

Federal Emergency Solutions Grants Program 2020 ESG-CV Application

Application Title

Example: Napa County ESG-CV 2020 Application

Mendocino County ESG-CV 2020 Application - Round 1

This application is subject to the Coronavirus Aid, Relief, and Economic Security (CARES) Act enacted March 27, 2020 and the Emergency Solutions Grants (ESG) Program federal regulations established by the U.S. Department of Housing and Urban Development (HUD) 24 Code of Federal Regulations (CFR), Parts 91 and 576, and subject to any waivers issued by HUD.

Please read the ESG 2020 Coronavirus Notice of Funding Availability (NOFA), as well as the CARES Act and federal regulations cited above. These references are also linked below in the Resources section.

Application Submittal: The Department will be accepting applications through the eCivis Grants Management System portal beginning the week of June 1, 2020. Applications and required documentation must be received by HCD no later than 5:00 p.m. Pacific Standard Daylight Time on Monday, July 20, 2020; however earlier applications are highly encouraged. Any applications received after this time, will not be accepted.

All HCD funding decisions are final.

Resources

Provided below is a list of all the Regulations referenced in this Application:

- Emergency Solutions Grant Program Webpage
<https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml> (<https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>)
- Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf> (<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf>)
- Executive Order N-66-20 issued May 29, 2020

<https://www.gov.ca.gov/wp-content/uploads/2020/05/5.29.20-EO-N-66-20.pdf>
(<https://www.gov.ca.gov/wp-content/uploads/2020/05/5.29.20-EO-N-66-20.pdf>)

- 24 CFR 576

<https://www.govinfo.gov/app/details/CFR-2012-title24-vol3/CFR-2012-title24-vol3-part576>
(<https://www.govinfo.gov/app/details/CFR-2012-title24-vol3/CFR-2012-title24-vol3-part576>)

- 2 CFR 200

<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>
(<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>)

- 24 CFR 91

<https://www.govinfo.gov/app/details/CFR-2011-title24-vol1/CFR-2011-title24-vol1-part91>
(<https://www.govinfo.gov/app/details/CFR-2011-title24-vol1/CFR-2011-title24-vol1-part91>)

- US Code Title 18 Section 1001-1002

<https://www.govinfo.gov/app/details/USCODE-2010-title18/USCODE-2010-title18-partI-chap47-sec1001> (<https://www.govinfo.gov/app/details/USCODE-2010-title18/USCODE-2010-title18-partI-chap47-sec1001>)

- US Code Title 31 Section 3729-3730

<https://www.govinfo.gov/app/details/USCODE-2010-title31/USCODE-2010-title31-subtitleIII-chap37-subchapIII-sec3729> (<https://www.govinfo.gov/app/details/USCODE-2010-title31/USCODE-2010-title31-subtitleIII-chap37-subchapIII-sec3729>)

- US Code Title 31 Section 3801-3812

<https://www.govinfo.gov/app/details/USCODE-2010-title31/USCODE-2010-title31-subtitleIII-chap38-sec3801> (<https://www.govinfo.gov/app/details/USCODE-2010-title31/USCODE-2010-title31-subtitleIII-chap38-sec3801>)

Section I - Applicant Name

NOTE: Name of Applicant must be the same as stated in the Board Resolution and Payee Data Record or Government TIN Form

Applicant Name

Mendocino County Health and Human Services Agency

Is the Applicant a non-profit?

No

Section II - Subrecipient Awards

Please provide a letter describing the provider selection process you have used or will use and certifying that the process meets the requirements outlined in the NOFA.

Provider Selection Process Letter

Section 2 MCHSA Applicant Compliance Letter Signed.pdf

Section III - Legislative Contacts

Provide the Legislative and Congressional information for the applicant and each activity location, (if different than applicant location), included in this application. To locate or verify the Legislative and Congressional information, click on the respective links below and enter the applicant office location zip code, the activity location site zip code(s) (i.e. zip code(s) where activities are performed), and any additional activity location site(s), as applicable.

California State Assembly (<https://tinyurl.com/kn59k69>)

California State Senate (<https://tinyurl.com/kn59k69>)

US House of Representatives (<https://www.house.gov/representatives/find-your-representative>)

Applicant Office Location

State Assembly Member

District Number

2

First Name

Jim

Last Name

Wood

State Senate Member**District Number**

2

First Name

Mike

Last Name

McGuire

U.S. House of Representatives**District Number**

2

First Name

Jared

Last Name

Huffman

Do you have activities located outside the applicant office location?

No

Section IV - Duplication of Benefit

A Duplication of Benefit (DOB) occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the need for a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the Department's responsibility to ensure that each ESG-CV activity provides assistance only to the extent that the recipient's project's funding need(s) has not been met by another funding source. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal agencies from providing assistance to any "person, business concern, or other entity" for any loss for which the entity has already received financial assistance from another source (See: 42 USC § 5155(a)). The Federal Register Notice, published on November 16, 2011 (Docket No. FR-5582-N-01), requires adequate policies and procedures in place to prevent a DOB and provide for the recapture of funds, if necessary. Once selected, subrecipients will be required to report on Duplication of Benefit metrics such as types of funding sources received, amounts received, expected persons served and actual persons served. Additional guidance is to be provided by the Department of Housing and Urban Development (HUD) as to the implementation and best practices of DOB tracking.

Please check here to confirm you have read the above and agree to monitor subrecipients for DOB in accordance with any current and anticipated guidance from HUD and to provide requested DOB tracking data to HCD.

Agree

Section V - Certification of Indirect Costs

Please complete and upload the Certification of Indirect Costs Form located in the "Files" section of the Grants Network ESG-CV Program Solicitation Page:

https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq (https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq)

Certification of Indirect Costs

Section 5 MCHHSA Certification of Indirect Costs Signed.pdf

Section VI - Payee Data Record, Government TIN Form and

Applicant Verification Form

Applicants that are a unit of local government must submit a Government TIN Form with the Application Package.

Applicants that are not a unit of local government must submit a Payee Data Record Form, STD 204 with the Application Package.

All applicants must complete the Applicant Name Verification Form with the Application Package.

Please find the forms referenced above in the "Files" section of the Grants Network ESG-CV Program Solicitation Page:

https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq (https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq)

Payee Data Record Form or Government TIN Form

Section 6 gov_taxpayer_id_form SIGNED.pdf

Applicant Name Verification Form

Section 6 2020_ESG_Applicant_Name_Verification_Form.pdf

Section VII - Governing Board Resolution

Please refer to the "Resolution Template" and "Tips for an Approved Resolution" located in the "Files" section of the Grants Network ESG-CV Program Solicitation Page:

https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq (https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq)

Authorized Resolution

Section 7 ESG CARES MCHSCoC Board Resolution 5 18 2020 SIGNED.pdf

Section VIII - Applicant Compliance Certification

Please complete, sign and upload the Applicant Compliance Certification Form located in the

"Files" section of the Grants Network ESG-CV Program Solicitation Page:

https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq (https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq)

Applicant Compliance Certification

Section 8 MCHHSA Applicant Compliance Certification Signed.pdf

Section IX - CoC Designation of Administrative Entity to Administer Funds

If the Continuum of Care is designating an Administrative Entity to apply for and administer the funding, please provide name and contact information for the Authorized CoC Representative below and complete, sign and upload the Designation of Administrative Entity form.

Form is located in the "Files" section of the Grants Network ESG-CV Program Solicitation Page:

https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq (https://gn.ecivis.com/GO/gn_redir/T/1ogdqmjnwhvvq)

CoC Authorized Representative First Name

Daniel

CoC Authorized Representative Last Name

McIntire

Title

Co-Chair

Phone Number

7074631975138

Email Address

dmcintire@rchdc.org

Designation of Administrative Entity

Section 9 MCHSCoC Designation of Administrative Entity SIGNED.pdf

Section X - Additional Information

Emergency Shelter Renovation Costs

Do you intend to use any of the Emergency Shelter funding for major rehabilitation or renovation in excess of \$2,000? If so, an estimate from an engineer or architect is required to substantiate the cost.

No

Audit and Monitoring Status

Are all single audit findings cleared or in remediation?

If your single audit documented any findings, have they been cleared or is there an approved remediation plan in effect.

N/A (no audit finding or not required to submit single audit)

Are all program monitoring findings cleared or in remediation?

N/A (no monitoring findings or no recent monitoring completed)

Have any Department of Housing and Community Development monitoring findings been resolved or is there an approved remediation plan in effect? If you have not been monitored in the last five years, select N/A. If you are unsure if your prior findings have been resolved please contact your program representative.

Are you in compliance with all existing HCD award agreements?

The terms of all current standard agreements with HCD are being met, including milestones, expenditure deadlines and reporting requirements.

Yes

Do you have any overdue Annual Performance Reports?

No

Budget Worksheet

The Budget and Goals pages must be completed before submitting your application. If you have not already done so, then click "Save Draft" and access the Application Budget and Goals table below this window. You can return at a later time to finish and save this form before finally submitting.

Have you completed and submitted your budget worksheet?

Yes

Have you completed your projected outcomes within the Goals worksheet?

Yes

HCD is working to determine how best to allocate future issuances of ESG-CV funding. Please provide a rough estimate of the amount of additional ESG-CV your CoC Service Area could utilize for ESG-CV eligible activities (including major rehabilitation and renovation under the Emergency Shelter eligible activity) by the July 30, 2022 expenditure deadline.

This estimate amount should not include the amount you are currently applying for.

5,000,000

Please briefly describe how you would utilize the amount of additional ESG-CV funds provided above.

We would provide funding to an existing emergency shelter so they can expand their capacity from 54 to 75. We would also utilize funds to do major renovations on a house owned by a local hospital to convert it to use for emergency shelter and navigation center in a large northern area of the jurisdiction that has zero sheltering or housing navigation services. We would also provide funds for COVID-19 related expenses FEMA will not reimburse for non-congregate shelter for persons experiencing literal homelessness who are asymptomatic and high risk of COVID-19 as defined by the Centers for Disease Control. We would also increase the length of time participants can participate in Rapid Rehousing, from short-term assistance only to medium or long-term assistance.

Original Submission Date (for re-submissions)



Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

Tammy Moss Chandler, Director

Megan Van Sant, Senior Program Manager

ACTeam / HOME Team



July 2, 2020

California Department of Housing and Community Development
Division of Financial Assistance, Federal Programs Branch
Emergency Solutions Grants Program
2020 W. El Camino Avenue, Suite 150
Sacramento, CA 95833

RE: 2020 ESG-CV Funding Award Process

To Whom It May Concern,

The Mendocino County Health and Human Services Agency ("HHSA") has been appointed by the Mendocino County Homeless Services Continuum of Care ("MCHSCoC") Governing Board as its Administrative Entity. MCHSCoC has appointed HHSA as its 2020 ESG-CV Grantee, making HHSA responsible for awarding funds to eligible service providers within the CoC CA-509 Service Area.

This letter is to certify HHSA will ensure the service provider selection process will be consistent with the following requirements, as identified in section III of the NOFA:

- Is a fair and open process that avoids conflicts of interest;
- Follows the procurement requirements of 2 CFR 200, 24 CFR Part 84;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility and quality of services, including adherence to Core Practices pursuant to the Standard Agreement;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system-wide performance measures;
- Considers project-level performance measures when evaluating proposals;
- Collaborates with the local CoC.

The MCHSCoC Governing Board has tasked its Strategic Planning Committee with creating a recommendation to HHSA on use of Round 1 ESG-CV funds. HHSA will utilize the MCHSCoC Strategic Planning Committee's recommendations, along with the Strategic Plan to Address Homelessness in Mendocino County, to guide its ESG-CV funds awarding process in accordance with the aforementioned requirements.

Thank you for your time and consideration. For further information, please contact Veronica Wilson, Program Administrator, at (707)468-7071 or wilsonv@mendocinocounty.org

Sincerely,

A handwritten signature in blue ink that reads "Tammy Moss Chandler".

Tammy Moss Chandler

Certification of Indirect Costs

Will the applicant's selected provider seek reimbursement for indirect costs for the 2020 ESG funds?

Yes

I certify under penalty of perjury that:

(1) to the best of my knowledge and belief that the form is true, complete, and accurate, an the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the ESG program. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Section 3729-3730 and 3801-3812).

(2) If the applicant will seek reimbursement for any indirect costs, the applicant must:

A. Comply with all OMB requirements and standards including 2 CFR 200.403, 200.415, and Part 200 Appendix 4,

B. Certify that the applicant and/or any subcontractor seeking reimbursement for indirect costs at the de minimis rate do not meet the definition of a major nonprofit organization as defined by OMB 2 CFR 200.414, and

C. Maintain records including evidence of the Modified Total Direct Cost (MTDC) (2 CFR 200.68) calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

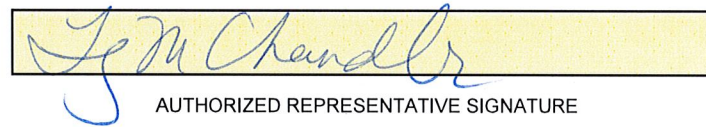
I further certify that I am aware that there are penalties for willfully and knowingly giving false information on an application for Federal or State funds that may include immediate repayment of all federal or State funds received. I understand that the information submitted is subject to verification by federal or State personnel as part of compliance monitoring.

CERTIFICATION OF INDIRECT COSTS

The signee to this certification must be the Authorized Representative named in the Resolution

Tammy Moss Chandler

Director of HHSA



7/8/20

PRINTED NAME OF AUTHORIZED
REPRESENTATIVE

TITLE

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE



Emergency Solutions Grants (ESG) Program

APPLICANT NAME VERIFICATION FORM

Your Applicant Name must be stated consistently and exactly match the applicant name as stated in your application and all required supporting documents submitted with your application.

Please complete and submit the Applicant Name Verification Form with your application. Review all the applicable documents listed below before submitting your application to ensure your Applicant Name as it appears on your application form exactly matches the applicant name as stated on all required supporting documents.

Please enter your Applicant Name as stated on the following documents:

I. ESG Application Forms:

Applicant Name (All Applicants)

II. Authorized Resolution:

Applicant Name (All Applicants)

**III. Government Agency
Taxpayer ID Form:**

Applicant Name (City and County Applicants only)

IV. Bylaws:

Applicant Name (Nonprofits, including Nonprofit Developers)

V. Article of Incorporation:

Applicant Name (Nonprofits and Developers)

VI. Payee Data Record:

Applicant Name (Nonprofits and Developers)

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name	Mendocino County Health and Human Services Agency		
Remit-To Address (Street or PO Box)	747 South State Street		
City	Ukiah	State	CA Zip Code+4 95482+5827
Government Type:	<input type="checkbox"/> City <input checked="" type="checkbox"/> County <input type="checkbox"/> Special District <input type="checkbox"/> Federal <input type="checkbox"/> Other (Specify)	Federal Employer Identification Number (FEIN)	94-6000520

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	Mendocino County Department of Social Services	Complete Address	747 South State Street, Ukiah, CA 95482
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	

Contact Person	Veronica Wilson	Title	Program Administrator
Phone number	(707)468-7071	E-mail address	wilsonv@mendocinocounty.org

Signature Veronica Wilson Date 06/30/2020

Applicant Compliance Certification

On behalf of Mendocino County Health and Human Services Agency

I certify that funding recommendations being made for use of ESG-CV funds meet federal ESG requirements outlined in the NOFA and pursuant to 24 CFR parts 91 and 576 and the Coronavirus Aid, Relief and Economic Security Act Enacted March 27, 2020.

The CoC will use a process that meets the following requirements:

- A. Is fair and open, and avoids conflicts of interest in project selection, implementation, and the administration of funds.
- B. Complies with the Core Practice requirements outlined in the Standard Agreement.
- C. Incorporates the performance standards set forth in the Department's Annual Action Plan.
- D. Complies with federal ESG.
- E. Considers any other practices promoted or required by HUD.

APPLICANT COMPLIANCE CERTIFICATION

Tammy Moss Chandler

PRINTED NAME OF AUTHORIZED
REPRESENTATIVE

Director of HHSA

TITLE

Tammy Moss Chandler

AUTHORIZED REPRESENTATIVE SIGNATURE

7/8/20

DATE

Designation of Administrative Entity

By signing below, the Continuum of Care (CoC) Representative certifies that
to apply for and administer 2020 ESG-CV Round I funds.

Mendocino County Health and Human Services Agency

is designated by the CoC

Certification of AE Designation to Administer Funds

Daniel McIntire

Printed Name of CoC Authorized Representative

CoC Board Co-Chair

Title

CoC Authorized Representative Signature

7-1-2020

Date

Budget Report

Passthrough Agency: California Department of Housing and Community Development
Program: 2020 ESG-CV
Stage: Pre-Award

Report Date: 07/24/2020
Requested By: Veronica Wilson
[@mendocinocounty.org](mailto:veronica.wilson@mendocinocounty.org)

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Emergency Shelter										
	Emergency Shelter	Essential Services, Shelter Operations	0	\$0.00	\$0.00	\$270,540.00	\$30,060.00		\$0.00	Direct Cost
Emergency Shelter Total			0	\$0.00	\$0.00	\$270,540.00	\$30,060.00		\$0.00	
Street Outreach										
	Street Outreach	Essential Services	0	\$0.00	\$0.00	\$90,180.00	\$10,020.00		\$0.00	Direct Cost
Street Outreach Total			0	\$0.00	\$0.00	\$90,180.00	\$10,020.00		\$0.00	
Homelessness Prevention										
	Homelessness Prevention	Housing Relocation & Stabilization Services-Financial Assistance, Short-and Medium Term Rental Assistance	0	\$0.00	\$0.00	\$60,120.00	\$6,680.00		\$0.00	Direct Cost
Homelessness Prevention Total			0	\$0.00	\$0.00	\$60,120.00	\$6,680.00		\$0.00	
Rapid Re-Housing										
	Rapid Re-Housing	Housing Relocation & Stabilization Services-Financial Assistance, Short-and Medium Term Rental Assistance	0	\$0.00	\$0.00	\$150,300.00	\$16,700.00		\$0.00	Direct Cost
Rapid Re-Housing Total			0	\$0.00	\$0.00	\$150,300.00	\$16,700.00		\$0.00	
HMIS										
	HMIS	Staffing, Hardware, Equipment & Software Costs, Training and Overhead	0	\$0.00	\$0.00	\$30,060.00	\$3,340.00		\$0.00	Direct Cost
HMIS Total			0	\$0.00	\$0.00	\$30,060.00	\$3,340.00		\$0.00	
Local Grant Administration										
	Local Grant Administration	General Management/Oversight/Coordination, Training on ESG Requirements, Consolidation Plan, Environmental Review	0	\$0.00	\$0.00	\$37,100.00	\$0.00		\$0.00	Direct Cost
Local Grant Administration Total			0	\$0.00	\$0.00	\$37,100.00	\$0.00		\$0.00	

Budget Report, Created by Veronica Wilson, wilsonv@mendocinocounty.org, 07/24/2020

Source: eCivis™ Portal

<http://www.ecivis.com/>

Mendocino County CoC CA-509 ESG-CV Round 1 Budget Narrative

Emergency Shelter

These funds are planned to be used to support the following emergency shelter activities:

1. Additional funding for budgetary shortfalls of current seasonal emergency shelters to operate year round and offer non-congregate shelter to assist older adults and persons experiencing homelessness who have underlying health conditions identified by the Centers for Disease Control; that make them at higher risk of complications from COVID-19
2. Open a low or no barrier emergency shelter for families with children experiencing homelessness, which currently does not exist for the mainstream population;
3. Expanded case management for coordinated entry assessment and housing navigation for persons in congregate and non-congregate emergency shelters in Mendocino County;
4. Possible other emergency shelter activities that are in alignment with the Strategic Plan to Address Homelessness in Mendocino County and recommendations from the Mendocino County Homeless Services Continuum of Care, the ESG-CV Applicant.

Street Outreach

These funds are planned to be used to support current grassroots street outreach activities that are being operating without specific street outreach funds so they are able to formalize their activities and create new street outreach projects.

Homeless Prevention

These funds will be used to expand current homeless prevention projects and possibly create new projects to assist households at risk of homelessness due to pending eviction and the lack of resources to prevent them from sleeping on the streets or other place not meant for human habitation.

Rapid Re-Housing

These funds will be used to expand current rapid re-housing projects and possibly create new projects to assist households experiencing homelessness to quickly move into permanent housing.

Homeless Management Information System – HMIS

These funds will be used to cover expenses organizations, agencies and other entities incur due to expanded HMIS participation and operation. Funds will not be used by the HMIS Lead agency, which is also the CoC and CA State approved Administrative Entry Mendocino County Health and Human Services Agency (HHSA).

Local Grant Administration

These funds are planned to be used to cover administrative expenses incurred by the CoC and CA State approved Administrative Entry in receiving, awarding and monitoring of ESG-CV Round 1 funds and activities.