |               |
| Homelessness Prevention:<br>Activity:                     |                   |                           |  |               |
| Activity:   |                   |                           |  |               |
| Activity:   |                   |                           |  |               |
| Rapid Re-Housing Assistance<br>Activity:                  |                   |                           |  |               |
| Activity:   |                   |                           |  |               |
| Activity:   |                   |                           |  |               |
| HMIS <sup>3</sup> :<br>Activity:                          |                   |                           |  |               |
| <b>TOTAL:</b>   |                   |                           |  |               |

<sup>1</sup>: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined

<sup>2</sup>: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined.

<sup>3</sup>: HMIS participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

**Exhibit 2**  
**Board Resolution**

**RESOLUTION OF BOARD OF DIRECTORS**  
**OF**

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WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, \_\_\_\_\_ is a \_\_\_\_\_ [Status of Corporation; i.e., A Non-profit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, \_\_\_\_\_, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, \_\_\_\_\_, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That \_\_\_\_\_ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about \_\_\_\_\_, 20\_\_\_\_, the Board of Directors voted to authorize the \_\_\_\_\_ [title of person authorized], or his designee, to apply for and accept assistance of the \_\_\_\_\_ Project, for the purpose of obtaining a grant to provide for the \_\_\_\_\_ [purpose; i.e., service provision, etc.] of the Project, in an amount not to exceed \_\_\_\_\_ (\$\_\_\_\_\_) from the City of Escondido.
3. That the Board of Directors further voted to authorize the \_\_\_\_\_ [title of person], or his designee, to execute any and all documents required by the City of Escondido, Housing and Neighborhood Services Division to document and secure its grant.
4. That the Board of Directors further authorized the \_\_\_\_\_ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the City of Escondido, Housing and Neighborhood Services Division to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on \_\_\_\_\_, 20\_\_\_\_, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the City of Escondido, Housing and Neighborhood Services Division is relying on the validity of this Resolution in taking the actions to process and approve the application. I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NOFA  
ATTACHMENTS**

**ATTACHMENT A**  
**HUD Income Limits for the County of San Diego**  
**Effective April 11, 2017**

|   |             |        |        |        |        |        |        |        |
|---|-------------|--------|--------|--------|--------|--------|--------|--------|
| The following are the annual income limits for moderate, low and extremely low-income families, adjusted for family size. |             |        |        |        |        |        |        |        |
|   | FAMILY SIZE |        |        |        |        |        |        |        |
| Income  | 1           | 2      | 3      | 4      | 5      | 6      | 7      | 8      |
| Low Income<br>(80% of AMI)  | 50,950      | 58,200 | 65,500 | 72,750 | 78,600 | 84,400 | 90,250 | 96,050 |
| Very Low<br>Income<br>(50% of AMI)  | 31,850      | 36,400 | 40,950 | 45,450 | 49,100 | 52,750 | 56,400 | 60,000 |
| Extremely<br>Low Income<br>(30% of AMI)   | 19,100      | 21,800 | 24,550 | 27,250 | 29,450 | 31,650 | 33,800 | 36,000 |