



Emergency Solutions Grant

Technical Assistance Meeting

March 22, 2021



Purpose of the ESG Grants

- The federal **Emergency Solutions Grant** program (ESG) provides funds for a variety of activities to address homelessness as authorized under the federal Homeless **Emergency** Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and State program requirements.

- Palm Beach County Homeless and Housing Alliance has prioritized and authorized applications for the following applications in Palm Beach County;
 - a) Emergency Shelter with priority for family shelters (\$258,391)
 - b) Rapid Re-Housing for families or individuals (\$172,260)



Definitions of Emergency Shelter for ESG funding

- ▶ **Emergency Shelter**

- ▶ Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.
- ▶ Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- ▶ Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. 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.
- ▶ See 24 CFR 576.102.



Definition of Rapid Re-Housing for ESG

- ▶ Housing 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:
 - ▶ Rental Assistance: rental assistance and rental arrears
 - ▶ Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
 - ▶ Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
- ▶ See 24 CFR 576.104



Application Deadline for ESG 2021-22

- Applications are due by 12:00 pm Monday April 12th.
- Applications are only accepted via the website listed in the NOFO
- Questions regarding the application will be accepted until 12:00 pm noon on April 9, 2021.
- Code of Silence in effect until approximately August 17, 2021 (BCC meeting to approve recommendations)
- Contracts will begin 10/01/2021 and End 09/30/2022



Grant Requirement Highlights

- ▶ Must be a member, within one month of funding, of the Homeless and Housing Alliance (HHA), the local Continuum of Care for PBC.
- ▶ Must adhere to the Standards of Care for component applied for as adopted by the HHA.
- ▶ Must remain a HHA member in Good Standing (60% of general Hh meetings and 70% of at least one subcommittee meeting).
- ▶ Must participate in the Homeless Management information system (HMIS). All ESG recipient information must be entered into and exited out of the HMIS system. Exceptions are in place for the agencies specializing in Domestic Violence.
- ▶ Participate in the Annual Point in Time Count as an agency.
- ▶ Complete the Homeless Inventory Chart for HUD as required



ESG 2021-2022 Match Requirements

- ESG grants require a dollar for dollar match. Please reference the ESG Interim Rule, Section 24 CFR 576.201, as referenced in the grant application, for further match requirements.
 - Matching funds must be clearly identified with your budget documentation.
 - Successful applicants must comply with the Unified Grant Guidance, 200 CFR Part 200 Uniform Administrative Requirements, Cost principles and Audit Requirement for Federal Awards.
- 



Program Requirements of ESG - Highlights

- ▶ ESG participant income can be no more than 30% AMI for Palm Beach County.
- ▶ **Miami-Fort Lauderdale-West Palm Beach,
Fort Lauderdale, FL (30% AMI)**
18750 (1) 21400(2) 24100(3) 26750(4) 28900 (5) 31050(6) 33200(7)
- ▶ Emergency Solutions Grant (ESG) does not use the Waivers that were issued for the ESG-CARES or CV dollars.
- ▶ Agency must have policies and procedures for ESG funding and programming
- ▶ RRH and Emergency Shelter must use the Coordinated Entry System as established by the HHA.



United States Department of Housing and Urban Development

- ▶ Please read the HUD program guidance and tools for ESG before writing the application (<https://www.hudexchange.info/programs/esg/>)
- ▶ Housing Quality Inspections must be done for Rapid Re-Housing Units
- ▶ Shelters, if not owned by the County, must obtain a zoning compliance letter from the municipality to which the shelter is in.
- ▶ Please read the HUD program guidance on type of rental assistance for RRH, Tenant Based or Project Based. Please indicate in your application which type of RRH assistance will be given.
- ▶ HUD recently posted an Indirect Cost manual for CoC and ESG funding. Please look at manual prior to submitting indirect costs.
<https://www.hudexchange.info/news/new-indirect-cost-toolkit-for-coc-and-esg-programs/>



- SAMIS System, Budgets and Billing

- ▶ Gillian Moxey will present ESG Grant Application requirements
- ▶ Thomas Eaton will present of the Submission of Budget and the process for Billing for the ESG program.



Questions and Answers for ESG

Thank You for Attending

Please remember all questions after this presentation is concluded, must be in written form and sent through the Q&A link as stated in the application.

Completing the ESG NOFO

The screenshot shows a web browser window with the URL <https://pbcc.samis.io/go/nofo/> in the address bar. The page content includes:

- Header: NOFO
- Section: ESG FY 2021 NOFO
- Open Date: 3/9/2020
- Application Deadline: 4/10/2020
- Action button: Start New Application or Continue a Previous Application

Red arrows point from the explanatory text to the URL in the browser and the 'Start New Application...' button.

Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page

Please note there may be other applications on the page so be sure to select the correct application: ESG FY 2022 NOFO

Click here to begin a new application or continue to complete an application already started

Completing the ESG NOFO

Existing User

Email *

Password *

Log In

New User

First Name *

Last Name *

Email *

Register

COPYRIGHT 2020. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. NEW-CF-2-CFUSION

If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."

If you are a brand new SAMIS user, you will type in your first name, last name and email under "New User" to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the ESG NOFO

The screenshot shows an email client interface. At the top, the sender is identified as 'pmedina'. The subject line of the email is 'SAMIS: PBCC: Account Activation - Below is your password for accessing SAMIS: PBCC. E-mail Address:'. The email body has a subject line 'SAMIS: PBCC: Account Activation' and is from 'pmedina@pbccgov.org via amazonses.com'. The main content of the email is a form with the text 'Below is your password for accessing SAMIS: PBCC.' followed by two fields: 'E-mail Address' and 'Password:'. Both fields contain redacted information. A blue 'Go' button is located below the form.

For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.

This email will contain your password to sign into SAMIS to complete the application

Completing the ESG NOFO

Before using this site, you must agree to the terms and conditions of use.

Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

You will be asked to accept the terms of use for SAMIS...

...and, to change your password

Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

Confirm Password *

Completing the ESG NOFO

The application will appear. A valid Federal ID will populate the applicant's agency name and address.

Check the NOFORFP to confirm you are in the correct application

CREATE NEW ENTRY

Proposals

Federal ID *

Agency Name *

Address

City

State

Zip Code

NOFO/RFP *

Program Name *

Attachment 1 - ESG FY 2021 Cover Sheet * [Click *ESG Cover Sheet*](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: **Coversheet_FY21**

Attachment 2 - ESG Categories & Activities (5 Pts) * [Click *ESG Categories and Activities*](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: **CatAct_FY21**

Sections

0%

*	Proposals
×	ESG Project Narrative
×	ESG Project Goals and Objectives
×	ESG Site Control & Compliance
×	ESG Budget Proposal
×	HMIS (ClientTrack)/ESG CAPER Report
×	HHA Meeting Attendance
×	Non-Profit Status Verification

Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.

Completing the ESG NOFO

Throughout the application, an “*” (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the “Additional Editors” field in the first section of the application (first page)

CREATE NEW ENTRY

Proposals

Federal ID * Federal ID is required

Agency Name *

Address

City

State Select State

Zip Code

NOFO/RFP * ESG FY 2021 NOFO

Additional Editors

Attachment 1 - ESG FY 2021 Cover Sheet *
Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

Attachment 2 - ESG Categories & Activities (5 Pts) *
Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

Sections

0%

*	Proposals
✗	ESG Project Narrative
✗	ESG Project Goals and Objectives
✗	ESG Site Control & Compliance
✗	ESG Budget Proposal
✗	HMS (ClientTrack)/ESG CAPER Report
✗	HHA Meeting Attendance
✗	Non-Profit Status Verification

Completing the ESG NOFO

CREATE NEW ENTRY

Proposals

Federal ID * Federal ID is required

Agency Name *

Address

City

State Select State

Zip Code

NOFO/RFP * ESG FY 2021 NOFO

Additional Editors Type in Name here

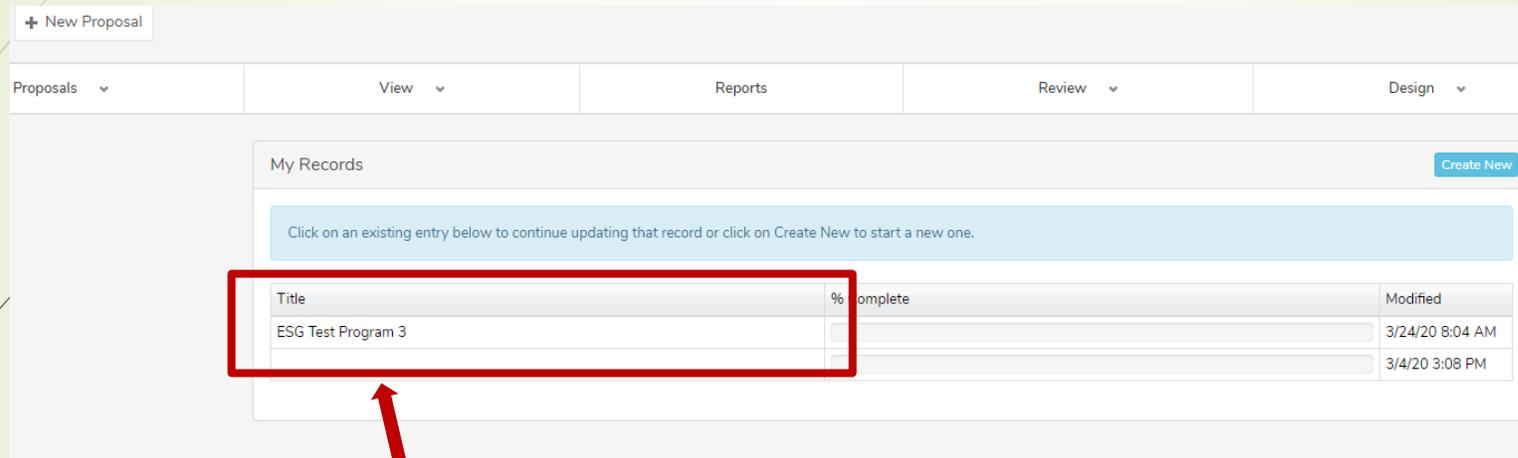
Program Name * No results found

Attachment 1 - ESG FY 2021 Cover Sheet * Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

Click on the drop-down box to type in the name of the additional reviewer/editor

You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

Completing the ESG NOFO



The screenshot shows a web application interface with a navigation bar at the top containing a '+ New Proposal' button and several menu items: 'Proposals', 'View', 'Reports', 'Review', and 'Design'. Below the navigation bar is a 'My Records' section with a 'Create New' button. A light blue banner below the 'My Records' header contains the text: 'Click on an existing entry below to continue updating that record or click on Create New to start a new one.' Below this banner is a table with the following data:

Title	% complete	Modified
ESG Test Program 3		3/24/20 8:04 AM
		3/4/20 3:08 PM

A red rectangular box highlights the first row of the table, which contains the entry 'ESG Test Program 3'. A red arrow points from the text below to this row.

The application will then appear in the additional reviewer's list of applications.

Completing the ESG NOFO

Attachment 2 - ESG Categories & Activities (5 Pts) * Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: **.pdf**
- Please name your document as such: **CatAct_FY21**

Choose File

Attachment 3 - ESG Grantee HHA Certification * Click [ESG HHA Certification](#) to download the REQUIRED ESG Grantee HHA Certification Form. Please upload once you have completed and signed this form.

- Please upload your document in the following format: **.pdf**
- Please name your document as such: **GrantCert_FY21**

Choose File

ESG FY 2021 NOFO Guidance Document Click [ESG NOFO Guidance](#) to download a copy of the ESG FY2021 NOFO Guidance Document for reference throughout the application.

Download the ESG FY 2022 NOFO Guidance Document for details on the program and reference throughout the application.

Completing the ESG NOFO

Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.



Attachment 1 - ESG FY 2021 Cover Sheet *

Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: **.pdf**
- Please name your document as such: **Coversheet_FY21**

Choose File



Click on the link to preview and download the document.
Re-upload the document in the suggested document formats and with the naming convention indicated.

Completing the ESG NOFO

ESG ATTACHMENT 1 - COVER LETTER.PDF
Posted 3/4/20 by Gillian Moxey

Back [Download File](#)

Webauthor.com



Attachment 1 - ESG FY 2021 Application Cover Sheet

Please complete this ESG Application Cover Sheet.

Project Name: _____ **Agency:** _____

Project Address: _____

Fatal Flaws:

Click here to download the previewed document, then click back to return to the application

Completing the ESG NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text “Mark this Section Completed.”

Check the box only after you have completed the section.

You can move between sections if this box is unchecked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application

The screenshot displays three attachment sections:

- Attachment 2 - ESG Categories & Activities (5 Pts) ***: Includes a link to download the template and instructions to upload a PDF file named 'CatAct_FY21'.
- Attachment 3 - ESG Grantee HHA Certification ***: Includes a link to download the certification form and instructions to upload a PDF file named 'GrantCert_FY21'.
- ESG FY 2021 NOFO Guidance Document**: Includes a link to download the guidance document.

At the bottom of the form, there is a checkbox labeled "Mark this Section Completed" which is checked. Below the checkbox are two buttons: "Next" and "Save & Continue Later".

The “Next” button at the end of each section will take you to the next section of the application. The “Back” button will take you to the previous section.

The “Save & Continue Later” button at the end of each section will take you to the application preview/ summary page. You will be able to save your application there and return to complete the application at a later time.

Completing the ESG NOFO

ESG TEST PROGRAM 2

Modify Detail History ↔

1172	Pending	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:05:05
ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining

Proposals

Federal ID	83-1439572
Agency Name	ESG Test
Address	810 Datura Street

Section

88%

✓	Proposals
✗	ESG Project Narrative
✓	ESG Project Goals and Objectives

After you have completed the first section of the application, you will see this status bar at the top of each application section, which will include your agency name, the name of the proposal and a countdown to the application deadline date.

Completing the ESG NOFO

If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the “Modify” button, then press “Next” until you reach the section you need to mark completed. Click on the “Save and Continue Later” button to return to the summary page.

ESG TEST PROGRAM 2

Modify Detail History

1172 Pending ESG Test ESG FY 2021 NOFO 4/10/2020 12:00 PM 21 days 01:05:05

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
Federal ID	83-1439572	Agency Name	ESG Test	Address	810 Datura Street
City	West Palm Beach	State	FL	Zip Code	33401
NOFO/RFP	ESG FY 2021 NOFO	Program Name	ESG Test Program 2	Attachment 1 - ESG FY 2021 Cover Sheet	Click ESG Cover Sheet to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form. <ul style="list-style-type: none">Please upload your document in the following format: .pdfPlease name your document as such: Coversheet_FY21 Attachment 3 - YHDP Grantee HHA Certification.pdf
Attachment 2 - ESG Categories & Activities (5)	Click ESG Categories and Activities to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.				

Section

88%

- Proposals
- ESG Project Narrative
- ESG Project Goals and Objectives
- ESG Site Control & Compliance
- ESG Budget Proposal
- HMS (ClientTrack)/ESG CAPER Report
- HHA Meeting Attendance
- Non-Profit Status Verification

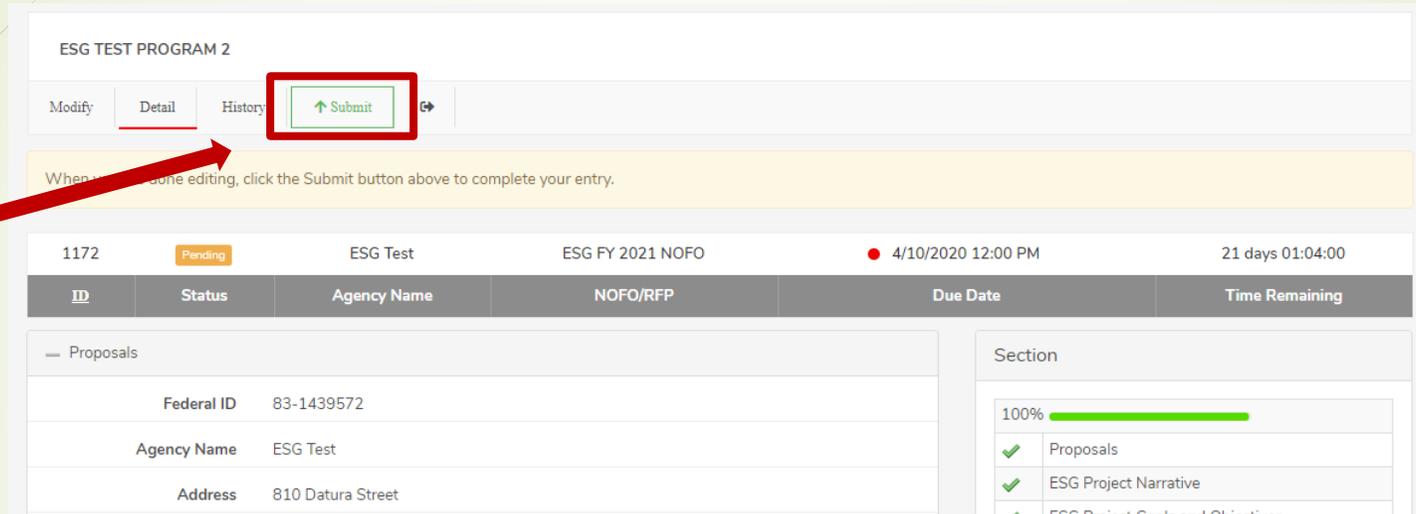
Attachments

- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

Completing the ESG NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit. Click on the "Submit" button to submit your application.



ESG TEST PROGRAM 2

Modify Detail History **Submit** ↗

When you are done editing, click the Submit button above to complete your entry.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

Federal ID	83-1439572
Agency Name	ESG Test
Address	810 Datura Street

Section

100% 

- ✓ Proposals
- ✓ ESG Project Narrative
- ESG Project Goals and Objectives

Note: You cannot make changes to your application once you have submitted the application



ESG TEST PROGRAM 2

Detail History ↗

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Federal ID	83-1439572
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Section

When you have submitted your application, you will see a black "Submitted" box on the status bar.



Completing the ESG NOFO

The screenshot displays a web application interface for managing proposals. The main content area shows details for 'ESG TEST PROGRAM 2' with a status of 'Submitted'. A table lists the proposal with columns for ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. Below the table, the proposal details are listed: Federal ID (B3-1439572), Agency Name (ESG Test), Address (810 Datura Street, West Palm Beach, FL 33401), and Program Name (ESG Test Program 2). There are three attachments listed: 'Attachment 1 - ESG FY 2021 Cover Sheet', 'Attachment 2 - ESG Categories & Activities (5 Pts)', and 'Attachment 3 - YHDP Grantee HHA Certification.pdf'. A print dialog box is open on the right side of the screen, showing 'Print 9 pages' with options for Destination (Save as PDF), Pages (All), and Layout (Portrait). The dialog also includes a 'More settings' dropdown and 'Save' and 'Cancel' buttons.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 00:58:29

Proposals

Federal ID
B3-1439572

Agency Name
ESG Test

Address
810 Datura Street
City
West Palm Beach
State
FL
Zip Code
33401

NOFO/RFP
[ESG FY 2021 NOFO](#)

Program Name
ESG Test Program 2

Attachment 1 - ESG FY 2021 Cover Sheet
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• Please upload your document in the following format: .pdf
• Please name your document as such: Coversheet_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Attachment 2 - ESG Categories & Activities (5 Pts)
Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.
• Please upload your document in the following format: .pdf
• Please name your document as such: CatAct_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Print 9 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel

You can print your application for your record by clicking the right button on your computer's mouse

