

City of Chattanooga
Department of
Economic and Community Development



**Application Instructions
for
Emergency Solutions Grant (ESG)
FY 2016-2017 Funding**

**Application Deadline:
December 18, 2015
No Later Than 4:00p.m.**

Submit One(1) Original Hardcopy to:
City of Chattanooga
Department of Economic & Community Development
Attn: Community Development
101 E. 11th Street, Suite 200
Chattanooga, TN 37402

Submit One (1) Electronic Version to:
commdev@chattanooga.gov
<http://www.chattanooga.gov/economic-community-development/community-development/requests-for-proposals>

Application Instructions for FY 2016 – 2017 ESG

Please read the instructions and review the application carefully before completion and submission. Some items have changed.

A separate application must be completed for each different project/program. Applications received after the deadline **will not** be considered for funding. Failure to submit complete, required documents may also result in the proposal/application being disqualified. If an item is not applicable, please indicate "N/A."

To be considered for funding, all required documents must be completed and one (1) hardcopy and one (1) electronic copy submitted no later than Friday, December 18, 2015, by 4:00 pm.

Required Documents:

1. A one (1) page Cover Letter specifying:

- a. The name and address of the non-profit organization;
- b. The agency's mission;
- c. The amount of money being requested from the City including grant type;
- d. The name of the program(s),
- e. The program Federal Objective/Outcomes along with a City Results Area; and
- f. The name, address, and telephone number of a specific contact person within the organization that be contacted for additional information, if necessary.

2. Completed Application Form

3. Required Attachments/Supplemental Information:

- a. Copy of the agency-wide, board approved Annual Operating Budget for the non-profit organization effective at the time of the request
- b. Copy of the Charter of the non-profit organization filed with Tennessee Secretary of State. If the Name on the Charter does not match the Agency's current name, please ensure any amendments or merger documents filed with the State are included;
- c. Copy of the document indicating Non-Profit Tax Exemption Status for the non-profit organization under the Internal Revenue Code, such as an IRS Determination Letter;
- d. Copy of the most recent IRS Form 990 as filed with the IRS;
- e. Copy of the most recent Audit of the non-profit organization. Must be for 2014 or later (Fiscal Year 2015 Audited Financial Statements are preferred);
- f. A list of the Board of Directors, including position, contact information, and number of years served;
- g. Board approval for application submittal
- h. If project involves construction, project write-up and a certified cost estimate from qualified contractor, engineer, or architect – as applicable.
- i. Certification regarding debarment

Hardcopy

1. For each application, agencies must submit one (1) original hardcopy of application and attachments to the Community Development Office. Application must be 12 point font. Application and attachments must also be hole punched. All pages of the application and required supplemental materials are to be submitted together. If agency submitting more than one request, please distinguish by numbering applications. (**Example:** ABC Organization FY2016-2017 ESG Request 1, etc.)

Electronic Copy

2. Agencies must also submit the entire application via email to: **commdev@chattanooga.gov** by the submission deadline. Please put “(Agency Name) FY 2016-2017 CDBG Request” in the subject line. (**Example:** ABC Organization FY2016-2017 ESG Request) If submitting more than one request please distinguish by numbering applications. (**Example:** ABC Organization FY2016-2017 ESG Request 1, etc.)

Please submit the requested documents in two (2) PDF files as follows:

- I. Agency Cover Letter and Application Packet(s) – A Separate PDF is required for each application. Save Document Name as: <Agency Name> <FY 2016-2017 ESG Request><Grant and Program Name>. **Example:** ABC Organization FY2016-17 ESG Request 1 OutreachProgram
- II. Attachments - One PDF file to include all documents in Section 3 listed in the following pages under instructions (see page 3). Save Document Name as: <Agency Name> <FY 2016-2017 ESG Request><Grant and Program Name><ATTACHMENTS>. **Example:** ABC Organization FY2016-17 ESG Request 1 OutreachProgram ATTACHMENTS

If submitting more than one application, complete an application for each proposed program/project.

Available Funding, Application Summary, Grant Information, Priorities and Areas of Focus

1. Available Funding

City anticipates* having approximately \$139,000 available for programs/activities.

ESG Allocation	\$150,000
Less: CD Admin	<u>(\$11,000)</u>
Estimated Funding To Be Available for Programs/Activities	<u>\$139,000</u>

*Amounts are estimates based on previous years' data

2. Emergency Solutions Grant Application Summary Information

The City of Chattanooga is seeking non-profit agencies to carry out activities that work collaboratively with community efforts to prevent, reduce, and end homelessness in Chattanooga. Prior year grant awards have ranged from \$5,000-30,000. Notice of Award is expected in March following City Council approval.

There is no limit to the number of applications an agency may submit, but each project should be submitted as its own application. Applications selected for funding may receive less than the requested amount depending on the number of applications received and available funds. Funding is not guaranteed to any agency or project.

Eligible Applicants

Units of local government and non-profit agencies are eligible to apply for ESG funds. Each applicant must have the authority to submit the application and to carry out the proposed project/activity pursuant to its charter and by-laws.

Matching Funds

All projects are required to provide 1:1 matching funds for every ESG dollar spent. Match may come from cash, in-kind services or donations, or a combination of cash and in-kind sources.

Homeless Management Information System (HMIS)

All agencies receiving ESG funding from the City of Chattanooga are required to participate in the local Homeless Management Information System, (unless prohibited by law to do so). This is a linked database that helps providers of services, shelter, and housing for the homeless coordinate services while avoiding duplication. The system provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

Technical Assistance Sessions

Prior to submitting an application, all agencies may attend a technical assistance session conducted by City staff. The sessions are scheduled for 8:30 a.m. until 3:30 p. m. on Wednesday and Thursday, December 2nd and 3rd at 101 East 11th Street, Suite 200, Chattanooga, TN 37402. Please call (423) 643-7300 for an appointment.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness. Incomplete or ineligible applications will not be considered for funding.

Application Review and Selection

Completed applications for eligible projects will be rated in a process that considers the following: applicant capacity, project quality, operational feasibility and need for the project, including project's adherence coordination with community efforts to prevent, reduce and end homelessness in Chattanooga. The ratings will be used as a guideline for project selection.

Funding Duration, Reporting Requirements and General Regulatory Compliance

Project funding will be available on or about July 1, 2016, and will remain effective until June 30, 2017. All projects should be designed to begin immediately and conclude by this deadline, as the City does not intend to grant extensions.

The Emergency Solutions Grant program is operated on a reimbursement basis. Projects do not receive advance funds, and agencies committing or expending funds prior to July 1, 2016, will not be reimbursed.

Quarterly reports are required for all projects, as are completion reports. Additional reporting and/or information may be required depending on the scope of the project.

All projects must comply with the federal regulations applicable to individual project activities. These regulations may include (but are not limited to): Environmental Review, federal procurement standards, Fair Housing and Equal Opportunity regulations, lead-based paint regulations, and federal fiscal/audit standards. Projects are monitored through technical assistance, site visits, and formal file reviews.

Regulations specifically related to the ESG program can be found at: www.gpoaccess.gov/cfr under 24 CFR Part 576.

3. Grant Information ESG Background and Purpose

Background

The U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) evolved in 2011 from the Emergency Shelter Grant program as part of a comprehensive Federal Strategic Plan to Prevent and End Homelessness, articulated in *Opening Doors* published in 2010 and amended in June of 2015.

Opening Doors is grounded in the mandates of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and recognizes that ending homelessness requires collaborative public and community efforts to align collective resources toward eradicating homelessness.

As amended, the Plan sets, and remains focused on, four key goals: (1) Prevent and end homelessness among Veterans in 2015; (2) Finish the job of ending chronic homelessness in 2017; (3) Prevent and end homelessness for families, youth, and children in 2020; and (4) Set a path to end all types of homelessness.

Purpose

The purpose of the ESG program is to assist individuals and families quickly to regain stability in permanent housing after experiencing a housing crisis or homelessness.

The City's Department of Economic & Community Development (ECD) administers the Emergency Solutions Grant as a grantee of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination

with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination, including:

- a. Consultation with Continuum of Care;
- b. Coordination with other programs targeted to people experiencing homelessness;
- c. System and program coordination with mainstream resources (health, employment, education, etc.);
- d. Centralized or coordinated assessment;
- e. Written standards for providing ESG assistance; and
- f. Participation in Homelessness Management Information System (HMIS), or in the case of victim services providers, a comparable system.

The City works closely with the CoC, Chattanooga Homeless Coalition, to evaluate how effectively programs meet the needs of those experiencing homelessness. The Emergency Solutions Grants program is designed to meet the needs of the most vulnerable citizens of the City, and resources will be allocated to those providers with the best outcomes for those they serve.

This program is targeted to individuals and families who “*but for*” this assistance will become or remain homeless.

Program emphasis should be placed on providing adequate assessment of program participant’s housing barriers with a focus on moving them to permanent housing as soon as possible. The goal is that no one is homeless (living on the streets or in emergency shelter) for more than 30 days. ESG program participants also should be connected with other mainstream resources to assure the most impact with the least amount of ESG funds used, since there are rarely sufficient funds to serve all persons at-risk of homelessness. Communities must prioritize the use of funds.

4. Goals and Objectives

The City ESG program expects interagency collaboration to help meet the four goals outlined in the U.S. Interagency Council on Homelessness’ Federal Strategic Plan to Prevent and End Homelessness titled ***Opening Doors***. Those goals are:

- a. Finish the job of ending chronic homelessness by 2017;
- b. Prevent and end homelessness among veterans by 2017;
- c. Prevent and end homelessness for families, youth, and children by 2020; and
- d. Set a path to ending all types of homelessness.

The City expects all applicants to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen not only the ESG program but also its program participants. Applicants must demonstrate community collaboration. All successful applicants must:

- a. Be active members in the Continuum of Care;
- b. Have projects that assist the CoC in meeting its goals and objectives;
- c. Clearly state the need for the services proposed and provide data to support the need (such as HMIS data on outcomes, numbers served in the past year within a similar program, wait list data, and unmet need).

In order to meet these goals, priority will be given to applicants and project sponsors who create a homelessness response system that will be beneficial to those actually homeless or most at-risk of homelessness, and whose applications show the ability and willingness to tailor their programs to align with ***Opening Doors***.

Eligible Activities

Eligible activities are intentionally focused on housing—either financial assistance to help pay for housing or services designed to keep people in housing or to obtain housing. This assistance is *not* intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. Eligible activities include:

- I. Street Outreach
- II. Emergency Shelter
- III. Rapid Re-Housing
- IV. Homeless Prevention
- V. Data Collection
- VI. Administration

I. Street Outreach:

Street Outreach includes activities that are designed to meet the immediate needs of unsheltered individuals or families by connecting them with emergency shelters, housing and/or critical health services.

Street Outreach: Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible activities include:

- a) Engagement,
- b) Case management,
- c) Emergency health services,
- d) Mental health services,
- e) Transportation, and
- f) Services for special populations.

II. Emergency Shelter:

Emergency Shelter activities provide essential services to homeless families or individuals in emergency shelters. Shelters are urged to practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who truly but for this assistance would be staying in a place not meant for human habitation.

Shelters are expected to provide Rapid Re-Housing (RRH) to better meet the needs of those they serve. If the site does not provide Rapid Re-Housing then a partnership with the agency providing RRH services to the community must be in place. RRH is the key to moving people from homelessness into housing.

Shelters should strive to ensure that no one is in their shelter longer than 30 days. This is not a deadline to be used to exit folks from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.

All shelter funded agencies must follow the *Basic Standards for Shelters* in order to receive funding. Eligible services/activities include:

Essential Services

- a) Case management,

- b) Child care,
- c) Education services,
- d) Employment assistance,
- e) Job training,
- f) Outpatient health services,
- g) Legal services,
- h) Life skills training,
- i) Mental health services,
- j) Substance abuse treatment services,
- k) Transportation, and
- l) Services for special populations.

Shelter Operations

- a) Maintenance,
- b) Rent of the space used for shelter,
- c) Repair,
- d) Security,
- e) Fuel,
- f) Equipment,
- g) Insurance,
- h) Utilities,
- i) Food for the provision of meals to shelter residents,
- j) Furnishings,
- k) Supplies necessary for the operation of the emergency shelter, and
- l) Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

III. Rapid Re-Housing:

Rapid Re-Housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of the individual or family becoming homeless. Programs should be developed to serve those most difficult to serve. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving Rapid Re-Housing must be reevaluated at least once per year and do not have to meet the 30% of AMI threshold.

No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears.

Rapid ReHousing activities include relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs include:

- a) Case Management: personnel and fringe benefits;
- b) Rental Assistance: rental assistance and rental arrears;
- c) Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs;
- d) Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

IV. Homelessness Prevention:

Homelessness Prevention activities include housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to:

- a) An emergency shelter;
- b) A place not meant for human habitation; or
- c) Another place such as a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing. Financial assistance includes rent and utility assistance in the cases where eligible program participants:

- i. Cannot make the required payments due to a sudden reduction in income;
- ii. The assistance is necessary to avoid the eviction or termination of services;
- iii. There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time;
- iv. The assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.

All program participants receiving prevention services must have household income at or below 30% Area Median Income (AMI).

No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears.

Eligible costs include:

- a) Case Management: personnel and fringe benefits;
- b) Rental Assistance: rental assistance and rental arrears;
- c) Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, and moving costs;
- d) Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

V. Data Collection (HMIS):

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.

Federal/Local Objectives, Outcomes, Results Areas

Recipients of federal funding are required to assess the outcomes of projects/programs by establishing and tracking measurable goals and objectives. All approved applicants will be required to comply with the Performance Measurement System. Additionally, applicants are to identify the local Results Area the project will address.

A. OBJECTIVES: Select ONE (1) objective that the proposed project/program meets.

Creates a suitable living environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy or elderly health services.

Decent housing

This objective focuses on housing programs possible under HOME or CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

B. OUTCOMES: Select the most appropriate outcome for the proposed activity.

Improve availability/accessibility

This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability: Promoting Livable or Viable Communities

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

Federal Objective/Outcomes

<i>Choose one from the top and one from the side. Project Outcome Activity is at the intersection.</i>	Outcome 1 Availability/ Accessibility	Outcome 2 Affordability	Outcome 3 Sustainability
Objective 1 Suitable Living Environment	<i>Enhance suitable living environment through improved/new accessibility</i>	<i>Enhance suitable living environment through improved/new affordability</i>	<i>Enhance suitable living environment through improved/new sustainability</i>
Objective 2 Decent Housing	<i>Create decent housing with improved/new availability</i>	<i>Create decent housing with improved/new affordability</i>	<i>Create decent housing with improved/new sustainability</i>
Objective 3 Economic Opportunity	<i>Provide economic opportunity through improved/new accessibility</i>	<i>Provide economic opportunity through improved/new affordability</i>	<i>Provide economic opportunity through improved/new sustainability</i>

C. RESULTS AREA: City of Chattanooga Results Areas

Select the City’s Results Area the proposed activity/project/program, if funded, will assist in addressing.

1. Safer Streets
2. Stronger Neighborhoods
3. Growing Economy
4. Smarter Students, Stronger Families
5. High Performing Government

- 1. **Safer Streets** – Safe communities, reduced crime, positive opportunities, and alternate pathways.
- 2. **Growing Economy** – Growing and supporting local businesses, workforce development, business recruitment and retention, and an environment for innovation.
- 3. **Stronger Neighborhoods** – Neighborhood leadership, connected communities, healthy residential markets, and rapid re-housing.
- 4. **Smarter Students, Stronger Families** – Parents and first teachers, community support, and community health.
- 5. **High Performing Government** – Data-driven decision making, sound operations, outstanding customer service, resource management, and exceptional talent.

Timeline

As outlined in the Allocation/Public Process Calendar, Economic and Community Development staff will facilitate the review all proposals by a review panel and make recommendations to the City Council at a public hearing in March. Applicants will be asked to make a presentation before the review panel during January 2016. Funding approvals/denials are expected to be provided by March 30, 2016. The timeline is tentative and predicated on HUD funding announcements.

NO AGENCY IS GUARANTEED FUNDING. EACH YEAR’S REQUEST IS EVALUATED SOLELY ON ITS OWN MERIT. THE LEVEL OF AWARD IS SUBJECT TO THE AVAILABILITY OF FUNDS. Past funding is not a guarantee the City will fund a program or service in the future. The City reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

***FY 2016-2017 Funding
Allocation/Public Process
Tentative Timeline***

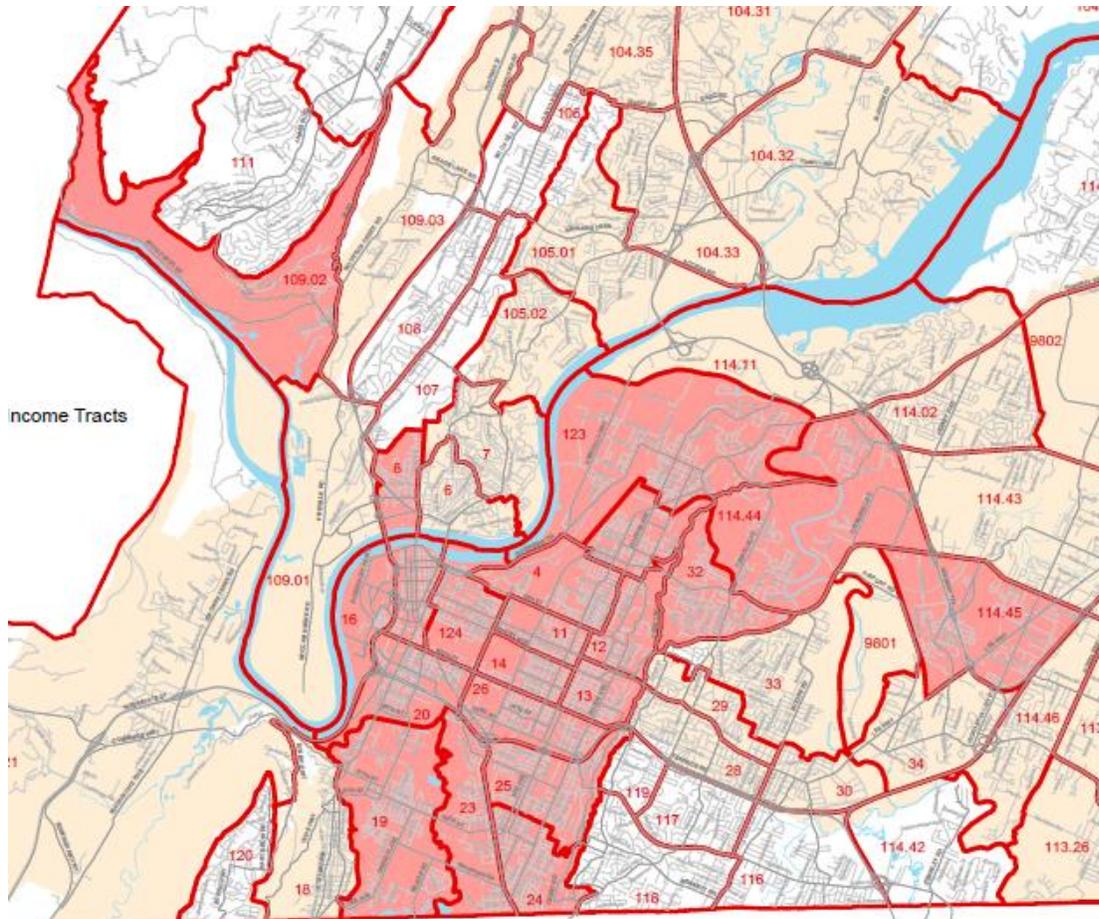
November 2, 2015	NOFA to Prospective Applicants
November 16 and 18, 2015	Application/Allocation Process Workshops November 16th (CDBG-9:00-10 a.m.) DRC November 18th (ESG 1:30-2:30 p.m.) DRC
December 2nd, 3rd 2015	Technical Assistance Sessions (By appointment)
December 18, 2015	Applications Due: 4:00 p.m. – ECD
January, 2016	Allocation Team Application Interviews
February, 2016	Allocation Committee Funding Approval
March, 2016	Presentation to City Council
March, 2016	City Council Agenda/Resolution
March, 2016	Letters of Project Approval & Denial
April 1 – May 1, 2016	30-day Public Comment Period of Action Plan
May 13, 2016	Submit Action Plan to HUD
June 2016	Contractual Agreements Drafted and Signed
July 1, 2016	Fiscal Year Begins

Supplemental Data

1. Low- Moderate Income Census Tracts/Neighborhoods

Area	Census Tract	Percentage L/M	Race/Ethnicity				
			White	Black	Hispanic	Am. Indian	Asian
Orchard Knob, Avondale	4	68.45%	6.8%	89.2%	2.4%	0.6%	0.0%
Hill City	8	68.31%	64.7%	32.8%	1.1%	1.6%	0.0%
Fortwood	11	62.87%	29.5%	50.2%	23.3%	0.0%	0.0%
Glenwood	12	61.11%	13.6%	84.8%	0.7%	1.2%	0.0%
East Lake, Ridgedale	13	74.25%	38.6%	50.5%	18.5%	0.4%	0.0%
Highland Park	14	66.42%	56.1%	42.2%	9.7%	0.0%	0.2%
Westside	16	100.00%	18.3%	80.0%	0.0%	0.9%	0.8%
South Chattanooga, Alton Park, Piney Wood:	19	85.83%	2.8%	94.7%	1.3%	0.3%	0.0%
Southside	20	85.02%	21.0%	65.1%	11.5%	2.4%	0.0%
Clifton Hills,	23	68.56%	43.4%	29.3%	26.5%	0.9%	0.0%
Cedar Hill, East Lake	24	78.12%	72.9%	13.0%	28.3%	2.0%	3.7%
East Lake	25	80.76%	35.7%	55.1%	11.4%	2.1%	0.0%
Oak Grove	26	75.76%	34.5%	49.4%	24.3%	0.0%	0.0%
Downtown	31	60.53%	64.2%	34.7%	3.3%	0.0%	0.0%
Foxwood Heights	32	61.81%	15.5%	75.6%	5.2%	3.9%	0.0%
Signal Mt. Blvd.	109.02	70.31%	100.0%	0.0%	0.0%	0.0%	0.0%
Eastdale	114.44	59.59%	17.3%	80.8%	2.4%	0.0%	0.0%
Shepherd	114.45	51.24%	55.2%	39.5%	10.2%	0.0%	1.1%
Avondale, East Chattanooga	122	86.55%	5.7%	92.9%	2.0%	0.0%	0.0%
Amnicola, East Chatt, Glass Farm	123	66.32%	30.5%	63.9%	0.8%	2.0%	1.2%
ML King, Fortwood	124	68.17%	64.1%	28.5%	2.1%	0.1%	6.6%

2. Low – Mod Income Census Tracts



3. Income and Rent Limits

Income Limits and Fair Market Rents for Chattanooga						
Income Limits (Effective March 6, 2015)				2015 Median Family Income: \$59,000		
Family Size	Low Income		Very Low Income			
	80% of Median		50% of Median		30% of Median	
1 Person	\$ 32,700		\$ 20,450		\$ 12,250	
2 Person	\$ 37,350		\$ 23,350		\$ 15,930	
3 Person	\$ 42,000		\$ 26,250		\$ 20,090	
4 Person	\$ 46,650		\$ 29,150		\$ 24,250	
5 Person	\$ 50,400		\$ 31,500		\$ 28,410	
6 Person	\$ 54,150		\$ 33,850		\$ 32,570	
7 Person	\$ 57,850		\$ 36,150		\$ 36,150	
8 Person	\$ 61,600		\$ 38,500		\$ 38,500	
2015 Fair Market Rents (Effective October 2014)						
0 BR	1 BR	2 BR	3 BR	4 BR		
\$ 476	\$ 574	\$ 714	\$ 971	\$ 1,094		