

City of Canton  
Department of Development  
Notice of Funding Available



Guidelines and Application  
For  
Emergency Solutions Grant Funds  
2014

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# I General Information

## **OVERSIGHT**

The City of Canton has entered into a contract with the Stark County Regional Planning Commission (SCRPC) for the oversight and administration of the City's ESG funds.

## **BACKGROUND**

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- Consolidation of three homeless programs – the Supportive Housing Program, Shelter Plus Care and the Single Room Occupancy into a single grant program ;
- Changes in HUD's definition of homelessness and chronic homelessness;
- Increased prevention and rapid re-housing resources; and
- Increased emphasis on performance and continuum-wide coordination.

This law revises the Emergency Shelter Grants program and renames the program the Emergency Solutions Grants program (ESG). ESG is designed to broaden existing emergency shelter and homelessness prevention activities and to add short and medium-term rental assistance and services to rapidly re-house homeless people. The ESG Program implements a variety of measures directed toward keeping individuals and families from losing their homes. The program is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. It enhances the Continuum of Care planning process, the coordinated response for addressing the needs of homelessness.

## **HUD PRIORITIES OF THE ESG PROGRAM**

In developing the the Emergency Solutions Grant regulations, HUD determined its priorities to include:

- Broaden existing emergency shelter and homelessness prevention activities;
- Emphasize Rapid Re-Housing;
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;
- Enhance alignment of ESG regulations with other HUD programs – including CDBG, HOME, and Housing Choice Voucher (HCV) program;
- Support more coordinated and effective data collection, performance measurement, and program evaluation.

## ELIGIBLE COMPONENTS AND POPULATIONS TO BE SERVED

The chart below indicates the eligible components of the ESG program and the populations that they may serve.

Component	Serving	
	Those who are Homeless	Those who are at risk of homelessness
Street Outreach	X	
Emergency Shelter	X	
Homelessness Prevention		X
Rapid Re-Housing	X	
	Collecting Data on	
HMIS	X	X

## ESG AND THE CONTINUUM OF CARE

The ESG program is designed as the *first* step in a continuum of assistance to prevent homelessness and to enable the homeless population to move steadily toward independent living. The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. HUD believes the best approach to alleviating homelessness is through a community-based process that provides a comprehensive response to diverse needs of homeless persons.

All ESG subrecipients must **actively participate** in the Homeless Continuum of Care of Stark County (HCCSC) through participation in the full Council and/or in one of the various committees of HCCSC.. Failure to actively participate will result in suspension of funding and may result in recapture of ESG funds.

## HMIS AND CENTRALIZED ASSESSMENT/INTAKE

All recipient of the City of Canton ESG funding must participate in the Stark County HMIS (Homeless Management Information System) and centralized assessment/intake. For renovation projects, the length of time that HMIS reporting is required will be dependent upon the affordability period of the project.

## FAMILIARIZATION WITH REGULATIONS

It is the responsibility of each applicant for ESG funding to become familiar with the HUD ESG regulations (Federal register Vol. 76, No. 233, Dated Monday, December 5, 2011. These regulations can be found on the One CPD web site at [www.onecpd.info](http://www.onecpd.info). Included with this application packet are several documents prepared by HUD entitle SNAPS-Shots detailing various elements of the ESG program along with the 2013 ESG Fact Sheet and the Emergency Solutions Grant Program Components Quick Reference. These are meant to be used as tools to assist the applicants with information about the ESG program.

Additional resources, including webinars, can also be found on the One CPD web site which can be of value in assisting agencies with completing the application.

## II Application Process

### **APPLICATION**

The application must be completely filled out with all attachments completed and submitted by the due date. Applications submitted after the due date and time will be returned to the applicant unopened. Applications must be completed on the application form. Only those attachments requested will be accepted. Additional attachments will not be reviewed.

A separate application must be submitted for each project and type of activity for which funding is being requested.

Applications must be submitted in sealed envelopes and include five (5) copies of all required documents. The original application must be signed in blue ink.

Do not put applications in binders. Application pages are to be submitted in the order in which they appear on the form. The application must include information and attachments as outlined in the Application Checklist. Only one copy of the financial audit needs to be included and must be attached to the original application.

### **APPLICATION DUE DATE**

Applications are due by 12 noon on Tuesday, December 31, 2013 and received at the address below.

Stark County Regional Planning Commission  
201 Third Street  
Suite 201  
Canton, Ohio 44702

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### **APPLICATION REVIEW**

All applications will be reviewed by the Stark County Regional Planning Commission for eligibility. Those projects determined to be ineligible for funding will be returned to the applicant with an explanation of the determination. All projects will be evaluated and scored by the HCCSC Recipient Approval and Evaluation Committee. Based upon the scores, a ranking of programs and projects will be submitted to the City for its final approval.

All applications will be ranked by the Recipient Approval and Evaluation Committee no later than January 15, 2014.

## **ELIGIBLE APPLICANTS**

Eligible applicants must be incorporated non-profit organizations in the City of Canton which provide programs for qualified homeless and at risk of homeless persons in the City of Canton.

## **III. Other Requirements**

### **CONTRACT/GRANT AGREEMENT PROCESS**

All applicants will be notified of funding decisions by mail and award letters and funding agreements will be provided to recipients.

All 2014 grant awards must be expended in accordance with the signed contract agreement.

Community Development Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

### **CONTRACT/SUBRECIPIENT AGREEMENTS**

The City of Canton Community Development Department will enter into contracts or subrecipient agreements with all agencies that are awarded funds. Contracts and agreements will contain provisions for cancellation in cases where the subrecipient fails to adhere to the terms and conditions outlined in the contract or agreement or for other unacceptable performance. Contracts and agreements will:

- Stipulate the total amount of the award;
- Stipulate the program and component of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

Recipients who have not complied with the terms of previous agreements, (i.e. failure to utilize funds within the time specified, failure to submit requested documents and/or information in the manner requested or in a timely manner) may be denied funding.

### **ADDITIONAL REQUIREMENTS**

All applicants must be in good standing with the City for grants previously received. In addition, they must be in good standing with the City of Canton and Stark County in payment of city income tax, real estate taxes, personal property taxes, water and sewer charges or other city assessments for any properties owned within the City of Canton. Attachment V must be completed and submitted within the application to provide authorization to verify this information.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

## **ADDITIONAL DOCUMENTS**

Additional documents required with the application:

- Organizational chart with all vacancies indicated
- Position descriptions for all affected staff positions
- Applicant's most recent audit report and most recent financial statement (must be after 2011)
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation
- Articles of Incorporation
- Agency by-laws
- Certificate of Good Standing from the Secretary of State for 2011
- List of all current members of the organization's board of directors
- Copy of the organization's conflict of interest policy/ questionnaire

Approved projects also may be required to show:

- Property deeds
- Proof of insurance
- Current Fire Inspection for each facility that funds are being requested for
- Certificate of occupancy for each facility that funds are being requested for
- Various other documents as required

## **OTHER FEDERAL REQUIREMENTS**

Recipients must abide by the requirements detailed in the Code of Federal Regulations Part 91 and 576, Housing and Urban Development and Title 42, Public Health and Welfare, and OMB Circulars A122 and A133; regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, may be communicated prior to executing a Grant Agreement.

The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/>.

OMB Circulars can be found at <http://www.whitehouse.gov/OMB/circulars/index.html>.

## **LEAD-BASED PAINT REQUIREMENTS**

All properties funded with Federal monies must comply with HUD Lead Safe Housing Rule, 24 CFR 35, subparts A, B, H, J, K, M and R. All emergency shelter and transitional housing facilities constructed prior to 1978 must be inspected to determine the possible presence of lead-based paint hazards. City of Canton staff will perform the initial inspections and recommend appropriate actions.

Copies of the applicable regulations are available for download at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/lshr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr).

## **FACILITY STANDARDS**

Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act and implementing regulations at 24 CFR Part 8; the Fair Housing Act and implementing regulations at 24 CFR Part 100; and Title II of the Americans with Disabilities Act and 28 CFR Part 35; where applicable.

## **HANDICAPPED ACCESSIBILITY**

All properties funded with Federal monies must comply with Section 504 Standards. Copies are available for download at <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>.

All ESG applicants must submit Attachment I as a statement describing the handicapped accessibility of every facility to be assisted with ESG funds. If a facility is not handicapped accessible, the applicant must submit a detailed plan for sheltering a handicapped person.

## **FAIR HOUSING**

All properties funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at <http://www.cantonlaw.org/ordinance>.

## **MATCH**

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year.

Eligible sources of match are:

Cash;

The value of fair rental value of any donated materials or buildings;

The value of the time and services contributed by volunteers to carry out the program of the subrecipient at a current rate of \$10.00 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.

## **CONFLICT OF INTEREST**

No person who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure. The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.

### **MISSIONS STATEMENT AND PROJECT SUMMARY**

Applicants are required to offer intake, case management and information and referral services at a minimum. A summary of the applicant's goals for assisting clients and the community must be submitted on Attachment II with the application.

### **INVOLVEMENT OF HOMELESS PERSONS**

All ESG subrecipients must involve homeless individuals and families in the maintenance and operation of facilities, and in the provision of services to residents of these facilities to the maximum extent possible. Methods of achieving client involvement may include having a suggestion box; using chore lists and exit interviews; conducting regularly scheduled house meetings; encouraging clients to assist with children's programs, parenting classes or vocational training; or service as members of the Board.

The involvement of homeless persons is required through 24 CFR 576.

### **PROCESS OF TERMINATING ASSISTANCE**

The recipient or subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of: (1) Written notice to the program participant containing a clear statement of the reasons for termination; (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) Prompt written notice of the final decision to the program participant. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

24 CFR 576.402 allow for termination of assistance to an individual or family who violates program requirements. Termination must be in accordance with a formal process established by the organization that recognizes the rights of individuals affected. The policy must meet URA requirements, which is available on the City's website.

There must be an appeals procedure for clients who are evicted or refused service from the facility for any reason. At a minimum, someone other than the person who made the initial termination of services must hear any appeals. Clients must be informed of the appeals procedure at intake.

A copy of your termination policy must be submitted as Attachment III.

## **SUPPORTIVE SERVICES**

Please provide a statement of services provided to homeless clients and whether the service is a part of your agency's in-house program or provided through linkages with other Agencies or service providers in the community. Complete Attachment IV and include either 1) brochures or pamphlets describing your in-house program, or 2) a statement on agency letterhead from the Executive Director or Board President.

## **RECORD KEEPING AND REPORTING REQUIREMENTS**

All ESG subrecipients must have policies and procedures established in writing to ensure that the requirements of 24 CFR 576.500 record keeping and reporting requirements are met.

## **ADDITIONAL REQUIREMENTS**

All applicants must be in good standing with the City for homeless assistance grants previously received. In addition, they must be in good standing with the City of Canton and Stark County in payment of City Income Tax, real estate taxes, personal property taxes, water and sewer charges or other City assessments for any properties owned within the City of Canton. Attachment V must be submitted to provide authorization to verify this information.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

Applicable regulations and policies are available for downloading on the City's website. Copies will be provided to agencies without internet access who are awarded funding.

## **FAITH-BASED ACTIVITIES**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

# **IV Financial Information**

## **FUNDS DISBURSEMENT**

ESG subrecipients will request their grant award reimbursement by submitting the Quarterly Request for Disbursement Form with a budget which details itemized ESG and match expenditures and names the match source for operations, administration (excluding staff costs), staff costs, equipment, and/or

furnishings. All ESG funds must be requested on the ESG Quarterly Request for Disbursement Form. **No faxed Requests for Disbursement will be accepted.** The SCRPC will review and approve the disbursement of funds upon approval of the budget, and receipt of all items identified in this Manual and requested in the application process. Approval will be submitted to the City of Canton's Contracting Officer who will process requests for payment. Funds will be disbursed on a reimbursement basis only and require demographic information at time of submission.

## **REPORTING AND MONITORING**

All ESG subrecipients are required to submit Quarterly Status Reports to the Stark County Regional Planning Commission with the Quarterly Request for Disbursement Form. Reports shall include, but are not limited to, the following information:

- Receipt and expenditure of program funds, including back-up documentation;
- Receipt and expenditure of matching funds, including back-up documentation;
- Breakdown of services provided and demographic information on the homeless population served;
- Coordination activities with other local human service providers.

A Grant Closeout Report is required with the Quarterly Financial Reports when the final reimbursement is requested. All ESG subrecipients are required to submit Quarterly Financial Reports until the full amount of the funding award is expended. Subrecipients that provide transitional housing must submit an Annual Statistical Report to City of Canton.

City of Canton staff will monitor the use of grant funds through a combination of a review of all quarterly reports, audit review, and site visits.

## **AUDITS/CATALOG OF FEDERAL DOMESTIC ASSISTANCE**

The Catalog of Federal Domestic Assistance number (CFDA) for ESG is 14.231. This number must be made available to the accountants who perform your organization's audit or audited financial statements.

## Application Checklist

Check the appropriate box. If item is not included, please explain at the bottom of this page or attach additional pages if needed.

<b>APPLICATION FOR EMERGENCY SHELTER GRANTCHECKLIST ITEM</b>	<b>YES</b>	<b>NO</b>
Signed, Completed, Original Application ( ___ pages)		
Handicapped Accessibility Statement		
Involvement of Homeless Persons		
Process for Terminating Assistance		
Affidavit		
Delivery of Supportive Services		

## **Handicapped Accessibility Statement (Attachment I)**

\_\_\_\_\_ Yes \_\_\_\_\_ No There is sufficient accessibility so that persons with disabilities have an equal opportunity to participate in and benefit from the program

\_\_\_\_\_ Yes \_\_\_\_\_ No The same range of choices and amenities are offered to persons with disabilities as those offered to others.

\_\_\_\_\_ Yes \_\_\_\_\_ No Steps are taken to assure that information regarding the availability of accessible units reaches eligible individuals with disabilities.

\_\_\_\_\_ Yes \_\_\_\_\_ No Reasonable non-discriminatory steps are taken to maximize use of such units by eligible individuals.

\_\_\_\_\_ Yes \_\_\_\_\_ No Are handicapped units located on an accessible route and those which can be approached, entered, and used by individuals with physical disabilities?

The Federal Fair Housing Act (FHAct) 42 U.S.C. prohibits discrimination in housing practices on the basis of race, color, religion, sex, national origin, familial status, and disability. The Act prohibits housing providers from discriminating against persons because of their disability or the disability of anyone associated with them and from treating persons with disabilities less favorably than others because of the disability. The Act also requires housing providers "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling. In addition, the Act requires that housing providers allow tenants to make reasonable modifications to units and common spaces in a dwelling. The Act applies to the vast majority of privately and publicly owned housing including housing subsidized by the federal government or rented through the use of Section 8 voucher assistance.

Mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of individuals with physical disabilities are not required to be made accessible in projects.

**Involvement of Homeless Persons  
(Attachment II)**

Check all of the following methods of involving homeless persons in the operations and maintenance of your facility, and in the provision of services that you are currently using or will be using in fiscal year 2011:

- Suggestion Box
- \_\_\_\_\_  Chore Lists for Residents
- \_\_\_\_\_  Regularly Scheduled House Meetings
- \_\_\_\_\_  Clients Assist with Children's Program
- \_\_\_\_\_  Clients Assist with Parenting Classes
- \_\_\_\_\_  Clients Assist with Vocational Training
- Clients or Former Clients Serve on Board
- Exit Interview
- Other (Be Specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Process for Terminating Assistance  
(Attachment III)**

Provide an explanation of program requirements:

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Provide a summary of your termination policy. How do you communicate your policy to participants?

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Provide your grievance procedures:

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**Affidavit  
(Attachment IV)**

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

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

STATE OF OHIO)

SS

COUNTY OF STARK)

TO WHOM IT MAY CONCERN:

The undersigned certifies that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members (are/are not) delinquent in the payment of any indebtedness to the City of Canton, including City Income Tax, real estate taxes, personal property taxes, water and sewer charges or other City assessments for any properties owned within the City of Canton.

The undersigned hereby authorizes the City of Canton Community & Economic Development Department of the City of Canton, to be given information concerning income tax filing status, real estate taxes, personal property taxes, water and sewer charges or other City assessments, and the existence of any delinquencies.

Further, the undersigned states that (he/she) or that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members is (related/not related), personally and/or through business to (any/the following) City of Canton employee(s) or elected official(s):

COMPLETE ONLY IF RELATIONSHIP EXISTS:

1) \_\_\_\_\_  
RELATIVE'S NAME

\_\_\_\_\_

RELATIVE'S TITLE/DEPT.

2) \_\_\_\_\_  
RELATIVE'S NAME

\_\_\_\_\_

RELATIVE'S TITLE/DEPT.

Signed \_\_\_\_\_  
(Signature/Title)

Signed \_\_\_\_\_  
(Signature/Title)

Sworn to before me and signed in my presence this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signed \_\_\_\_\_

My commission expires \_\_\_\_\_

**Delivery of Supportive Services  
(Attachment V)**

Check the services provided to homeless clients and whether the service is a part of your agency's in-house program or provided through linkages with other Agencies or service providers in the community. All subrecipients must complete this form and include either 1) brochures or pamphlets describing your in-house program, or 2) a statement on agency letterhead from the Executive Director or Board President. At a minimum, need assessment and case management must be provided.

SUPPORTIVE SERVICE	SERVICE PROVIDED	SERVICE PROVIDED IN HOUSE	SERVICE IS PROVIDED THROUGH LINKAGES WITH OTHERS (INCLUDE NAME OF AGENCY PROVIDING SERVICE)
Needs Assessment			
Case Management			
Information and Referral			
Substance Abuse Counseling			
Individual/Family Counseling			
Vocational Training			
Job Placement			
Employment Counseling			
Adult Education			
Life Skills Training			
Budgeting/Financial Training			
Parenting Workshops/Classes			
Transportation			
Legal Assistance			
Children's Program			
Day Care			
Support Group(s)			
Food			
Clothing			
Housing Counseling			
Health Care			
Mental Health			
Mentoring			

