Program Year 2015 Online RFP Guidebook: Emergency Solutions Grant

Grants Management
Community Development and Planning Department
City of Arlington

October 2014

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Introduction to Guidebook

The City of Arlington Grants Management is pleased to present the 2015 Online RFP for the Emergency Solutions Grant. This application is intended to be completed entirely online through the Grants Management website. This guidebook will review ESG program goals as they relate to the goals of the Arlington City Council and the Tarrant Area Continuum of Care, as well as eligibility requirements for the Emergency Solutions Grant. There will also be a step-by-step guide to completing each screen in the application; however, any additional questions can be addressed to Grants Management staff until the application due date. Previous ESG applicants will find many of the fields in this application similar to previous years' online applications. Please read this guidebook carefully before beginning your application.

General Information

Emergency Solutions Grant

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

- A consolidation of HUD's competitive homeless grant programs;
- A change in HUD's definition of homelessness and chronic homelessness;
- A simplified match requirement;
- An increase in the allowable amount of funds available for prevention resources; and
- An emphasis on housing stability as the primary performance measure.

The law revises the Emergency Shelter Grants program and renames the program the Emergency Solutions Grants program.

Funding for ESG is provided by the U.S. Department of Housing and Urban Development (HUD) and may be used for:

- street outreach and emergency shelter
- homeless prevention;
- rapid re-housing assistance; and
- Homeless Management Information System (HMIS).

Homeless Definition

A person is considered eligible for ESG funding if they meet the HEARTH Act definition of homeless. There are four broad categories under the definition of homeless:

- Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

- Individuals and families who will imminently lose their primary nighttime residence;

- Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition;

- Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Definition for At Risk for Homelessness

For an individual or family to qualify as at risk of homelessness the individual or family **must meet two threshold criteria and must exhibit one or more specified risk factors**. The two threshold criteria are;

- The individual or family has income below 30 percent of median income for the geographic area; and
- The individual or family has insufficient resources immediately available to attain housing stability.

The risk factors include:

- moving frequently because of economic reasons (2 or more times in last 60 days);
- living in the home of another because of economic hardship;
- being notified that their right to occupy their current housing or living situation will be terminated;
- living in a hotel or motel;
- living in severely overcrowded housing;
- exiting an institution; and
- living in housing that has characteristics associated with instability and an increased risk of homelessness.

Definition of Chronically Homeless

HUD defines chronically homeless[1] as an individual who is either:

- an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or
- an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.

Documentation of Client Eligibility

Service providers must maintain and follow written intake procedures to ensure compliance with the homeless definition. In addition, HUD requires recipients and subrecipients to use a centralized intake and assessment process. The Tarrant County Continuum of Care, led by the Tarrant County Homeless Coalition (TCHC), has developed standards and reporting forms for participating jurisdictions. For additional information, please refer to the TCHC website, http://www.ahomewithhope.org/

Subrecipient procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or

[1] More information on chronic homelessness can be found at https://www.hudexchange.info/resources/documents/DefiningChronicHomeless.pdf

family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries. For additional information about client eligibility documentation, please refer to the Emergency Solutions Grant program, visit the website, http://www.hudhre.info/esg/.

If the individual or family will imminently lose their housing, the documentation must include a court order resulting from an eviction action that requires the individual or family to leave their residence within 14 days after the date of their application for homeless assistance or the equivalent notice under applicable state law. Other acceptable forms of documentation are detailed on HUD's ESG website.

Program Requirements

Organizations must match ESG funds a minimum of 100% from non-ESG sources. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.

Applicants may use any of the following as sources of match: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program ($5.00 per volunteer hour). (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

To the maximum extent practicable, subrecipients must involve homeless individuals and families in operating facilities under ESG. This involvement may include employment or volunteer services. It is also expected that subrecipients will involve at least one homeless or formerly homeless person(s) in a policy-making function with the organization, such as the Board of Directors.

In addition, HUD also requires that Continuums of Care adopt system-wide performance goals. The City of Arlington in cooperation with neighboring jurisdictions and the Tarrant County Continuum of Care adopted system wide performance goals.

The following table summarizes the performance standards for street outreach, emergency shelter, homelessness prevention, and rapid re-housing.

Emergency Solutions Grant Performance Standards	
Activity	**Output/Outcome**
Street Outreach	**Number of Persons -** • Receiving Case Management
	Of those receiving Case management, **Number of Persons -** • Entering any shelter program from unsheltered • Entering any housing program from unsheltered
Emergency Shelter Operations	**Number of Persons -** • Receiving Case Management
	Of those receiving Case Management, Number of Persons - • Exited to transitional or Permanent Housing
Homeless Prevention	**Number of Persons -** • Receiving Case Management • With higher case income at exit • With non-cash benefits at exit
	Number of Persons - • Did Not enter CoC Shelter or Transitional Housing during remainder of ESG year
Rapid Re-Housing	**Number of Persons -** • Receiving Case Management • Exited to or Maintained PH at exit • With higher case income at exit • With non-cash benefits at exit
	Number of Persons- • Did Not enter CoC System Shelter or Transitional Housing during remainder of ESG year • Number of designated Priority Population clients served compared to Non Priority Population clients served

The goal is for 70% of persons served in either homeless prevention or rapid re-housing to maintain permanent housing for 3 months, exit to permanent housing destinations, and have higher income as well as non-cash benefits at program exit.

The goal is for 100% of persons served in either homeless prevention or rapid re-housing to receive case management.

Subrecipients will be required to conduct initial evaluations of all households interested in receiving ESG assistance in order to determine eligibility and the cost and type of assistance necessary for the household to regain stability in permanent housing. The evaluation must comply with the City's written standards and the CoC's centralized or coordinated assessment system.

In order to successfully record performance outcomes, the CoC system requires that once a household is enrolled in an ESG program, all non-domestic violence agencies must complete an initial HUD Intake Assessment within the HMIS system (ETO[2]), the HUD Mid-Program Assessment, and the HUD Exit Assessment upon program completion. Performance outcomes will be reported to the City using the HMIS generated ESG reports. Domestic Violence Organizations will provide the same data utilizing their similar data systems.

Eligibility reassessments are required for program participants receiving homelessness prevention assistance and rapid re-housing assistance. Participants receiving homeless prevention must be reassessed at least quarterly; rapid re-housing participants must be reassessed at least annually. All participants must receive an exit assessment.

Summary of Eligible Activities, Clients, and Costs

The following table summarizes the program's eligible activities, clients, and costs. For additional information refer to the website http://www.hudhre.info/esg/.

Component	Who is Eligible	Overarching Principles	Eligible Costs
Street Outreach	Unsheltered individuals and families, meaning those who qualify under the definition of homeless.	Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.	• Engagement • Case Management • Emergency Health Services • Emergency Mental Health Services • Transportation • Services to Special Populations
Emergency Shelter	Individuals and families who are homeless.	Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.	• Essential Services • Renovation • Shelter Operations
Homeless Prevention	Individuals and families who are ***at imminent risk, or at risk, of homelessness***. Individuals and families must have an income at, or below, 30% of AMI.	To **prevent** persons from becoming homeless in a shelter or an unsheltered situation and to help such persons **regain stability** in their current housing or other permanent housing.	• Housing Relocation and Stabilization Services • Short- and Medium-Term Rental Assistance

[2] ETO (Efforts to Outcomes) is the HMIS system used by the Tarrant County Area Continuum of Care. Tarrant County Homeless Coalition is the administrator for the CoC, and the system developer is Social Solutions.

Rapid Re-housing	Individuals and families who are ***literally homeless***, meaning those who qualify under the definition of homeless.	To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then to help such persons **achieve stability** in that housing	• Housing Relocation and Stabilization Services • Short- and Medium-Term Rental Assistance
Homeless Management Information System (HMIS)		The HEARTH Act makes **HMIS participation** a statutory requirement for ESG recipients and sub-recipients. Victim service providers cannot and Legal Services Organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.	• Hardware, equipment and software costs • Staffing • Training and Overhead

Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the greater of 60% of that fiscal year's total ESG grant award or the amount of FY2010 grant funds committed to street outreach and emergency shelter activities.

The City of Arlington ESG administration is capped at 7.5% of the ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those costs are eligible as part of those activities.

Consolidated Plan

The U.S. Department of Housing and Urban Development (HUD) requires all participating jurisdictions to submit a three- to five-year strategic planning document called the Consolidated Plan. The 2010-2015 Consolidated Plan describes the housing and community development needs of the city of Arlington for a five-year period. This document represents the City of Arlington’s vision for improving the quality of life in the low-income areas of the city and provides details on how specific goals will be accomplished. It is through the Consolidated Plan and Annual Action Plan that the City of Arlington determines its funding priorities each program year.

The City’s Consolidated Plan lists the following priorities for homeless programs:

- Emergency shelter
- Case management and support services
- Transitional and permanent housing
- Homelessness prevention
- Rapid Re-housing
- Outreach and assessment
- Continuum of Care Planning and Coordination
- Services for chronically homeless

The City of Arlington is in the process of drafting the 2015-2019 HUD Consolidated Plan. Information from proposals received as part of the PY2015 Request for Proposals process as well as information obtained from Social Service Provider focus groups and interviews and resident surveys will assist in establishing priorities for the PY2015-2019 HUD Consolidated Plan.

The Consolidated Plan and the Consolidated Plan Amendment is available on the City’s website at http://www.arlington-tx.gov/cdp/grants/planningandreporting/con-plans-action-plans-capers/

Annual Action Plan

The Action Plan is the annual update to the Consolidated Plan. The plan describes resources available, how those resources are to be utilized, including funded projects, and the geographic distribution of those resources. The planning process has been specifically created to assist in mapping one-year actions for community development and making good use of available federal, state, and local resources.

City of Arlington 10-Year Plan to End Chronic Homelessness

In 2008, the City of Arlington adopted a 10-year plan to end chronic homelessness. Recommendations in the plan include a strategy that connects the dots of existing resources to develop a cohesive three pronged system that:

- Locates and identifies persons who are chronically homeless and engages them by establishing communication and trust.
- Rapidly re-housing persons that are chronically homeless to remove them from the streets, vacant buildings, outdoor encampments, and other places not meant for human habitation.
- Establishing a caring relationship through individualized case management to ensure that the chronically homeless person is appropriately situated in safe, decent housing and connected to the various support services that may be required.

The plan’s goals are to:

- Decrease the length of time persons are homeless.
- Initiate outreach and case management among the chronically homeless.
- Capitalize existing resources to develop and maintain a program of county-wide homelessness resources.
- Organize an education and prevention component to expand outreach to the chronic and at-risk populations.
- Mitigate negative impacts of homelessness.
- End chronic homelessness by implementing aggressive street outreach engagement, individualized case management, and a rapid re-housing model.

Application Process

Limitations of the RFP

The City of Arlington Community Development and Planning Department, Grants Management reserves the right to accept or reject any and all proposals received. In addition, the City of Arlington reserves the right to negotiate with all qualifying organizations or to cancel in whole or in part a request for proposals if deemed in the best interest of City of Arlington as it relates to the City’s priorities.

Eligible Applicants

Non-profit organizations, municipalities, and local governments who deliver services to low-income clients within the City of Arlington’s service area may apply for funding. All non-profit organizations must have their non-profit status with supporting documentation from the IRS at the time of application to receive funding through the City of Arlington.

Minimum Criteria for Receipt of Funding

The proposed program must comply with the ESG program eligible activities. The application must be completed in a professional and accurate manner, with all sections thoroughly completed and sufficient detail to demonstrate knowledge and capacity to carry out the proposed program or project type.

Organizations must demonstrate the financial viability to operate a federally-funded program strictly on a reimbursement basis. City of Arlington funds are provided to awarded projects on a reimbursement basis only. This means that funds will be available to the organization *after* it has paid for eligible project costs. However, no costs incurred prior to contract approval may be reimbursed. A financially viable organization is one that is able to:

- Operate for a minimum of 90 days pending reimbursement without financial hardship;
- Demonstrate an existing and consistent cash flow; and
- Have a separation of duties for personnel time allocations, etc.

Organizations that are current sub-recipients must be in good standing with the City of Arlington, (i.e. have no outstanding reporting delinquencies, outstanding monitoring findings, or program capacity issues) in order to be considered for funding.

Conflict of Interest

The standards in OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or perceived conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the firm selected for an award.

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires all vendors seeking to contract with the City of Arlington for the sale or purchase of property, goods, or services to file a conflict of interest questionnaire with the City Secretary.

Review Criteria

The review process for proposals requesting grant funds consists of a review by City staff, citizen review by the United Way Arlington (UW-A) Grant Review Committee, review by the Community and Neighborhood Development Committee of the City Council, a 30-day public comment period for citizen input, City Council review and approval, and HUD review and approval.

1. Staff review verifies that the proposal is an eligible activity as determined by HUD guidelines. If a proposal is determined to be ineligible, the applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the City's HUD representative will be consulted for a decision. Staff will evaluate proposals based on information provided in the submitted application and will not request missing information.

2. The UW-A Grant Review Committee (GRC) reviews the proposals. This committee evaluates the content of the proposals, determines the need for services, and ensures that services are not being provided by another entity. The GRC will not request missing information. UW-A/GRC scores and rankings are presented to the City Council's Community and Neighborhood Development Committee along with the proposal.

3. The Community and Neighborhood Development Committee provides a mechanism by which community needs may be recognized, prioritized, and recommended to the City Council for funding. Recommendations for grant awards are incorporated into the draft annual Action Plan for citizen input.

4. Citizen input is obtained through the public hearing process. Notices are published in local newspapers two weeks in advance of all hearings, specifying date, time, and proposed activities. The City Council reviews and approves the Annual Action Plan by resolution following the citizen comment period. Each applicant will be notified in writing regarding their grant application. Final review and approval of the Action Plan is completed by HUD.

If residents are unable to attend the public hearing, they may forward comments in writing to:

Janet Maccubbin, Grants Coordinator
City of Arlington
Grants Management
PO Box 90231, Mail Stop 01-0330
Arlington, TX 76004-3231
Janet.Maccubbin@arlingtontx.gov

Criteria for Decision Making

United Way-Arlington annually assists the City by providing a citizen review of proposals through the Grant Review Committee. The mission of United Way-Arlington is to provide human service planning for Arlington that encourages cooperation and collaboration and facilitates the implementation of community solutions. The UW-A Grant Review Committee reviews and evaluates grant proposals with confidentiality and objectivity, using published scoring criteria.

The City Council makes the final decisions regarding program funding, which are then incorporated into the overall ESG budget submitted to HUD in the annual Action Plan. Once funds are received from HUD, the City executes contracts with each of the selected organizations. If the approved funding level is different than that requested on the proposed budget, a revised budget and performance measurement system must be submitted before a contract is executed. This RFP does not commit the City to award a contract for any costs incurred in the preparation of this proposal. Furthermore, the City reserves the right to accept or reject any or all proposals received because of this request, to negotiate with a qualified source, or cancel in part, or in its entirety this RFP if it is in the best interest of the City to do so.

RFP Process

Issue ESG RFP	October 27, 2014
ESG Workshop	October 27, 2014
Deadline for submission of applications (3:00 p.m.)	**December 12, 2014**
City Council CND Committee Review	February - April 2015
30 day comment period and public hearing	March – April 2015
City Council Review	April/May 2015
Applicants notified regarding awards	May 2015
HUD review and approval	June 2015
Sub-recipient workshop and contract signing	June 2015
Contract Year begins	July 1, 2015

Monitoring and Recordkeeping

Contract Procedures

Mandatory training is held for public service and homeless provider sub-recipients in late June to provide information that will enable them to carry out their contractual responsibilities. Contracts will be signed at this time by authorized signatories. Information is given on the proper completion of financial reports and the proper documentation required for reimbursements.

Homeless Management Information System (HMIS)

The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and sub-recipients. Victim service providers cannot participate directly in HMIS and Legal Services Organizations may choose not to participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. The City of Arlington uses Social Solutions' Efforts to Outcomes (ETO) HMIS as a member of the Tarrant Area Continuum of Care.

The following table includes the universal data elements that must be entered into HMIS. This table is currently being updated with new HMIS data standards that will be in effect for PY2015.

Universal Data Elements					
Data Standards	Subjects		When Collected		
	All Clients	All Adults	Initial Program Entry Only	Every Program Entry	Every Program Exit
Name*	X		X		
SSN*	X		X		
Date of Birth*	X		X		
Race*	X		X		
Ethnicity*	X		X		
Gender*	X		X		
Veteran Status		X		X	
Disabling Condition	X			X	
Residence Prior to program entry		X		X	
Zip Code of last permanent address		X		X	X
Housing Status	X			X	
Program Entry Date	X			X	
Program Exit Date	X				X
Personal Identification Number	X		X		
Household Identification Number	X			X	
*Note that one or more of these personal identifiers may need to be asked on subsequent visits to find and retrieve the client's record. However, this information only needs to be recorded in HMIS on an initial program entry					

Reporting for Disbursement of Funds

The City will reimburse sub-recipients each month for the purposes and amount specified in the contract upon receipt of required documentation. Organizations are required to submit their invoices and documentation by the 15th of each month following the reporting period (i.e., invoices/documentation for activities in July are due by August 15).

Monitoring Reviews

Monitoring is an important component of the allocation process. Therefore, it is critical that the City of Arlington and sub-recipients maintain the appropriate documentation to support their activities in accordance with federal guidelines and the City of Arlington Grants Management reporting requirements. Each month, sub-recipients are required to submit documentation for the performance, eligibility, reimbursement, and characteristics of individuals served (e.g. unduplicated number of adults and children served, demographic information on each individual and household member served, and the type of services received). This information is reviewed as part of the monthly desk review.

The City will conduct on-site monitoring of organizations based on a risk assessment. HUD representatives may also make on-site visits as a part of their monitoring visits to the City of Arlington. The Sub-recipient Risk Analysis, conducted on ESG providers, establishes those that will receive on-site monitoring visits. The City's Internal Auditor will assist with on-site monitoring in certain circumstances. Client files will be reviewed by City staff to ensure compliance with HUD guidelines. Organizations, by contract, must verify and maintain eligibility data for each client. ESG records must be maintained for five years after the end of the contract.

In conducting performance reviews, the City of Arlington will rely on information obtained from the sub-recipients' performance reports, maintained records, findings from on-site monitoring, and audit reports. Performance monitoring reviews typically result in a formal written report from City of Arlington summarizing the monitoring review and indicating whether or not the sub-recipient was found to be in noncompliance with any applicable regulations or requirements.

If findings or concerns are presented in a monitoring report, sub-recipients are given a specific time frame in which to respond to the reported deficiencies. In addition, the City of Arlington may either provide sub-recipients with recommended corrective action or require sub-recipients to submit proposals for corrective actions for approval.

Recordkeeping

Accurate recordkeeping is crucial to the successful management of grant-funded activities. Insufficient documentation is likely to lead to monitoring findings, and these findings will be more difficult to resolve if records are missing, inadequate, or inaccurate. Organizations receiving funding must complete an application for each individual and household client and maintain supporting documentation in participant files. If it is determined at the time of monitoring that the supporting documentation is incorrect or insufficient, reimbursement will be denied for costs associated with the ineligible expense.

Access to Records/Maintenance of Records

HUD and the Comptroller General of the United States or their authorized representatives have the right to access Grantee and sub-recipient program records. Recipients of HUD funds must keep documentation on funded programs for five years beyond the project/program closeout.

Inadequate Performance or Non-Compliance

If a sub-recipient or its ESG-funded activity is found to be out of compliance with federal regulations or with any of the terms stipulated in the contract, funding can be withheld until compliance is achieved. In the event that compliance cannot be achieved, funding may be terminated and repayment required. Additionally, funding may be withheld from any sub-recipient who does not accurately submit monthly reports on time. Reimbursements will resume when there are acceptable reporting procedures.

If program performance is found to be substantially inadequate in meeting the stated objectives and measures, the sub-recipient may be required to submit a written explanation. Inadequate program performance may adversely affect future funding requests to the City.

Performance Measurement System

Federal agencies are required to measure the outcomes of their programs to document program effectiveness, increase service quality, and improve public accountability. Program results are directly linked to funding decisions and public support for programs.

DUNS Number

HUD requires a DUNS number to track federally-funded projects. The DUNS number is a unique nine-character number that identifies an organization. It is a tool of the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge. See http://fedgov.dnb.com/webform/. The following information is needed to obtain a DUNS number:

Name of organization
Organization address
Name of the CEO/organization owner
Legal structure of the organization (corporation, partnership, proprietorship)
Year the organization started
Primary type of business
Total number of employees (full and part time)

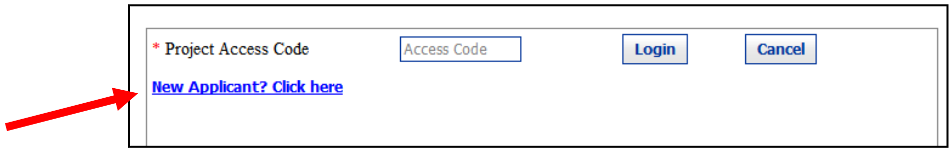
Obtaining a DUNS number places your organization on D&B's marketing list which is sold to other companies. You can request not to be added to this list during your application.

Online RFP Guidance

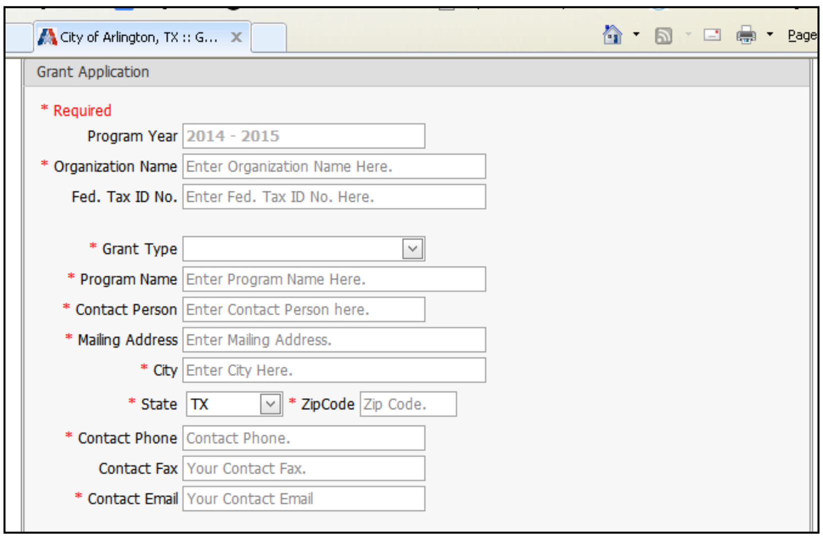
This guidance will give step-by-step instructions for completing the PY2015 ESG RFP. If you have a question not discussed in this guidebook, please submit your question to Janet Maccubbin at Janet.Maccubbin@arlingtontx.gov or 817-459-6232. Frequently Asked Questions will be released on November 21, 2014.

Creating an Application

Go to http://webapps.arlingtontx.gov/dnp/blockgrants/and click “New Applicant? Click here”

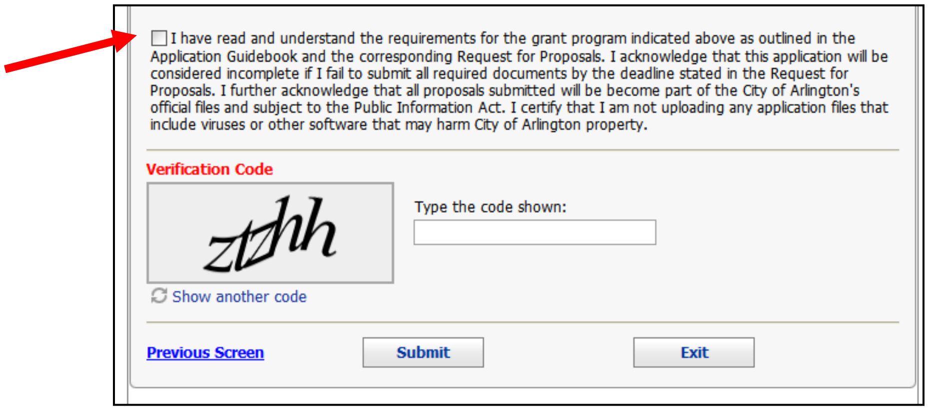


Complete all fields provided



Program Year	Pre-populated
Organization Name	Self explanatory
Fed. Tax ID No.	Enter your organization’s federal tax ID number issued by the IRS.
Grant Type	For Emergency Solutions Grant applicants, choose Emergency Solutions Grant (ESG). If your organization is applying for more than one source of funding, separate applications must be submitted for each type.
Program Name	Self explanatory
Contact Person	Self explanatory
Mailing Address	Self explanatory
City	Self explanatory
State	Self explanatory
Zip Code	Self explanatory
Contact Phone	Must be XXX-XXX-XXXX format
Contact Fax	Self explanatory
Contact Email	Self explanatory

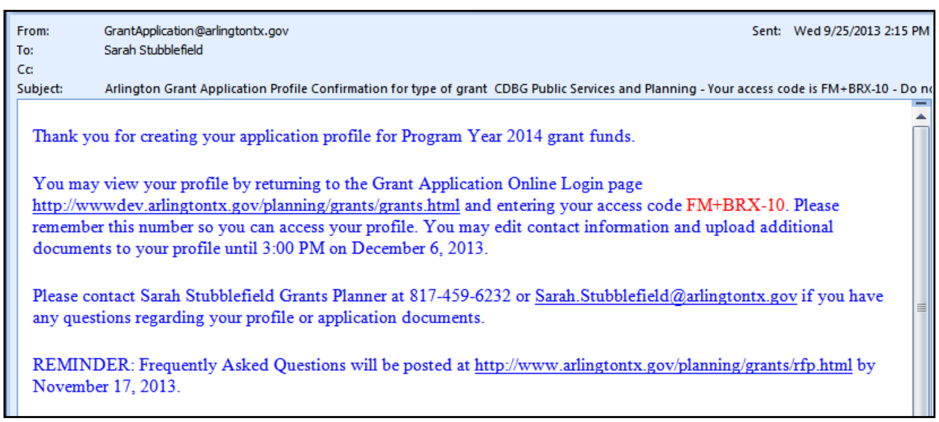
Check the Certification box, and enter the verification code. Click Submit.



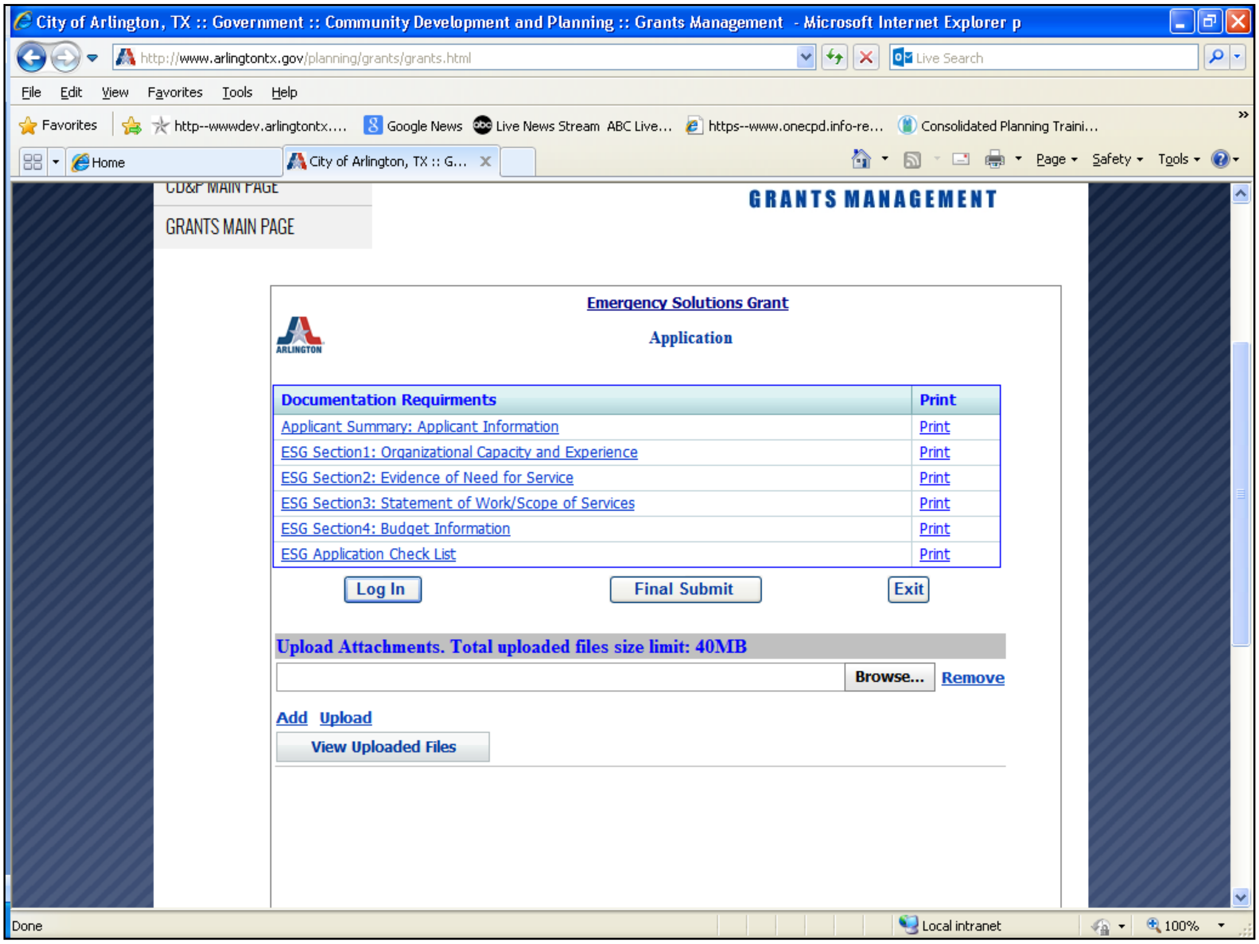
Once submitted, the Contact Email entered above will receive an Access Code. The application may be edited until the due date. DO NOT lose this Access Code. The code may be shared with other staff, but cannot be changed once the code is given, unless a new application is created. Once the applicant clicks “Submit”, the application will appear without having to log-in. If you don’t receive an email with the Access Code; however, contact City Staff immediately.

Logging In to the Application

The email with the Access Code will look like the image below, with the Access Code highlighted in red. Other important information is included in this email, so it is important to save it until the application has been submitted.



Click on the link provided in this email. If you will be accessing this application frequently, it might be useful to bookmark the link to quick access. To enter the application, enter your unique Access Code, and begin the application. The main menu screen should look like this:



Applicant Summary

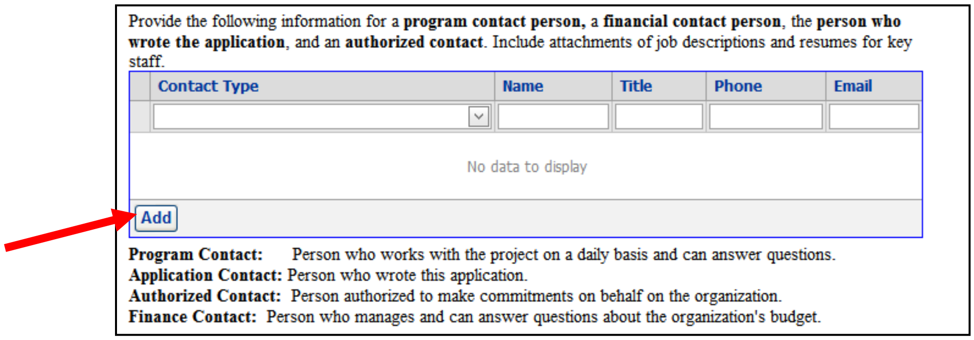
Many of the fields in this section will be pre-populated with information provided in the applicant profile completed to create an account. Any of the pre-populated fields may be changed and saved at this point, if necessary.

Type of Organization	Self-explanatory
Name of Organization	Self-explanatory
Program Name	Self-explanatory
Tax ID #	Self-explanatory
DUNS #	Self-explanatory
Mailing Address	Mailing address (should pre-populate from applicant profile)
City	Self-explanatory
State	Self-explanatory
Zip	Self-explanatory
Physical Address	If your organization has a different physical address than mailing address, enter it here. Otherwise, you can click “Check if same as mailing address” to pre-populate these fields
City	Self-explanatory
State	Self-explanatory
Zip	Self-explanatory
Contact Person	The main contact person for this application
Telephone	Please insert the contact’s direct line, if possible
Fax	Self-explanatory
Email Address	Application contact email (should pre-populate)

Contact Table

Insert a contact person for each contact type using the table and the instructions below.

To add a contact, click “Add” at the bottom of the table


Provide the following information for a **program contact person, a financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

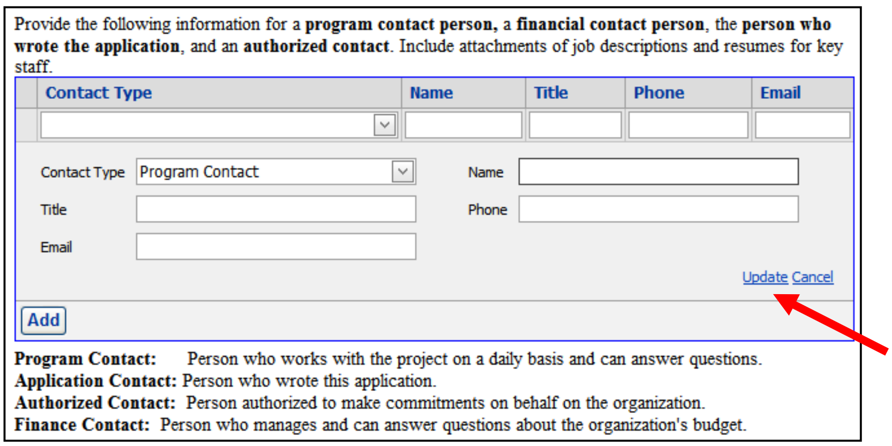
Contact Type	Name	Title	Phone	Email

No data to display

Add

Program Contact: Person who works with the project on a daily basis and can answer questions.
Application Contact: Person who wrote this application.
Authorized Contact: Person authorized to make commitments on behalf on the organization.
Finance Contact: Person who manages and can answer questions about the organization's budget.

Complete all of the fields in the table, then click “Update”


Provide the following information for a **program contact person, a financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

Contact Type	Name	Title	Phone	Email

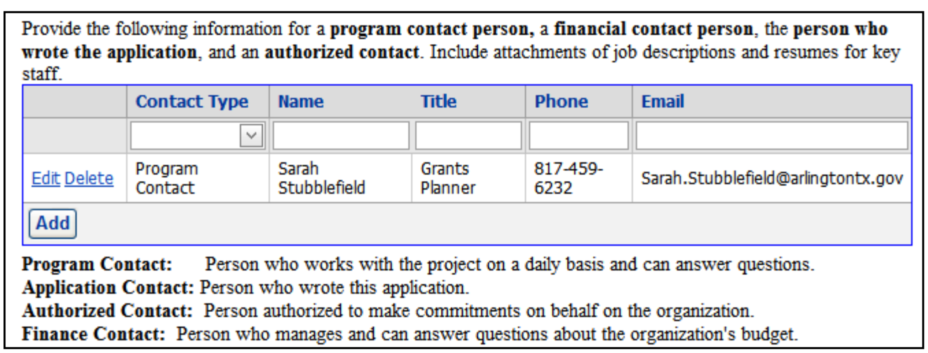
Contact Type: Program Contact
Name:
Title:
Phone:
Email:

Update Cancel

Add

Program Contact: Person who works with the project on a daily basis and can answer questions.
Application Contact: Person who wrote this application.
Authorized Contact: Person authorized to make commitments on behalf on the organization.
Finance Contact: Person who manages and can answer questions about the organization's budget.

The new contact should appear like this:


Provide the following information for a **program contact person, a financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	Contact Type	Name	Title	Phone	Email
Edit Delete	Program Contact	Sarah Stubblefield	Grants Planner	817-459-6232	Sarah.Stubblefield@arlingtontx.gov

Add

Program Contact: Person who works with the project on a daily basis and can answer questions.
Application Contact: Person who wrote this application.
Authorized Contact: Person authorized to make commitments on behalf on the organization.
Finance Contact: Person who manages and can answer questions about the organization's budget.

Continue for all types of program contacts (Program, Application, Authorized, and Finance contacts are required).

Program Request Summary

Program year	Pre-populated
Amount Requested	Total ESG request amount
Other funding	All other funding for program
Total Program Cost	Pre-populated
% ESG funds of total Program Cost	Pre-populated
Match Funds	Total amount of anticipated match funds
Matching sources	Insert eligible forms of match sources here
Brief Program Description	Provide 4-6 sentences to describe your program.

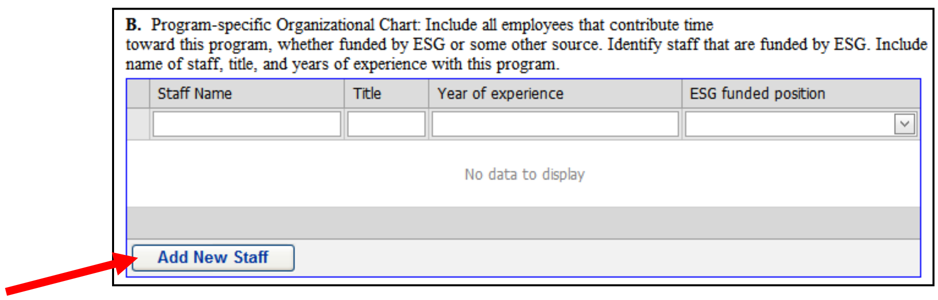
Click "Save" before moving to the next screen

Section 1: Organizational Capacity and Experience

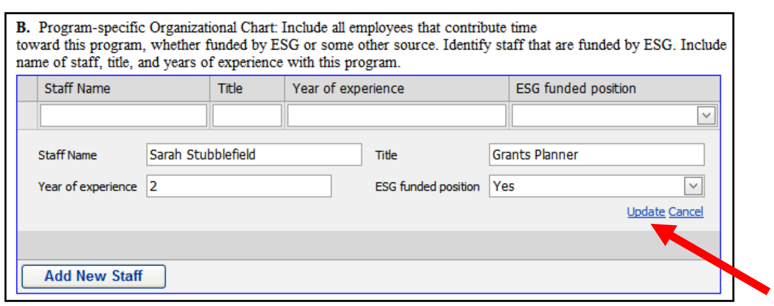
Year of Incorporation	Self-explanatory
Years of direct experience with the program	How long has your organization been operating this program?
Organizational overview of agency	In the text box provided, insert a detailed organizational overview of the organization history and capacity, making sure to include the elements listed in the directions.

Program Specific Organizational Chart

Complete this table with key-staff for this program. This will include ESG and non-ESG funded positions. Start by clicking "Add New Staff".



Complete all fields, then click "Update".



Previous Experience

Has your organization carried out or attempted a ESG program before?	Answer Yes or No
Please describe your program.	If yes, describe the program. If no, insert N/A.
Has your organization carried out or attempted a similar project?	Answer Yes if your program has been active, but has not received ESG funds. Answer No if this is a new program that has not been implemented yet, or if you answered Yes to the previous question.
Please describe the program.	If yes, describe the program. If no, insert N/A.

If you answer “Yes” to question D. complete questions D., E., and F. If you answer “No” to D. you will be directed to question F4.

Has this program received City of Arlington funding before?	Answer Yes/No. If no, skip to question F4.
If yes, for how many years?	Insert number of years your organization has received grant funds.
What was the funding amount and number served for the last complete program year?	Self-explanatory.
Year	Insert the last program year your organization received grant funds
Amount	Self-explanatory
Planned number served	Insert the contracted goal for number served in the program year indicated
Actual number served	Self-explanatory
If you did not meet your planned number to be served, please provide an explanation below.	Explain.

Current or Past sub-recipients only:

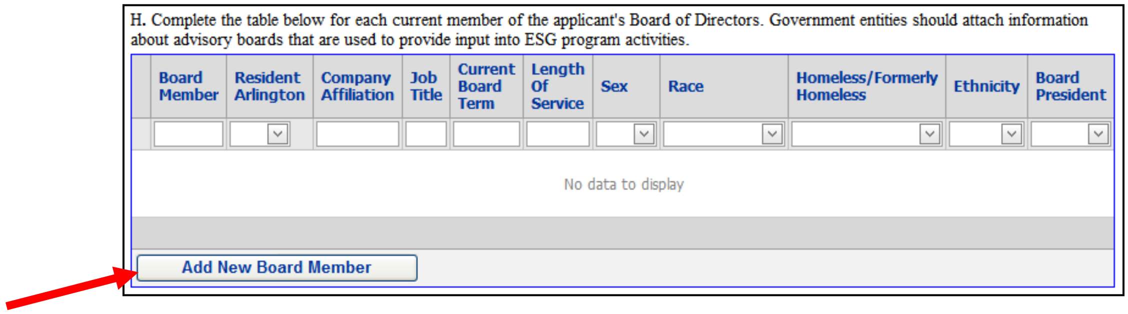
When was your last monitoring visit by the City of Arlington?	Use calendar to insert date of monitoring.
Were there any findings and/or concerns in your last monitoring visit?	Answer yes or no.
If yes, indicate the findings and/or concerns cited by the City of Arlington	Explain.
Did your organization complete any mandated corrective actions outlined by the City of Arlington?	Answer yes or no. Answer N/A if your organization did not receive any findings or concerns at your last monitoring.
Please explain any actions taken or not taken.	Explain.
In your previous experience with federal projects, was your organization required to pay back funds, in violation of regulations, etc?	Answer yes or no. If your organization has never received federal funds, answer N/A.
Please describe the amount repaid and reasons for the required repaid.	Explain.

Board of Directors

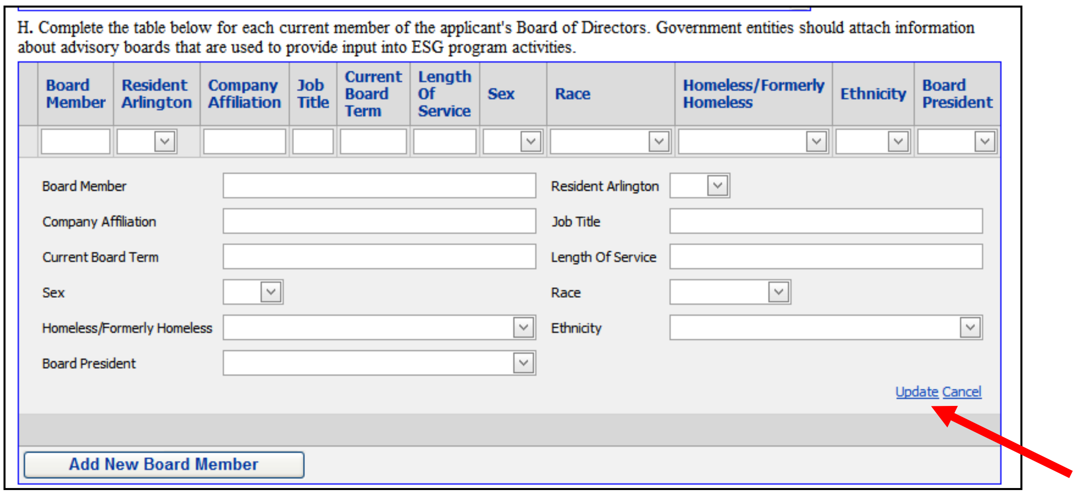
Use the text box to complete information regarding requirements, recruitment, and training policies for your organization’s Board of Directors.

Insert all Board members into the table using the instructions below:

Click “Add New Board Member”



Complete all fields for each Board Member. Then click “Update”.



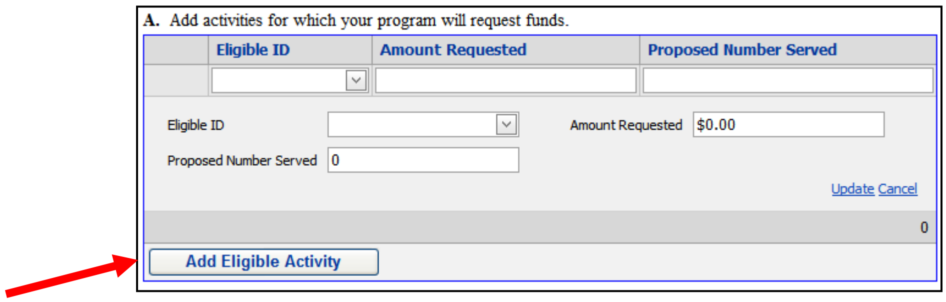
Board Member	Member Name
Resident Arlington	Is the member an Arlington resident?
Company affiliation	Self-explanatory
Job Title	Self-explanatory
Current Board Term	What is the current term of the board member?
Length of Service	How long has the board member served?
Sex	Male/Female
Race	Asian, Black/African-American, White, Other
Ethnicity	Hispanic/non-Hispanic
Homeless/Formerly Homeless	Yes/No
Board President	Yes/No

Click “Save” before moving on to the next screen

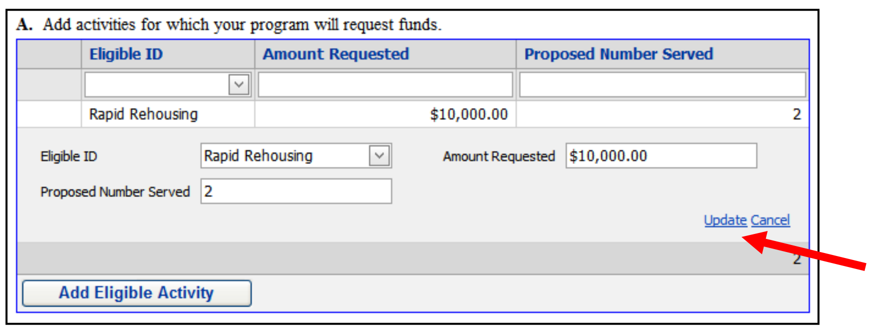
Section 2: Evidence of Need for Service

A. Complete the table with eligible ESG activities your program is requesting funds for, the funding amount, and the proposed number of persons served in that activity using the instructions below:

Click “Add Eligible Activity”

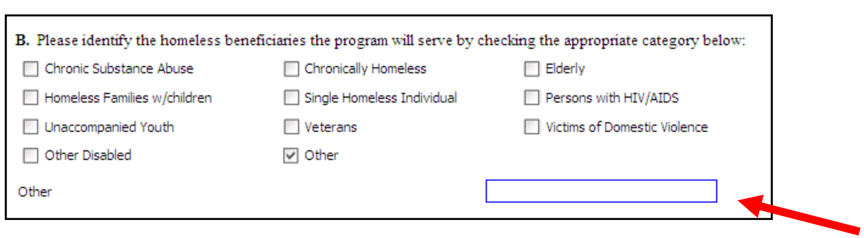


Complete the fields for each eligible activity, then click “Update”.



Once completed for all activities, the total number at the bottom of this table should equal the total proposed number to be served in the Program Request Summary on the Applicant Summary screen.

B. Identify the main beneficiaries of your program. If you choose “Other”, explain your primary population in the text box below.



C. Number of unduplicated persons to be served:

Unduplicated Adults to be served	Self-explanatory
Unduplicated children to be served	Self-explanatory
Unduplicated households to be served	Self-explanatory

Make estimates to the best of your ability where necessary.

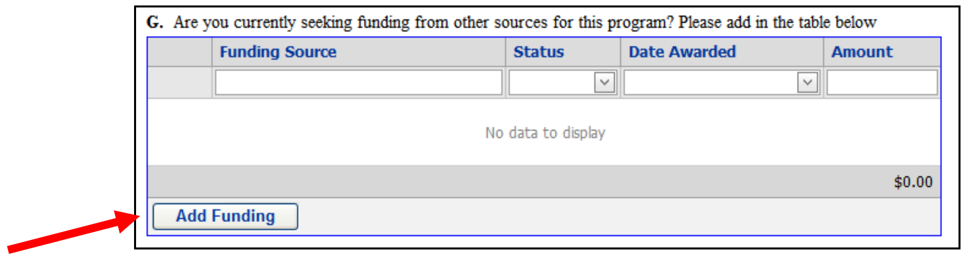
D. Provide statistical evidence of the need for services proposed. Include as much local data as possible. Include relevant statistics provided by the organization such as number of referral calls, number of clients on waiting lists.

E. Are there other services or activities similar to your program provided by other organizations in the City of Arlington? How is your proposed program different or unique from other programs? Briefly explain in the space provided.

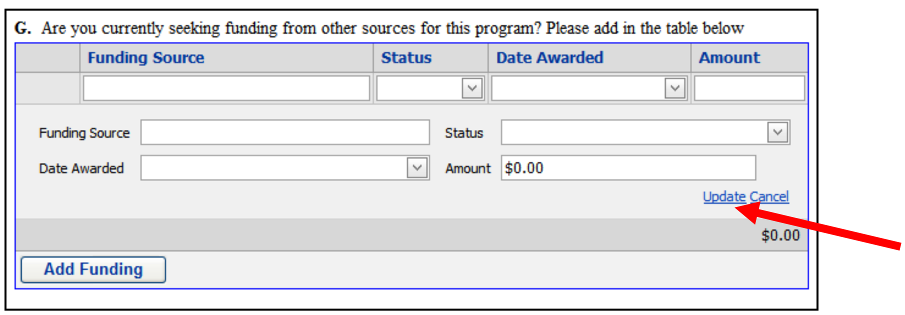
F. Does the proposed program collaborate with other programs in the area to provide this service? Briefly explain in the space provided.

G. Complete the table for other funding sources using the instructions below:

Click “Add Funding”.



Complete the fields then click “Update”.



Funding Source	Self-explanatory
Status	Pending, Approved, Denied
Date Awarded	Choose the date awarded, a future award date, or leave blank if unknown
Amount	Self-explanatory

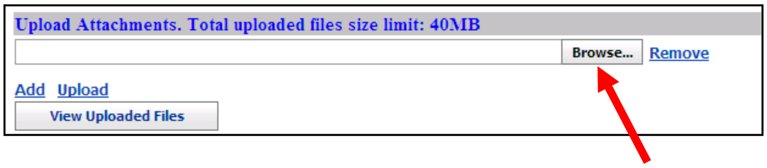
Click “Save” before moving to the next screen

Section 3: Statement of Work & Scope of Services

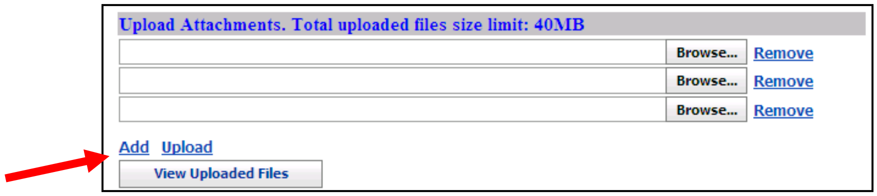
A. Provide a sound work plan narrative in the provided text box. Include details about the service activities the program will undertake to achieve the program’s goal.

Use the box below to upload all the necessary documents to support your work plan narrative. Use PDF documents when available.

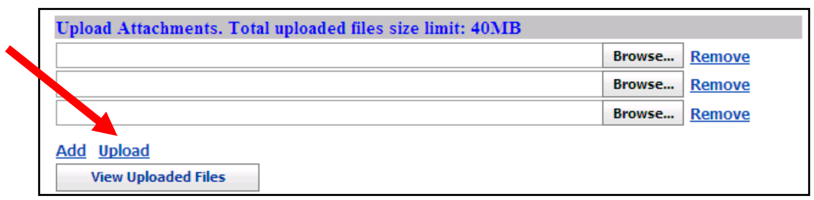
Click “Browse” to look for the location of your document



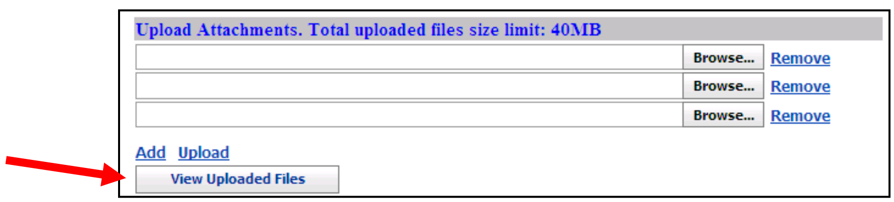
Click “Add” to add multiple files at one time.



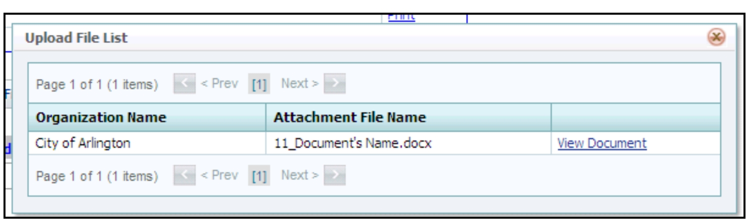
Click “Upload” to upload them into the application.



To view all the uploaded files, click “View Uploaded Files”.



The “Upload File List” will look like this:

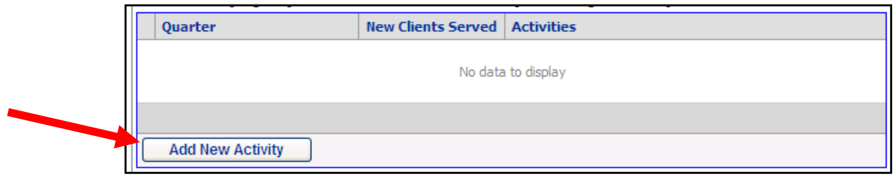


Please remember that the total uploaded files size limit is 40MB.

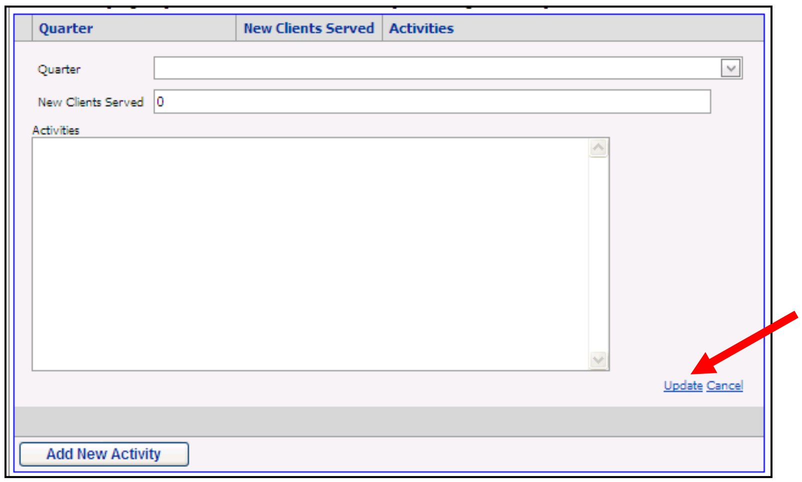
B. In the provided box, explain how your organization is involved with the Tarrant County Continuum of Care (COC). Include the number of COC meetings your organization has attended last year.

C. Provide the program quarterly planned activities/events for the award period in the table.

To add an activity, click on “Add New Activity”.



Complete the fields then click “Update”.



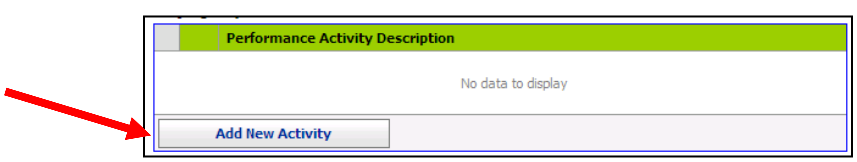
Quarter	Qtr1, Qtr2, Qtr 3, Qtr 4
New Clients Served	Enter the number of NEW clients planned to be served during the quarter
Activities	Describe the activities/events planned for that quarter

D. State how your organization will involve at least one homeless or formerly homeless person(s) in a **policy-making function** with the organization. This might include, for example, involvement of a homeless or formerly homeless person(s) on the Board of Directors or similar entity or position that considers and sets policy or makes decisions for the organization.

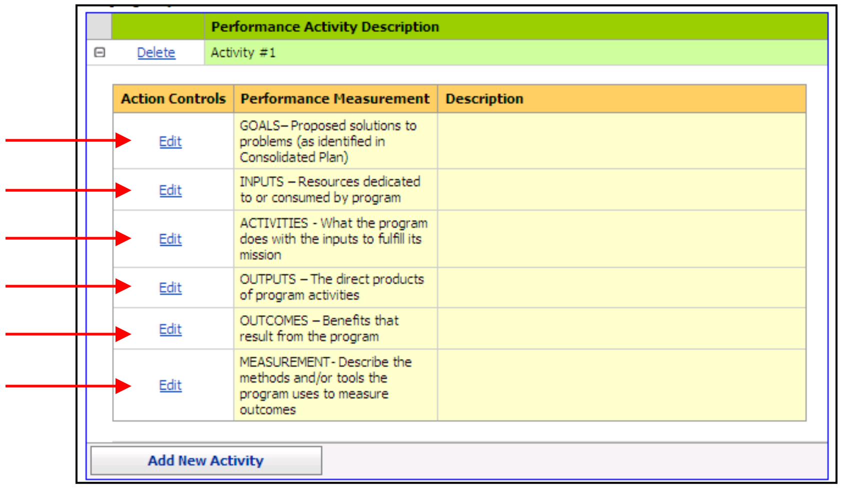
E. State how your organization will involve homeless persons in the **operation** of the ESG funded program. This involvement includes the participant's employment or volunteering in program activities such as maintenance, general operation of facilities, or provision of services. Describe how your organization uses volunteers to supplement paid staff.

F. Complete the table with information about your planned goals for the program year.

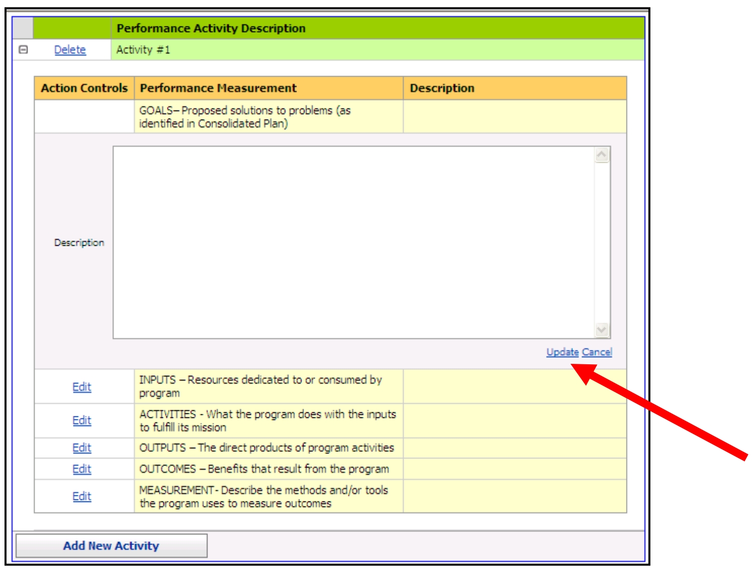
Click “Add New Activity” to add a new activity.



Click “Edit” to describe each performance measurement for the activity.



Complete each field then click “Update”.



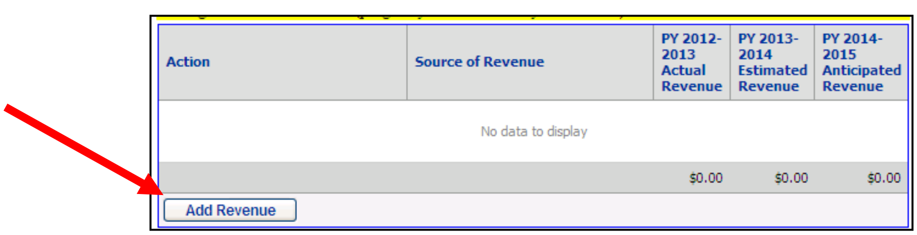
Repeat the steps if you have more than one activity.

Click “Save” before moving to the next screen

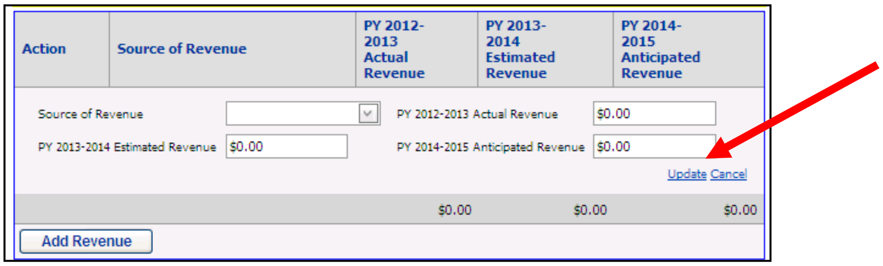
Section 4: Budget Information

A. Complete the table with the program sources of revenue using the instructions below:

Click “Add Revenue”.



Complete each field then click "Update".

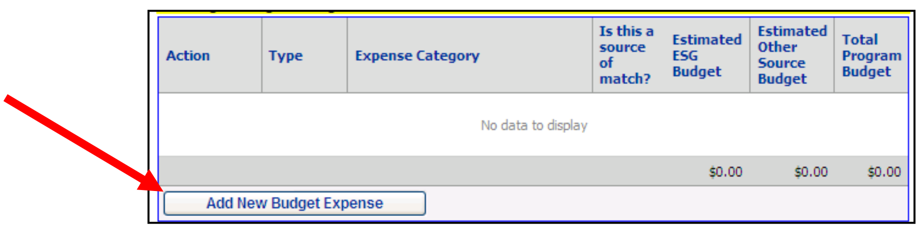


Source of Revenue	Contributions, Special Events, Membership Fees/Dues, Grants/Foundations, State ESG, Arlington ESG, Other ESG
PY2013-2014 Actual Revenue	The total amount of actual revenue that the organization actually received for the PY2013 program year.
PY2014-2015 Estimated Revenue	The total expected amount of revenue received for the program year from July 1, 2014 through June 30, 2015.
PY2015-2016 Anticipated Revenue	The total anticipated revenue for the program year from July 1, 2015 through June 30, 2016.

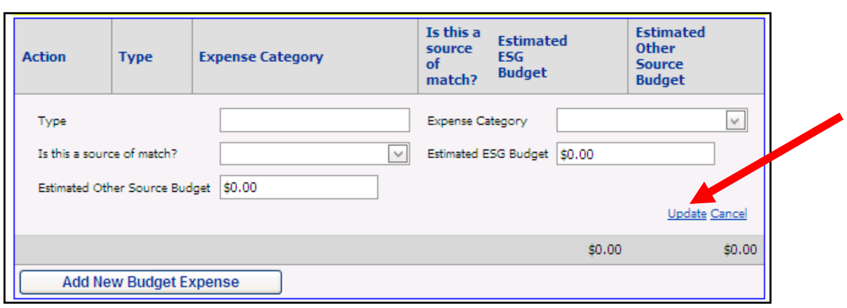
Please, specify any source of revenue falling in the category "Other" in the box below the Source Revenue table.

B. Complete the table with the program expenses using the instructions below:

Click "Add New Budget Expenses".



Complete each field then click "Update".



Type	Provide information about the type of expense (example: Salaries, Payroll Taxes, etc.)
Expense Category	Operation/Maintenance, Essential Services, Prevention, Rapid Rehousing, HMIS
Is this a source of match?	No/Yes
Estimated ESG Budget	Place Arlington ESG requested funds in this category. The total of the line items in this column once the table is complete should equal the total ESG request.
Estimated Other Source Budget	Include where all other funding sources will be spent to run the program. Once the table is complete, this column should equal the total amount of anticipated other source funding for the program.

C. Describe the program budget, including itemized revenue and expenses. The budget narrative should explain the total program budget in detail and explain the budget line items in the order they are listed in the budget. Provide an explanation for each line item expense.

D. Complete each box with the information needed.

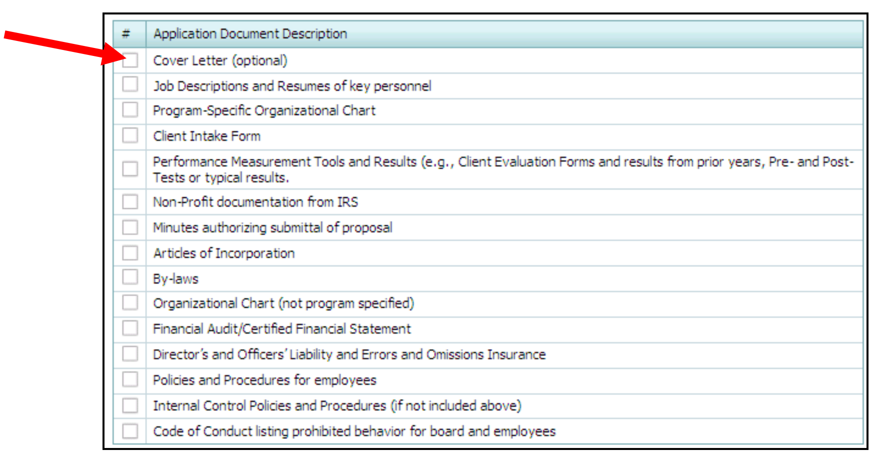
ESG Funding Request	Self-explanatory
Total Program Budget	Self-explanatory
Total Organization Budget	Self-explanatory
Unduplicated Clients to be Served	Self-explanatory
% of Program Budget	Pre-populated
% of Organization Budget	Pre-populated
Total program Cost Per Clients	Pre-populated
Total ESG Cost Per Client	Pre-populated

E. Describe the organization's fiscal management. Please include all the elements listed in the directions.

Section 5: Application Checklist

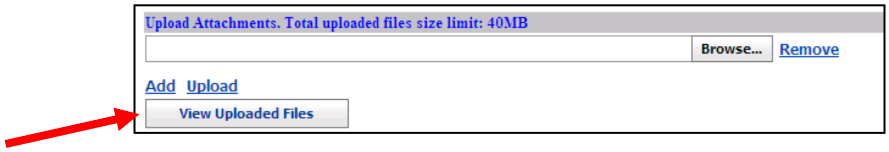
Please review the list of documentation required for this application.

Click on the box to confirm that the document is included in the application.



#	Application Document Description
☐	Cover Letter (optional)
☐	Job Descriptions and Resumes of key personnel
☐	Program-Specific Organizational Chart
☐	Client Intake Form
☐	Performance Measurement Tools and Results (e.g., Client Evaluation Forms and results from prior years, Pre- and Post-Tests or typical results.
☐	Non-Profit documentation from IRS
☐	Minutes authorizing submittal of proposal
☐	Articles of Incorporation
☐	By-laws
☐	Organizational Chart (not program specified)
☐	Financial Audit/Certified Financial Statement
☐	Director's and Officers' Liability and Errors and Omissions Insurance
☐	Policies and Procedures for employees
☐	Internal Control Policies and Procedures (if not included above)
☐	Code of Conduct listing prohibited behavior for board and employees

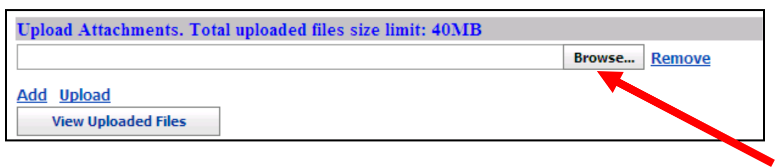
Click “View Uploaded Files” to review the documents uploaded.



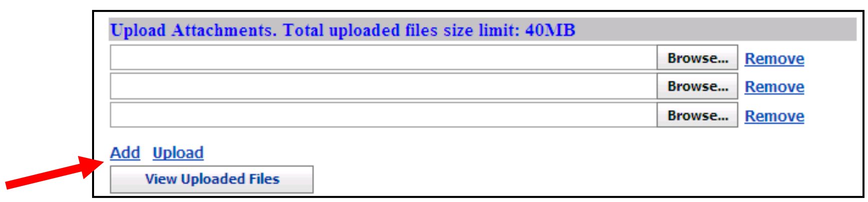
Uploading Documents

Documents must be uploaded to support the completed application. All items must be attached as applicable for your application to be considered complete. Any items missing from the checklist when city staff and the Grant Review Committee review the application will count against the overall evaluation of the proposal. Name your documents with the organization name and the document type uploaded. For example: “City of Arlington – Program Specific Organization Chart.pdf”. Please upload .pdf documents when possible. Since the file sizes of documents fluctuate, we cannot recommend a specific number of pages to limit your uploaded documents to. If you run into problems while uploading documents, contact city staff as soon as possible.

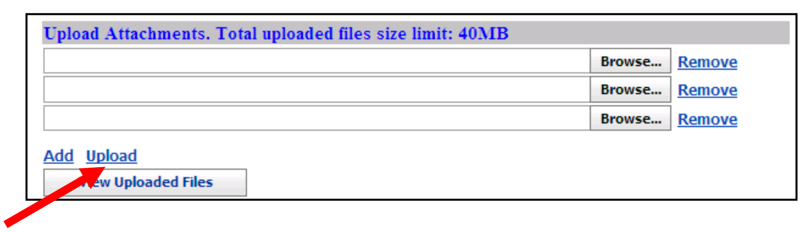
Click “Browse” to look for the location of your document.



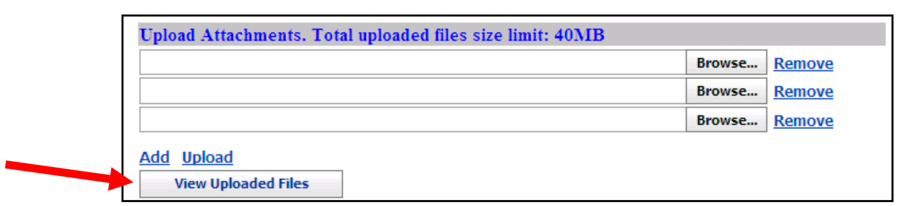
Click “Add” to add multiple files at one time.



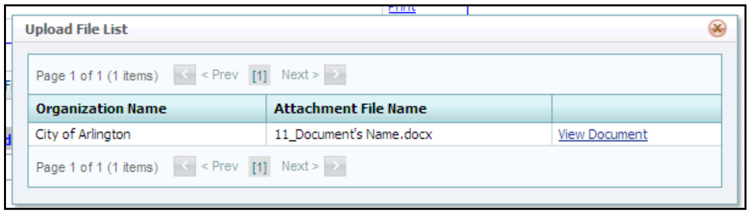
Click “Upload” to upload them into the application.



To view all the uploaded files, click “View Uploaded Files”.

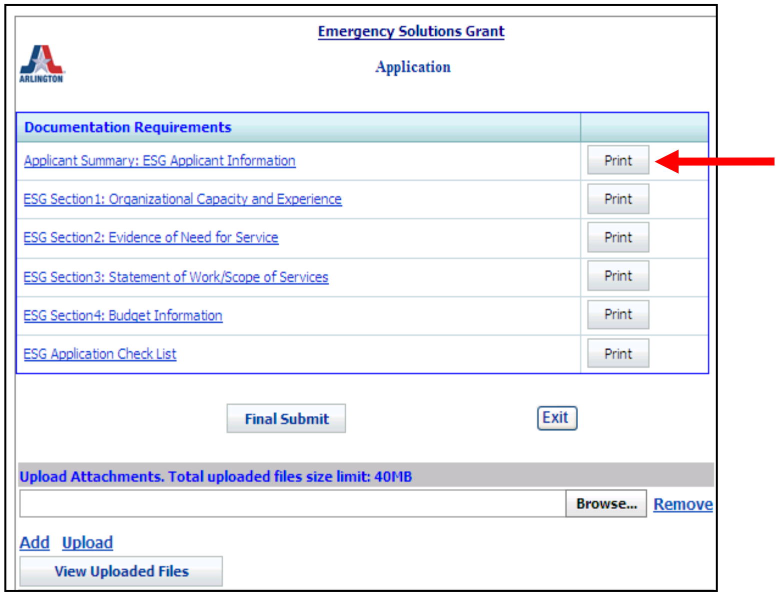


The “Upload File List” will look like this:

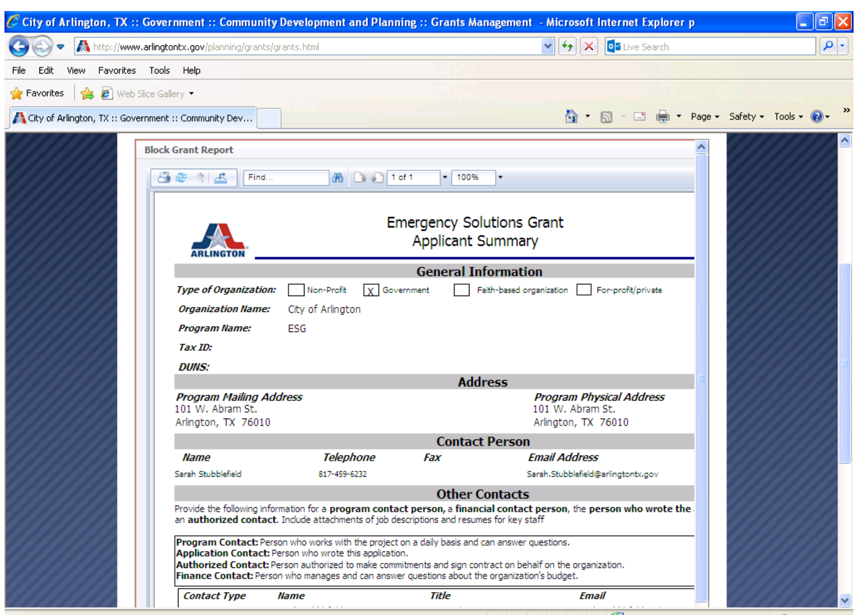


Printing Documents

A. On the “Menu” page, click “Print” next to the desired section.

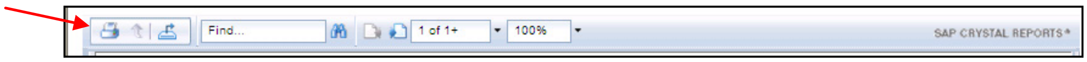


The page will open in the same window.



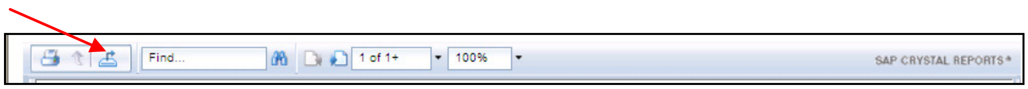
B. The bar on top of the page offers you multiple options.

B1. Click the Print icon to print the document.

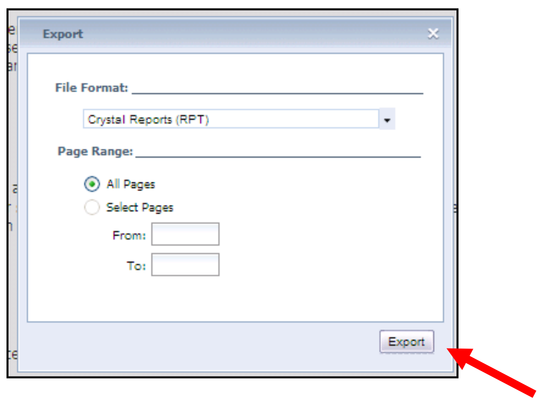


The Print window will appear.
Select your options and click print.

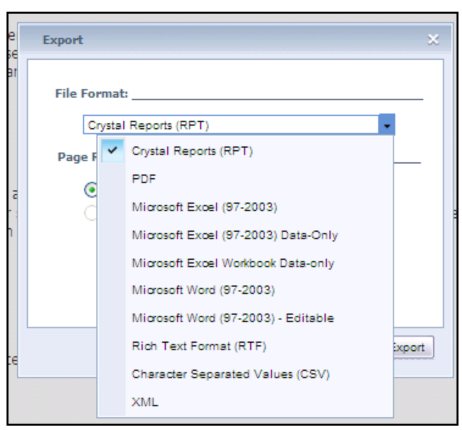
B2. You can export the application to several Microsoft Word applications, including Word, Excel, and PDF. This can be helpful for saving the application for your organization's records (or for spell-checking/saving application elements). To begin, click the Export icon to export the document.



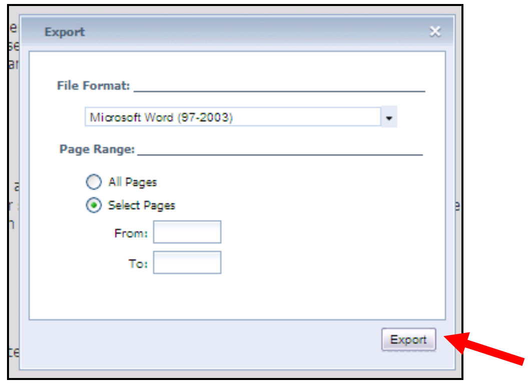
The Export window will appear.



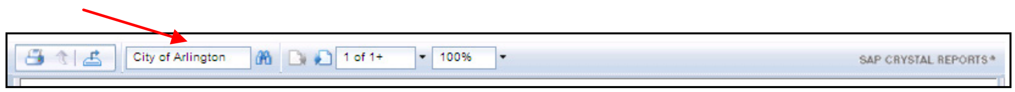
Click on the arrow to select the format you would like to export the document to.



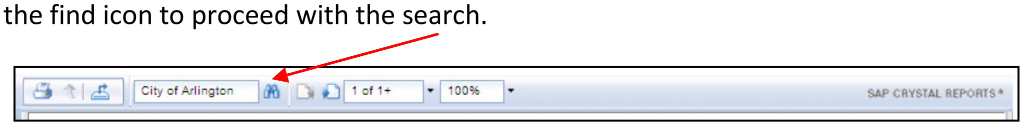
Select the pages you would like to export, then click export.



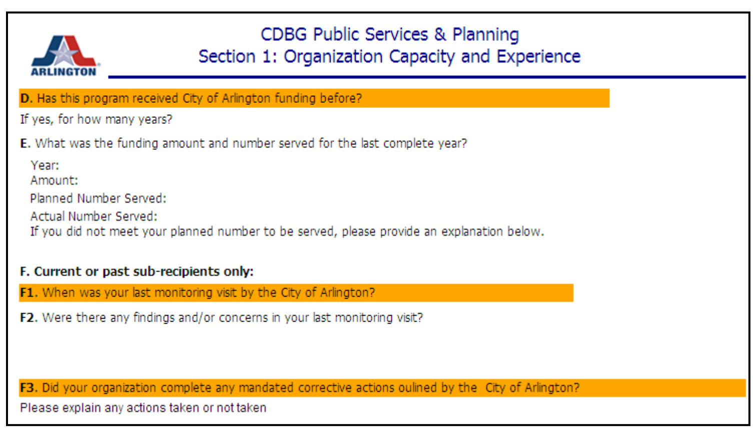
B3. Click inside the “Find” box and type a word or combination of words you would to search in the document.



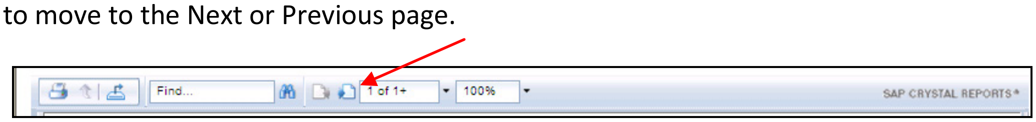
Click the find icon to proceed with the search.

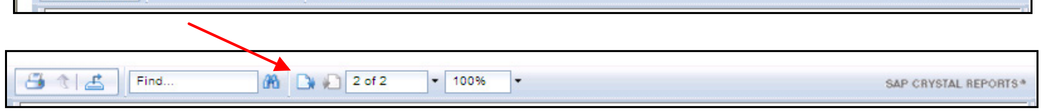


The document highlights every section containing the words searched.

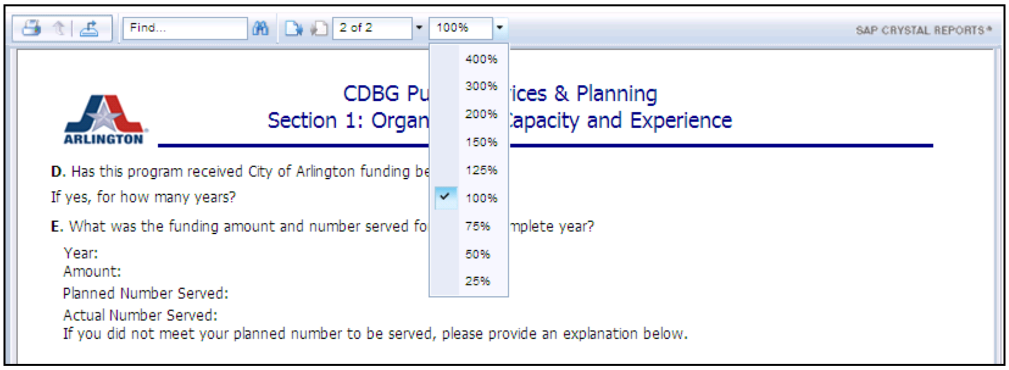


B4. If there are multiple pages in a section, you can view the additional pages by clicking the page icon to move to the Next or Previous page.



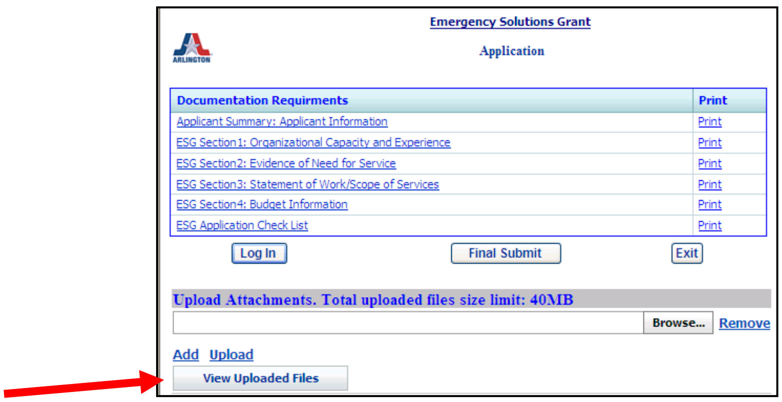


B5. Click the arrow next to the percentage box to zoom in or out of the page.

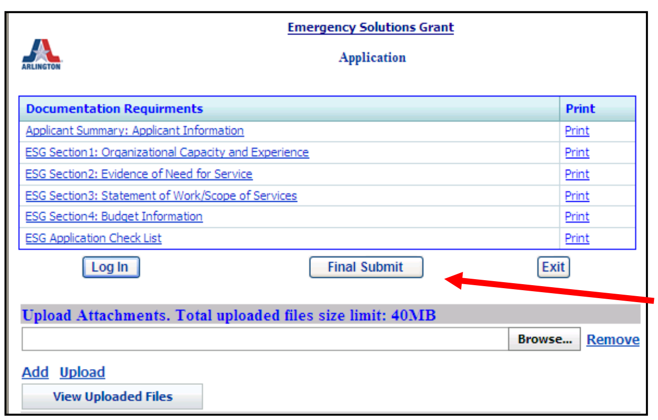


Final Submission of Application

After reviewing all the documents submitted in the Application Checklist, go to the Menu page. Before the final submission, you can upload more files and review the uploaded files.



Click on “Final Submit” to submit your application.



Once you click “Final Submit”, you should receive an email indicating that the application has been received. City Staff will also receive a notification email simultaneously. Any final submissions received after the deadline will not be considered for PY2015 ESG funds.

You must also submit a hard copy of the Organization Certification Form (2 copies) and a print out of the Applicant Summary section of the online application. This form can be downloaded at http://www.arlington-tx.gov/cdp/grants/planningandreporting/rfp/

Have an authorized signatory sign the form and attach a printed copy of the Applicant Summary section of the online application. The documents must be delivered to the Grants Management at City Hall by hand or by mail before the submission deadline on **Friday, December 12, 2014 at 3:00 PM**.

For Mail-in:

City of Arlington
Grants Management
Attn: Sheryl Kenny
P.O. Box 90231, MS 01-0330
Arlington, TX 76004-3231

For Hand-Delivery:

Arlington City Hall
One Start Center, 2nd Floor
101 W. Abram Street
Arlington, TX 76010