

Palm Beach County Board of County Commissioners  
**NOTICE OF FUNDING OPPORTUNITY (NOFO)**  
**APPLICATION PACKET**



**INFORMATION GUIDANCE**

U.S. Department of Housing and Urban Development  
**EMERGENCY SOLUTIONS GRANT PROGRAM**

FY 2023-2024

October 1, 2023 through September 30, 2024

Release Date: **Wednesday, April 5, 2023**

Application Due Date: **Friday, May 5, 2023** by 12:00 p.m. (Noon), **EST**

Community Services Department  
Division of Human Services and Community Action (HSCA)

Wendy Tippet, Director  
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# Table of Contents

<b>SECTION I: GENERAL INFORMATION .....</b>	<b>3</b>
Introduction .....	3
Program Overview .....	3
Funding Available.....	3
Eligibility.....	4
<b>SECTION II: APPLICATION PROCESS.....</b>	<b>4</b>
Technical Assistance .....	4
Contact Person.....	5
Anticipated Schedule of Events .....	6
Cone of Silence .....	7
<b>SECTION III: SCOPE OF SERVICES .....</b>	<b>7</b>
Funding Terms .....	7
Terms and Conditions.....	7
Scope of Services .....	10
<b>SECTION IV: WHERE TO FIND LOCAL PROJECT DOCUMENTS YOU MAY NEED .....</b>	<b>11</b>
<b>SECTION V: CONTENT OF PROPOSAL AND INSTRUCTIONS .....</b>	<b>12</b>
Summary Instructions.....	12
Priority Description .....	12
2023-2024 ESG Program Application .....	13
Application Package.....	14
<b>SECTION VI: FY 2024 ESG PROGRAM PROJECT REVIEW PROCESS .....</b>	<b>20</b>
<b>SECTION VII: GRIEVANCE POLICY AND APPEALS PROCEDURES.....</b>	<b>21</b>
<b>APPEALS POLICY .....</b>	<b>21</b>
Eligible Appeals .....	21
<b>APPEALS PROCEDURES .....</b>	<b>21</b>
<b>SECTION IX: DEFINITIONS .....</b>	<b>22</b>
<b>ATTACHMENT 1: FY2023-24 ESG APPLICATION COVER SHEET.....</b>	<b>29</b>
<b>ATTACHMENT 2: ESG CATEGORIES &amp; ACTIVITIES .....</b>	<b>30</b>
<b>ATTACHMENT 3: ESG GRANTEE HOMELESS AND HOUSING ALLIANCE (HHA) CERTIFICATION FORM .....</b>	<b>32</b>
Attachment A.....	33
<b>HOMELESS &amp; HOUSING ALLIANCE (HHA) INFORMATION.....</b>	<b>33</b>
<b>ATTACHMENT 4: INTERNAL CONTROL QUESTIONNAIRE .....</b>	<b>35</b>
<b>ATTACHMENT 5: BUDGET TEMPLATE .....</b>	<b>43</b>
<b>ATTACHMENT 6 2024 ESG MATCH DOCUMENT FORM .....</b>	<b>44</b>
<b>ATTACHMENT 7 2021 HHA MEMBERSHIP ATTENDANCE .....</b>	<b>45</b>
<b>ATTACHMENT 8: ESG Program Competition Appeal Notice Form.....</b>	<b>46</b>
<b>EXHIBIT 1: REQUIRED INSURANCE.....</b>	<b>47</b>
<b>EXHIBIT 2: ESG PROGRAM NCG GRANT REVIEW COMMITTEE SCORING SHEET .....</b>	<b>49</b>

**READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS GUIDANCE AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST. PLEASE CONTACT THE DIVISION OF HUMAN SERVICES AND COMMUNITY ACTION AT (561) 355-4779 OR [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG).**

## **SECTION I: GENERAL INFORMATION**

### **Introduction**

Palm Beach County Board of County Commissioners (BCC), Community Services Department (CSD) invites eligible entities to submit proposals for the Emergency Solutions Grant (ESG) Program for Fiscal Year (FY) 2023-2024 (October 1, 2023 – September 30, 2024). Proposed ESG programs will work to improve the number and quality of emergency shelters for homeless families, help operate these shelters, provide essential services to shelter residents and rapidly re-house homeless individuals and families.

### **Program Overview**

Palm Beach County Department of Housing and Economic Development (HED) receives ESG funds from the U.S. Department of Housing and Urban Development (HUD) annually. ESG is authorized by the McKinney-Vento Homeless Assistance Act, as amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, for activities relating to street outreach, emergency shelter, homelessness prevention, rapid re-housing (RRH) assistance and Client Management Information System (CMIS) ESG assists people in quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness. For detailed information regarding ESG, applicants can visit the HUD Exchange web-page HEARTH: ESG Program and Consolidated Plan Conforming Amendments – ESG Program Interim Rule at <https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conformingamendments/>. CSD HSCA administers these funds.

### **Funding Available**

Funding availability for FY 2023-2024 is approximately \$570,614.00. Successful proposals will be awarded a one (1) year contract with the option for renewal for up to two (2) subsequent years, at the County's discretion. Renewals will be contingent upon successful completion of all contract goals and requirements and BCC approval each year, and all dollar amounts throughout the terms of the contracts are subject to Federal budget approval. ESG recipients are required to consult with the local Continuum of Care (CoC) when determining how to allocate ESG funds. Palm Beach County's PBC's CoC, known as the Homeless and Housing Alliance (HHA), has allocated 2023-2024 ESG funds as follows:

- \$75,000 for PBC's CMIS activities;
- 7.5% of remaining funds (which is approximately \$42,796) for PBC's administrative costs;
- Of the remaining funds (which is approximately \$452,818)
  - 60% (\$271,691) for emergency shelter activities
  - 40% (\$181,127) for rapid re-housing for seniors and families

#### **Note:**

- ONLY one (1) category per application will be accepted.
- ONLY one (1) application per agency will be considered for funding.
- ESG-COVID regulations, including serving persons at 50% AMI and all waivers, are not applicable to this application. All programs should abide **by standard ESG rules and policies**.
- PBC will not allow for staff costs in any proposal.

## **Eligibility**

Qualified entities submitting project applications for ESG Program funding shall meet all statutory and regulatory requirements of the ESG Program Interim Rules. ESG Program Applicants can obtain a copy of the Rules on the HUD Exchange website:

[https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConformingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf)

ESG Program funding applicants may be nonprofit organizations, states, local governments, and instrumentalities of state and local governments. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described above.

Successful ESG Program applicants must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service (except public entities).
- Be chartered or registered with the Florida Department of State and have been incorporated for at least one agency fiscal year (except public entities), and have provided services for at least six (6) months.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Maintain contractual liability insurance as listed in **EXHIBIT 1**, if applicants are awarded ESG Program funding.

## **SECTION II: APPLICATION PROCESS**

### **Publish/Release Date:**

Wednesday, April 5, 2023

### **Deadline Date/Application Due Date:**

Entities must complete and submit their applications packages to the CSD NOFO submission website by **12:00 pm (Noon), EST, Friday, May 5, 2023**. Application packages must be submitted to:

<https://pbcc.samis.io/go/nofo/>

**No application will be accepted after this deadline.**

### **Technical Assistance**

HSCA will hold a Technical Assistance Workshop for ESG Program applicants from 9:30 am to 11:00 am on **Tuesday, April 11, 2023**. There will be two (2) options for Applicant Agencies to meet the Required Technical Assistance Conference requirement: 1) A hybrid in-person/virtual Technical Assistance Conference; a web link to participate in the Technical Assistance Conference will be provided for all agencies submitting proposals; 2) Viewing the recorded Technical Assistance Conference. To view the recorded Technical Assistance Conference, please visit the CSD NOFO Website at:

<https://discover.pbcgov.org/communityservices/humanservices/pages/coc-grant-apps.aspx>

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG). All questions and answers will be made available for the public to review on the CSD NOFO website at:

<http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>.

HSCA will avoid private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation period. The deadline to submit ESG Program application questions by email to HSCA is **12:00 pm (Noon), EST, Thursday, May 4, 2023**, which is one (1) business day before the project application submission deadline.

This NOFO Information Guidance is available at the following locations:

- <https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>
- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

Paper copies of this NOFO are available upon request.

ESG Program NOFO Information Guidance is for reference purposes only since the proposal must be submitted through the CSD NOFO submission website.

### **Contact Person**

This NOFO is issued for BCC and HED by HSCA, the ESG Program grant administrator. The contact for all ESG Program funding inquiries is [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG).

**Anticipated Schedule of Events**

**ESG Program Application Timeline**

<b>DATE</b>	<b>ITEM</b>	<b>RESPONSIBLE</b>
April 5, 2023	Publish/Release Date	HSCA
April 11, 2023	Technical Assistance Meeting 9:30 am to 11:00 am	HSCA : Applicants
April 11, 2023	ESG Non Conflict Grant (NCG) Review Training 1:00 pm – 2:30 pm	ESG NCG Review Committee HSCA
May 4, 2023	Deadline to Email application questions 12:00 pm (Noon) <b>EST</b>	Applicants
<b>May 5, 2023</b>	<b>Deadline Date/Application Due Date 12:00 pm (Noon) EST</b>	<b>Applicants</b>
May 5, 2023	Cone of Silence begins for ESG NOFO	Applicants, NCG Review Committee, BCC, HSCA
May 15, 2023	ESG Non Conflict Grant (NCG) Review Meeting 9:00 am to 1:00 pm	ESG NCG Review Committee HSCA
May 16, 2023	Funding Recommendations Posted on CSD Website	HSCA
May 24, 2023 (noon)	Deadline to Submit a Grievance (7 Business Days following the NCG Review Meeting)	Applicants
May 24, 2023	Presentation of FY 2023-2024 ESG recommendations to HHA Governance Board for Approval	HSCA, HHA Governance Board
May 31, 2023	Funding recommendation forwarded to Housing and Economic Sustainability (HED) to include in Action Plan for BCC approval.	HSCA
June 2, 2023	Final day for response to a grievance (7 Business Days following the Receipt of a Grievance	HSCA
July 11, 2023	Presentation of FY 2023-2024 ESG recommendations to BCC	HSCA, BCC
July 11, 2023	BCC Contract Approval	HSCA, BCC
July 11, 2023	Estimated Date the Cone of Silence for ESG NOFO Ends	Applicants, NCG Review Committee, BCC, HSCA

## **Cone of Silence**

ESG Program funding applicants are advised of the following:

### **Lobbying “Cone of Silence”**

This NOFO includes a Cone of Silence. Applicants are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: [http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying\\_Regulations.aspx](http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx) is in effect. The Applicant shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here.

**"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Applicant or Applicant’s representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member’s staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer’s staff, or any employee authorized to act on behalf of the Commission or local governing body to award a contract.**

An Applicant’s representative shall include but not be limited to the Applicant’s employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Applicant.

The Cone of Silence is in effect as of the submittal deadline/application due date, May 5, 2023. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-application conferences, oral presentations before selection committees and contract negotiations during any public meeting. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee and any dispute resolution process following the filing of a protest. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, when all proposals are rejected, or when an action is otherwise taken that ends the solicitation process.

## **SECTION III: SCOPE OF SERVICES**

### **Funding Terms**

ESG Program Funding Term:	12 months
ESG Program Project Start Date:	October 1, 2023
ESG Program Project End Date:	September 30, 2024

### **Terms and Conditions**

1. Proposal Guarantee:  
ESG Program Applicants guarantee their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.
2. Late Proposals, Late Modified Proposals:

ESG Program Applicants shall save any unfinished proposals and continue to modify the proposals until the proposals are submitted. Once submitted, the proposals are final. Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

3. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by ESG Program funding Applicants. No payment will be made for proposals received or for any other effort required of or made by ESG Program funding Applicants, prior to commencement of work as defined by a contract approved by the BCC.

4. Public Record Disclosure:

ESG Program Applicants are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

5. Palm Beach County Office of the Inspector General Audit Requirements:

Palm Beach County has established the Office of the Inspector General in PBC Code Sections 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impede any investigation shall be in violation of PBC Code Sections 2-421 through 2-440, and punished pursuant to section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

6. Commencement of Work:

The County's obligation will commence when the Agreement is approved by the BCC or their designee and upon written notice to the ESG Program Applicants. The County may set a different starting date for the agreement. The County will not be responsible for any work done by the ESG Program Applicants, even work done in good faith, if it occurs prior to the agreement start date set by the County.

7. Non-Discrimination:

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Applicants warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into the Agreement, the Applicants represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Applicants shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of sub-contractors, vendors, suppliers, or commercial customers, nor shall the Applicants retaliate against any person for reporting instances of such discrimination. The Applicants shall provide equal opportunity



for sub-contractors, vendors and suppliers to participate in all of its public sector and private sector sub-contracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The Applicants understands and agrees that a material violation of this clause shall be considered a material breach of the Agreement and may result in termination of the Agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Applicants shall include this language in its sub-contracts.

8. Homeless and Housing Alliance (HHA):

Agencies that are awarded funding are required to participate in coordinated-entry in collaboration with the HHA, and must become members of the HHA within one month of contract execution. Any agency receiving ESG Program funding is required to adhere to the Standards of Care for their component, as adopted by the HHA. Funded agencies must also become a member in good standing of the HHA within the first year of their project. To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at Pillar or workgroup meetings, in addition to other HHA requirements, as defined in the HHA Governance Charter, Article 3, Section A found at [www.hhapbc.org](http://www.hhapbc.org).

9. Client Management Information System (CMIS):

All agencies awarded ESG Program funds must participate in CMIS. All program participants served with ESG Program funds must be entered into CMIS. Funding requires that all program participants served be entered and exited in CMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their ESG Program Agreement in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect program participant's confidentiality, yet still report statistical data. Domestic Violence Agencies are exempt from this requirement and will be required to enter data into SAMIS.

10. Participate in Annual Point in Time (PIT) Count and Housing Inventory Chart (HIC):

The PIT Count is an annual count of those experiencing homelessness in Palm Beach County on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County. ESG Program sub-recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

The Housing Inventory Chart (HIC) is a required report by HUD that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing and Safe Haven) in the HHA. It is completed by the HSCA with input from every agency in the HHA. Reporting for the HIC will be required of all ESG Program Agencies.

11. Compliance with Violence Against Women Act (VAWA) Rule:

VAWA provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under HUD programs. ESG Program sub-recipients are required to comply with the VAWA rule as provided in 24 CFR 578.99(j), located at <https://www.law.cornell.edu/cfr/text/24/578.99>.

## 12. Match Requirements:

All applicants must provide match funds in an amount that, at minimum, equals the amount of funds requested. Documentation must be provided demonstrating match funds on a dollar-for-dollar basis. The source of matching funds must be clearly identified with your budget documentation. Detailed information regarding the requirements for matching ESG funds are described in the ESG Program Interim Rule, Section 24 CFR § 576.201 which can be found at:

<https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conformingamendments>.

## 13. Unified Grant Guidance:

Successful applicants receiving ESG Program funding shall be required to comply with 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Additional terms and conditions will be included in the program agreement and are contained on the HSCA website, as **ESG Program Standard Terms and Conditions**, located at:

<https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

## **Scope of Services**

ESG Program funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and CMIS; as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR § 576.101 through § 576.107. Eligible administrative activities are set forth in 24 CFR § 576.108.

**Street outreach component.** Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR § 576.2. The eligible costs and requirements for essential services consist of Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation and Services for Special Populations.

**Emergency shelter component.** Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelter, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. This consists of Essential Services, Renovations, Shelter Operations and Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

**Homelessness prevention component.** ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or

(4) of the “homeless” definition in 24 CFR § 576.2 and have an annual income below 30 percent of Area Median Income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing.

- **Rapid re-housing assistance component.** ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid rehousing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short- and medium-term rental assistance requirements in 24 CFR § 576.106, the written standards and procedures established under 24 CFR § 576.400 and the PBC HHA Rapid Re-Housing Program Standards.

**CMIS component.** The recipient or sub-recipient may use ESG funds to pay the costs of contributing data to the CMIS designated by the HHA for the area.

Additional details are provided in the ESG Program Interim Rules at HUD Exchange website:

<https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>

## **SECTION IV: WHERE TO FIND LOCAL PROJECT DOCUMENTS YOU MAY NEED**

Timeline: Refer to Section II - ESG Program Application Timeline in this NOFO for deadline dates.

ESG Program Applicant shall electronically submit the following in their application package:

- Visit Palm Beach County’s Grant App website to access NOFO:

<https://discover.pbcgov.org/communityservices/humanservices/Pages/CoC-Grant-Apps.aspx>

- Visit CSD NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofa/>

HHA Membership Meeting Attendance

- See **ATTACHMENT 7** of this NOFO:

SunBiz.org Florida Department of State, Division of Corporations

<http://search.sunbiz.org/inquiry/corporationsearch/byname>

## Emergency Solutions Grants Program Interim Rule

- [https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConformingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf)

## Continuum of Care (CoC) Program Interim Rule

- [https://files.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

## 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

- [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## **SECTION V: CONTENT OF PROPOSAL AND INSTRUCTIONS**

### ***Summary Instructions***

All application questions shall be completed. Any missing or incorrect information will have a negative impact on applications. Use “N/A” only where a response is clearly not applicable.

Applications shall be submitted on or before the application deadline.

No waivers will be granted for applications submitted after the deadline. **Late applications will not be accepted. No exceptions.**

**Submission of applications is final.** Applications shall be evaluated as submitted. Additional information or documentation after applications have been submitted will not be accepted or considered.

### ***ESG NOFO Priority Component Descriptions***

Emergency Shelter component - Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelter, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. This consists of Essential Services, Renovations, Shelter Operations and Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Rapid re-housing for seniors and families component - ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid rehousing assistance must be provided in accordance with the housing relocation and

stabilization services requirements in 24 CFR § 576.105, the short- and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.

CMIS component - The recipient or sub-recipient may use ESG funds to pay the costs of contributing data to the CMIS designated by the HHA for the area.

### **2023-2024 ESG Program Application**

Except where noted, all ESG Program applicant shall complete and submit all items listed below.

The deadline for application package submission is **May 5, 2023 by 12:00 pm (Noon), EST**. Application Package shall be submitted on the Palm Beach County, Community Services Department NOFO Application Submission Website: <https://pbcc.samis.io/go/nofo/>

The NCG Review Committee meeting, where the applications will be reviewed and scored, is scheduled to take place on Monday, May 15, 2023, from 9:00 am to 1:00 pm at 810 Datura Street 2<sup>nd</sup> floor conference room. Please check the CSD website for changes to the meeting location.

Members of the public who plan to attend the meeting in person are asked to please notify CSD as soon as possible by email at [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) or by phone at (561) 355-4779.

Anyone interested in additional information may contact HSCA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) or by phone at (561) 355-4779.

Also, those wishing to make public comments may contact HSCA by sending your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401, or email at [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG).

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

In accordance with the Americans with Disabilities Act (“ADA”), persons with disabilities requiring accommodations in order to participate in this public meeting can contact [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) no later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call (561) 355-4779 or email [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

### **Fatal Flaws**

The following flaws will automatically disqualify applicants from funding:

- Organization is ineligible to apply for funding as per HUD guidelines; (<https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>); and/or
- Organization’s application was submitted after the submission deadline.

## Scoring Criteria

Palm Beach County makes ESG Program funds available to area non-profit organizations with programs that will serve people experiencing homelessness or and/or persons at risk of homelessness. Only projects that demonstrate a definable program that serve the homeless and/or persons at risk of homelessness will be considered for funding. Applications will be scored based on the following criteria. See [EXHIBIT 2](#).

## **Application Package**

### Proposal

#### **Federal ID Agency Name**

#### **Doing Business As (DBA)**

Please indicate name(s) by which agency is known or does business.

#### **Address City State**

#### **Zip Code NOFO/RFP Additional Editors Program Name**

#### **NOFO Information Document**

Click to download the **FY 2023 - 2024 ESG Program NOFO Guidance** document for reference throughout the application.

#### **FY 2023 - 2024 ESG Application Cover Sheet**

#### **No Points**

Click to download the **REQUIRED FY 2023 - 2024 ESG Application Cover Sheet** template. See [ATTACHMENT 1](#). Please upload once you have completed the form.

Please upload your document in the same format as the template: **.doc OR .docx**

Please name your document using the following naming convention: **(Agency Name or Initials)Coversheet\_FY24**

#### **ESG Categories & Activities Form**

#### **5 Points**

Click to download the **REQUIRED ESG Categories and Activities** template. See [ATTACHMENT 2](#). Please upload once you have completed this form.

Please upload your document in the following format: **.pdf, .doc OR .docx**

Please name your document using the following naming convention: **(Agency Name or Initials)Cat and Act\_FY24**

#### **Grantee HHA Certification**

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

Please upload your document in the following format: **.pdf, .doc OR .docx**  
Please name your document as such: **(Agency Name or Initials)GrantCert\_FY24**

### **General Contact Information**

**CEO/Executive Director Name and Title CEO/Executive Director Email Agency Contract Person Name and Title Agency Contract Person Phone Agency Contract Person Email**

### **Total Funding Amount Requested**

Please enter total funding amount across all service categories that you are requesting.

### **Total Participant Households Expected to Serve**

Please enter total number of unduplicated participant households (individuals and/or families) expected to be served with the funding requested.

### **Internal Control Questionnaire**

Click to download the REQUIRED **Internal Control Questionnaire**. Please upload once you have completed the form. See [ATTACHMENT 4](#).

**Please upload your document in the same format as the template: .doc OR .docx Please name your document as such: (Agency Name or Initials)InternalControl**

### **Policies and Procedures**

Please upload your agency's policies and procedures.

**Please upload your document in the same format as the template: .doc OR .docx Please name your document as such: (Agency Name or Initials)Policies**

### **Performance Improvement Plan (2000 Characters)**

Please describe how your agency responds to requests for performance improvement plan.

### **Project Narrative**

#### **25 Points**

**Describe, in detail, the activities for which funding is being requested.**

#### **1. Choose Category**

Specify the category and activities that will utilize ESG funds (as selected on Attachment 2)

Select from the following:

- Homeless Seniors
- Homeless Families
- Homeless Individuals
- Homeless Youth
- Victims of Domestic Violence



## **2. Category Description (3000 Characters)**

Describe the program participants/population that are proposed to be served, as stated in the Federal Regulations Section 576.2, and the process that will be followed to document their homelessness. Be very specific as to how these funds are proposed to be utilized.

## **3. Rapid Re-housing Only (3000 Characters)**

For Rapid Re-housing only, include the following information in your narrative:

- How participant households will be selected for service
- The maximum amount of assistance to be provided
- The maximum period to receive such assistance
- Types of services to be offered
- Who will provide the service(s)
- The process for procuring rental property for program participants
- How the PBC HHA Rapid Re-Housing Program Standards have been utilized in establishing/operating the program

## **4. Unduplicated Number Program Participants Annually (#)**

Specify the total number of unduplicated persons that will be served on an annual basis.

## **5. Unduplicated Number Program Participants Monthly (#)**

Specify the total number of program participants that will be served on a monthly basis.

## **6. Coordination (2000 Characters)**

How will your proposed activity coordinate with the Homeless Resource Centers? Describe the support/coordination efforts.

## **7. Key Staff (5000 Characters)**

Describe key staff that will be working on your ESG project. The description should include position titles, education and experience required. Including specific staff names is optional.

## **8. Organizational Capacity (4000 Characters)**

Describe the capacity of your organization. Include the following in your description:

- Length of time in business
- Length of time undertaking activity for which funding is being requested
- Number of full-time, paid administrative and/or fiscal staff
- Number of full-time, paid programmatic staff
- Number of active volunteers

## **9. Activity Cost (3000 Characters)**

Ensure that the dollar amount requested for each applicable ESG activity being selected under the emergency shelter and rapid re-housing categories have been completed in Attachment 2). If the requested ESG funding does not fully fund the activity, include the total cost for the activity and identify how the remainder of the cost will be covered by other funding sources.



## 10. Federal Funding Experience (4000 Characters)

Describe your organization's experience with federally funded programs other than ESG. Summarize the past five (5) years of funding, including the source, type of grant, award year, and performance.

## 11. Organizational Chart

Upload an organizational chart for your entire organization with your project narrative.

**Please upload your document in one of the following format: .pdf, .doc, .docx, .xls, OR .xlsx**

**Please name your document as such: (Agency Name or Initials)OrgChart\_FY23**

## Project Goals & Objectives

### 15 Points

## 12. Narrative

Provide a narrative that states the goals and measurable objectives to be accomplished through the ESG funded eligible categories and activities during the 2024 period effective October 1, 2023 through September 30, 2024. If your agency serves families, provide an approximate number of households served for each objective including a breakdown of adults and children. Data is required in this format for reporting according to HUD protocols.

*For purposes of this question, **unduplicated individuals** and **unduplicated families (program participants)** are defined as individuals or families who are counted only one time, regardless of how many times they are served during the ESG program year and regardless of how many services they may receive from your agency.*

## Site Control & Compliance with Zoning & Land Use

### 5 Points

#### Location

Applicants must submit site control documentation regardless of the activity you're applying for. Applicants operating projects out of County owned buildings are exempt and will automatically receive full points. Applicants serving victims of domestic violence must not include location identifying information.

## 13. Non-County-Owned Buildings

Applicants in non-County owned buildings will be required to:

- Provide a letter of compliance with zoning and land use designations from the jurisdiction within which the activity will operate (*i.e. a municipal zoning department; or PBC Zoning Division, if within the unincorporated area*). The letter should include a full disclosure of the intended use of the facility during the 2024 period (October 1, 2023 through September 30, 2024) and a detailed description of the nature of the activity to take place on the premises, the number of beds to be maintained (*if applicable*), and any other data pertinent to the zoning authority's considerations; and
- Provide proof of site control for the 2024 period effective October 1, 2023 through September 30, 2024. In cases where the project/activity to be undertaken is conducted from a rental property and the terms of the lease do not cover the period, a copy of the lease, accompanied by a letter of intention from the property owner stating their intention to renew the lease for the period may be considered.
- **Please upload your document in the following format: .pdf**
- **Please name your document as such: (Agency Name or Initials)Non-County Location**

#### **14. County-Owned Buildings**

Applicants operating in County owned buildings must include a letter in their application package stating that you operate in a County owned building and it must include the street address of the building.

- Please upload your document in the following format: .pdf**
- Please name your document as such: *(Agency Name or Initials)*County Location**

#### **ESG Budget Proposal**

##### **20 Points**

Use the Budget Template to document your proposed budget. The proposed budget must include program expenses and projected revenue from all funders of the program. Budget must also include source of match funds.

#### **15. ESG Budget Template**

Click to download the REQUIRED ESG Budget Template. See [ATTACHMENT 5](#). Please upload once you have completed this form.

- **Please upload your document in one of the following formats: .pdf OR .xls OR .xlsx**
- **Please name your document as such: *(Agency Name or Initials)*ESGBudget\_FY24**

#### **16. Budget Needs Addressed (3000 Characters)**

Provide a separate narrative that describes in detail the needs that will be addressed by the activity for which funds are being requested.

#### **17. ESG Match Documentation Form Template**

Click to download the REQUIRED ESG Match Documentation Form Template. Please upload once you have completed this form. See [ATTACHMENT 6](#).

- **Please upload your document in one of the following formats: .pdf OR .doc OR .docx**  **Please name your document as such: *(Agency Name or Initials)*ESGMatch\_FY24**

#### **18. Funding Diversity (3000 Characters)**

If this application is approved for funding in an amount less than the sum applied for, describe how the project would be affected and note what course of action your organization would take in response (*e.g. provide fewer units of service, seek other funding, etc.*).

#### **19. Financial Audit**

##### **5 Points**

Provide a copy of your most recent Independent Financial Audit, including the management letter, if issued. If no management letter has been issued, include a note to document this.

- **Please upload your document in one of the following formats: .pdf**  **Please name your document as such: *(Agency Name or Initials)*ESGFinAud\_FY24**

## **20. Monitoring Cover Letter and Report**

### **15 Points**

Provide a copy of your most recent ESG Monitoring Report. If there has been no previous ESG monitoring, submit the highest level monitoring report completed for your agency by a Federal, State, County or local foundation. The Federal Monitoring Report is preferred. Points will be deducted for any unresolved findings noted in the monitoring report. New agencies that have never been monitored by any of the above entities will not be eligible for the award of any points in this category.

## **ESG HMIS (Client Track)/CMIS/CAPER Report/Domestic Violence-Comparable Report**

### **10 points**

#### **ESG CMIS/CAPER Report**

The Client Management Information System (CMIS) hosted by Palm Beach County serves as the central database for collecting and updating data regarding the homeless and/or those at risk of homelessness and their needs. All agencies awarded ESG funds must participate in CMIS. All program participants served with ESG funds must be entered into CMIS except those served by programs for victims of domestic violence. Programs serving domestic violence victims must use an acceptable comparable database which can produce reports required by HUD. Funding provided in the Emergency Shelter Category requires that all program participants served be entered and exited in CMIS, except those served by programs for victims of domestic violence. Programs serving domestic violence victims must use an acceptable comparable data base which can produce reports required by HUD. Individuals and families served in the activity category of Rapid Rehousing under ESG must be entered into CMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with PBC and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their ESG contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect program participant's confidentiality, yet still report statistical data. HUD requires Palm Beach County to compile this information as a condition of funding eligibility.

## **21. ESG CMIS/CAPER Report Upload**

### **Domestic Violence Organizations must provide a comparable aggregate report.**

All other organizations must provide a copy of the Agency ESG CAPER report or comparable entry/exit report (with destinations) report for emergency shelter or rapid re-housing clients with clients served and source of funds for the period of October 1, 2021 to September 30, 2022.

If an organization has not provided services under ESG during the period listed they must provide the latest monitoring report on their latest program or a program funded by the federal government.

- **Please upload your document in one of the following formats: .pdf**
- **Please name your document as such: *(Agency Name or Initials)*CMISCAPER\_FY24**

## **HHA Membership and Meeting Attendance Requirement**

### **3 Bonus Points**

#### **HHA Meeting Attendance Requirement**

Successful ESG applicants must become a member of the HHA within one month of contract execution, and meet the HHA attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at subcommittee meetings as defined in the HHA Governance Charter, Article 3, Section A found at [www.hhapbc.org](http://www.hhapbc.org).

[ATTACHMENT 7](#) certifies current ESG-funded agency attendance by the HHA for the period October 1, 2021 to September 30, 2022.

## 22. HHA Meeting Attendance

Was ESG applicant a member in good standing for the period October 1, 2021 to September 30, 2022? **Select One: Yes or No.**

## Agency Nonprofit Verification

### 23. Nonprofit Status Verification

Only public entities and private nonprofit organizations exempt from IRS taxation under section 501(c)(3) are eligible to apply. The nonprofit organization must be incorporated and have an active status. A copy of the IRS letter of designation must be included in the application.

- **Please upload your document in one of the following formats: .pdf**
- **Please name your document as such: *(Agency Name or Initials)IRS\_FY24***

### 24. Agency Corporate Status Verification – SunBiz Form

Eligible nonprofit organizations must be registered and have an active status at the Florida Department of State, Division of Corporation (SunBiz). A copy of the SunBiz form must be included in the application.

- **Please upload your document in one of the following formats: .pdf**
- **Please name your document as such: *(Agency Name or Initials)Sunbiz\_FY24***

## SECTION VI: FY 2024 ESG PROGRAM PROJECT REVIEW PROCESS

- HSCA shall recruit ESG NCG Review Committee members, prioritizing members who have served on the Committee in the past or who have other relevant experience and are approved by the HHA Governance Board. NCG Review Committee members shall sign “no conflict of interest” and confidentiality statements.
- ESG NCG Review Committee members shall be trained, as appropriate, and receive eligible submitted applications.
- Submitted ESG Program applications shall be reviewed by HSCA to ensure HUD eligibility criteria are met and that no fatal flaw exists.
- If an ESG application is submitted with a fatal flaw, the application shall automatically be disqualified. Accepted applications shall be reviewed, discussed and scored by the ESG NCG Review Committee. The NCG Review Committee shall make funding recommendations based on the application scores and project priority. Project priorities are identified, based on data, by the HHA Governance Board. Preliminary scoring results are delivered to applicants with a reminder about the appeals process.
- Appeals, if any, shall be reviewed by the HHA Appeals Committee.
- The ESG NCG Review Committee’s funding recommendations are submitted to the BCC for final approval as a component of HED’s Action Plan.
- BCC has final decision-making authority for all awards.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If applicants need any accommodations, please contact [PBC-ESGNOFO@PBCGOV.ORG](mailto:ESGNOFO@PBCGOV.ORG).

## **SECTION VII: GRIEVANCE POLICY AND APPEALS PROCEDURES**

### **APPEALS POLICY**

Appeals may be filed by an agency submitting a project application for the ESG Program Competition.

#### **Eligible Appeals**

Applicants may appeal deviations from the established PROCESS for reviewing and awarding ESG Program funding applications. Applicants may not appeal the amount of funding recommended.

Appeals must be submitted on the ESG Program Competition Appeal Notice Form. See [ATTACHMENT 8](#). All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the HHA Appeals Committee is final.

The HHA Appeals Committee consists of three (3) members of the HHA Governance Board, CSD Director, HSCA Director, and one non-voting representative from the NCG Review Committee. The voting members will not have participated in the original NCG Review Committee or have a conflict of interest with any agencies applying for CoC Program funding.

### **APPEALS PROCEDURES**

- An appeal must be submitted in writing on the ESG Program Competition Appeal Notice Form (See [ATTACHMENT 8](#)) within seven (7) business days of the NCG Review Committee meeting. Requests for scoring sheets and Appeal Notice Forms must be submitted to HSCA electronically to [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG).
- All Appeal Notice Forms must be submitted electronically to [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) by the appeal deadline date listed in the ESG Program Competition timeline.
- The Appeal Notice Form must include a written statement specifying the alleged deviation from the established process for reviewing and awarding ESG Program funding applications grounds asserted for the appeal. The Appeal Notice Form must be signed by an individual authorized to represent the appealing applicant (i.e., Executive Director, CEO, CFO). The appealing applicant must specify facts and evidence sufficient for the HHA Appeals Committee to determine the validity of the appeal. That is, the notice of appeal must clearly explain why the information provided is adequate to gain additional points. The HHA Appeals Committee may notice issues that could and should have been raised in final submissions and may use their discretion in reviewing those and other factors during the Appeals Process.
- The HHA Appeals Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- The HHA Appeals Committee will read, review, and evaluate all valid appeals.
- HHA Appeals Committee deliberates and votes electronically. Votes and deliberation documentation are public records available upon a public records request.
- Appealing Applicants will receive, in writing, the decision of the HHA Appeals Committee within seven (7) business days of submission of the Appeal Notice Form.
- HHA Appeals Committee Scoring and Ranking List are submitted for consideration and approval by the HHA Governance Board.

## SECTION IX: DEFINITIONS

**Agreement-** A negotiated legally binding arrangement between parties as to a course of action.

**Applicant** – An eligible entity applying for ESG Program funding.

**Assurances** – By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

**At Risk of Homelessness** –

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and (iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. § 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. § 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Authorized Organization Representative (AOR)** - Person authorized to submit applications on behalf of the organization.

**Award** – As used in this NOFO means a Palm Beach County Board of County Commissioners’ grant.

**Beds Dedicated to Chronically Homeless Individuals and Families** – A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within the HHA’s geographic area, as reported in the HHA’s HIC and the FY 2022 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the HHA’s geographic area. This concept only applies to permanent supportive housing projects.

**Centralized or Coordinated Assessment System** – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Chronically Homeless** –

- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11360(9)), who:
- Lives in a place not meant for human habitation, a safe haven or in an emergency shelter; and
  - Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven or an Emergency shelter immediately before entering the institutional care facility;
- An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria above before entering that facility; or
  - A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria above, including a family whose composition has fluctuated while the head of household has been homeless.

**Client Management Information System (CMIS)** – The information system designated by the HHA to comply with the CMIS requirements prescribed by HUD.

**Consolidated Plan** – A plan prepared in accordance with 24 CFR part 91. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

**Continuum of Care (CoC)** – The group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent the groups are represented within the geographic area and are available to participate.



**Contract** – A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub-award (See 2 CFR § 200.22.) Contractor means an entity receiving a contract.

**Coordinated Entry** – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

**Eligible Applicant** – Private nonprofit organization, state, local government, or instrumentality of state and local government.

**Emergency Shelter** – Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency Solutions grant may continue to be funded under ESG. Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or



General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

- (i) Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

**Equity** – See Racial Disparities.

**Fair Market Rate (FMR)** – The Fair Market Rents published in the Federal Register annually by HUD.

**Homeless** –

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
  - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
  - b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

- c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
- a. Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

**Homelessness and Human Trafficking** – HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the HHA, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR § 578.3.

**Housing First** – A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for the purposes of this NOFO if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

**Notice of Funding Opportunity (NOFO)** – An agency's formally issued announcement of the availability of federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences and priorities, the submission deadline and information on how to obtain application kits.

**Permanent Housing** – Community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

**Permanent Supportive Housing (PSH)** - permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

**Personally Identifiable Information (PII)** – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR § 200.79.

**Private Nonprofit Organization** – An organization:

- That no part of the net earnings is inured to the benefit of any member, founder, contributor or individual;  
□ That has a voluntary board;
- Which has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP), or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with GAAP; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

**Program Income** – Shall have the meaning provided in 24 CFR § 85.25. Program income includes any amount of a security or utility deposit returned to the recipient or sub-recipient.

**Program Participant** – An individual (including an unaccompanied youth) or family household that is assisted with ESG program funds.

**Program Year** – The consolidated program year established by the recipient under 24 CFR part 91.

**Racial Disparities** – Research has found racial disparities in rates of homelessness. Specifically, Blacks, and Native American persons experience homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness). The HHA must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements.

**Rapid Rehousing** – A type of permanent housing meeting the requirements of 24 CFR § 578.37(a)(1)(ii).

**Recipient** – A non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Sub-recipient** – A non-Federal entity receiving a sub-award from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A sub-recipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

**Transitional Housing** – Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

**Threshold Requirement** – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility.

**Trauma Informed Care (TIC) Model** – An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally include a focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues.

**Victim Service Provider** – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

## ATTACHMENT 1: FY2023-24 ESG APPLICATION COVER SHEET

Please complete this ESG Application Cover Sheet.

**Project Name:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

### Fatal Flaws:

1. Organization is ineligible to apply for funding as per HUD guidelines.
2. Organization's application was submitted after the submission deadline.

### Requirements:

**Please Note: Items must be marked with the corresponding #'s and in the same order. Points may be deducted from your total score if the packet is not turned in corresponding to the below order.**

1. ESG Application Cover Sheet (Attachment 1) (Attachment 4 will be added to Attachment 1)
2. ESG Categories and Activities (Attachment 2)
3. ESG Grantee HHA Certification (Attachment 3)
4. Project Narrative
5. Project Goals & Objectives
6. Site Control & Compliance with Zoning & Land Use
  - a. If you operate in a County-owned building, include letter with address of building
7. Budget Proposal & Narrative (Attachment 5 & 6)
8. Financial Audit
9. Monitoring Cover Letter and Report
10. CMIS (ClientTrack)/ESG CAPER Report/Domestic Violence-Comparable Report
11. HHA Meeting Attendance (attachment 7)
12. HHA Pillar or Workgroup Meeting Attendance Requirement
13. Non-Profit Status Verification - IRS Documentation

14. Agency Corporate Status Verification – SunBiz Form

**ATTACHMENT 2: ESG CATEGORIES & ACTIVITIES**

Select Activities (under one Category) that you are requesting to be funded by ESG by placing an "X" in the designated column. Identify the dollar amount requesting and the total cost for each applicable ESG activity being selected.

Category	Activity	(X)	Amount Requesting	Total Cost
<b>Emergency Shelter</b>	<b>Essential Services Activities:</b>			
	Case Management			
	Child Care			
	Education Service			
	Employment Assistance			
	Outpatient Health Services			
	Legal Services			
	Life Skills Training			
	Mental Health Services			
	Substance Abuse Treatment			
	Transportation			
	Services for Special Populations			
	<b>Shelter Operations Activities:</b>			
	Maintenance			
	Rent			
	Security			
	Fuel			
	Equipment			
	Insurance			
	Utilities			
Food				
Furnishings				
Supplies				
Hotel/Motel Vouchers				
<b>Rapid Re-housing</b>	<b>Housing Relocation Activities:</b>			
	Rental Application Fees			
	Security Deposits			
	Last Month's Rent			
	Utility Deposits			

	Utility Payments			
	Moving Costs			
	<b>Stabilization Activity:</b>			
	Housing Stability Case Management			
	<b>Rental Assistance Activity:</b>			
	Short-term and Medium-term Rental Assistance			
<b>CMIS/HMIS</b>	Contributing Data			

**NOTE: ANY ACTIVITIES CHECKED MUST BE REFLECTED IN YOUR BUDGET PROPOSAL AND PROJECT NARRATIVE.**

## ATTACHMENT 3: ESG GRANTEE HOMELESS AND HOUSING ALLIANCE (HHA) CERTIFICATION FORM

Background: The Palm Beach County Continuum of Care (CoC), Homeless and Housing Alliance (HHA), and the Division of Human Services and Community Action (HSCA), who serves as the COLLABORATIVE APPLICANT, is charged by the U.S. Department of Housing and Urban Development (HUD) to operate and administer HHA activities and to monitor recipients' performance. To further HHA goals and to clarify expectations, HHA is describing ESG grant sub-recipient responsibilities in this document that shall be signed by an authorized representative of the grant recipient agency.

ESG grant sub-recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for ESG funding, it is imperative that all project applicants read the Emergency Solutions (ESG) Grants Program Interim Regulations 24 CFR Part 91 and 576 as it provides the requirements for implementation and administration of the ESG Program.

Agency:	
Contact Person:	
Chosen HHA Committee(s):	

I have read and understand the expectations set forth in Attachment A of this certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



## **Attachment 3-A**

### **HOMELESS & HOUSING ALLIANCE (HHA) INFORMATION**

#### **Committee Activities**

- All grant recipients will participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Pillar or workgroup meetings in a 12-month period
- All grant recipients will participate in at least one Pillar or workgroup
- All project applicants will present their ESG application(s) to the Non-Conflict Grant Review Committee for local review
- All grant sub-recipients will participate in the local coordinated assessment process, as approved by the HHA
- Grant recipients are expected to support one (1) Pillar covered by grant activities as they achieve the following standards:
  - Meet minimum standards
  - HHA meetings & Pillar or workgroup meetings
  - Participate in coordinated assessment
  - Participate in PIT/HIC
  - CMIS Entry
  - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing-Focused Case Management)

#### **CMIS Participation and Coverage**

ESG grant sub-recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Client Management Information System (CMIS). Domestic violence service providers are prohibited from participation in CMIS but must demonstrate that they have a database comparable to CMIS and are able to provide statistical information that does not compromise program participant privacy from that database upon request.

#### **Universal Data Elements**

Name  
Social Security Number  
Date of Birth  
Race  
Ethnicity  
Gender  
Veteran Status  
Disabling Condition  
Residence Prior to Project Entry  
Project Entry Date  
Project Exit Date  
Destination at Project Exit  
Personal ID  
Household ID  
Relationship to the Head of Household  
Client Location  
Length of Time on Street or in Emergency Shelter

#### **Program Specific Data Elements**

Housing Status  
Income & Sources of Income  
Non-Cash Benefits  
Health Insurance  
Physical Disability  
Developmental Disability  
Chronic Health Condition  
HIV/AIDS  
Mental Health Problem  
Substance Abuse  
Domestic Violence  
Residential Move-In Date (Rapid Rehousing)  
Services Provided (Rapid Rehousing)  
Financial Assistance Provided (Rapid Rehousing)

## **Project Parameters**

- Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants (HUD Notice CPD-16-11) and will follow the Palm Beach County Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the Palm Beach County Coordinated Intake and Assessment Standards, Palm Beach County Continuum of Care Emergency Shelter Standards of Care and PBC HHA Rapid Re-Housing Program Standards.
- Applications targeting youth will participate on the YHDP workgroup.

## **Grant Performance & Reports**

- All grant recipients will receive approval from the HHA prior to requesting a grant extension from HUD
- All grant recipients will copy HSCA on executed HUD grant agreements
- All grant recipients will report grant spending to HSCA-staff on an annual basis by submitting their final project spending report screen shot from eLOCCS
- All grant recipients will submit PIT Count and HIC data by deadlines established by HSCA All grant recipients will submit APR's to HUD on or before report deadline and copy HSCA.
- In the event that a grant recipient can no longer administer their grant, the grant sub-recipient will consult the HSCA.









4. Are extensions on invoices and applicable freight charges checked by accounts payable personnel?
5. Is the program to be charged entered on the invoice and checked against the purchase order and approved budget?
6. Is there an auditor of disbursements who reviews each voucher to see that proper procedures have been followed?
7. Are checks adequately cross referenced to vouchers?
8. Are there individuals responsible for accounts payable other than those responsible for cash receipts?
9. Are accrual accounts kept for items which are not invoiced or paid on a regular basis?
10. Are unpaid vouchers totaled and compared with the general ledger on a monthly basis?

YES	NO	N/A

### CASH DISBURSEMENTS

The following conditions are indicative of satisfactory controls over cash disbursements.

1. Duties are adequately separated; different persons prepare checks, sign checks, reconcile bank accounts, and have access to cash receipts.
2. All disbursements are properly supported by evidence of receipt and approval of the related goods and services.
3. Blank checks are not signed.
4. Unissued checks are kept in a secure area.
5. Bank accounts are reconciled monthly.
6. Bank accounts and check signers are authorized by the board of directors or trustees.
7. Petty cash vouchers are required for each fund disbursement.
8. The petty cash fund is kept on an imprest basis.

1. Are checks controlled and accounted for with safeguards over unused, returned, and voided checks?
2. Is the drawing of checks to cash or bearer prohibited?
3. Do supporting documents, such as invoices, purchase orders, and receiving reports, accompany checks for the check signers' review?
4. Are vouchers and supporting documents appropriately cancelled (stamped or perforated) to prevent duplicate payments?

YES	NO	N/A







- |   | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 8. Are payroll and personnel policies governing compensation in accordance with the requirements of grant agreements?                       |            |           |            |
| 9. Are there procedures to ensure that employees are paid in accordance with approved wage and salary rates?                                |            |           |            |
| 10. Is the distribution of payroll charges checked by a second person and are aggregate amounts compared to the approved budget?            |            |           |            |
| 11. Are wages paid at or above the Federal minimum wage?  |            |           |            |
| 12. Are procedures adequate for controlling: (a) overtime wages, (b) overtime work authorization, and (c) supervisory approval of overtime? |            |           |            |
| 13. Are payroll checks distributed by persons not responsible for preparing the checks?   |            |           |            |

#### PROPERTY AND EQUIPMENT

The following conditions are indicative of satisfactory control over property and equipment.

1. There is an effective system of authorization and approval of capital equipment expenditures.
2. Accounting practices for recording capital assets are reduced to writing.
3. Detailed records of individual capital assets are kept and periodically balanced with the general ledger accounts.
4. There are effective procedures for authorizing and accounting for disposals.
5. Property and equipment is stored in a secure place.

6. Are executive authorizations and approvals required for originating expenditures for capital items?
7. Are expenditures for capital items reviewed for board approval before funds are committed?

YES	NO	N/A.



# ATTACHMENT 5: BUDGET TEMPLATE

ORGANIZATION: PROGRAM: FY 2024 PALM BEACH COUNTY ESG				CONTACT NAME: TITLE: PHONE:											
A. PERSONNEL EXPENSES															
Salaries:															
	EFE	Annual Salary	% Alloc to Program	ESG Funding	% Alloc to Program	CDGB Funding	% Alloc to Program	FAA Funding	% Alloc to Program	Indirect County Funding	% Alloc to Program	Other Funding (Match)	% Alloc to Program	Other Funding (Please Specify)	Total
(Position)		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
(Position)		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
(Position)		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
(Position)		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
	0	\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>Fringe Benefits:</b>															
(Benefit)				\$0		\$0		\$0		\$0		\$0		\$0	\$0
(Benefit)				\$0		\$0		\$0		\$0		\$0		\$0	\$0
(Benefit)				\$0		\$0		\$0		\$0		\$0		\$0	\$0
				\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>Sub-Total Personnel</b>				\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>B. OPERATING COSTS</b>															
1															
2				\$0		\$0		\$0		\$0		\$0		\$0	\$0
3				\$0		\$0		\$0		\$0		\$0		\$0	\$0
4				\$0		\$0		\$0		\$0		\$0		\$0	\$0
5				\$0		\$0		\$0		\$0		\$0		\$0	\$0
6				\$0		\$0		\$0		\$0		\$0		\$0	\$0
7				\$0		\$0		\$0		\$0		\$0		\$0	\$0
8				\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>Subtotal Operating Costs</b>				\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>C. ADMINISTRATIVE COSTS</b>				\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>TOTAL PROGRAM BUDGET</b>				\$0		\$0		\$0		\$0		\$0		\$0	\$0

## ATTACHMENT 6 2024 ESG MATCH DOCUMENT FORM

[This must be on the letterhead of the entity providing the match resource.]

The chart below identifies information regarding the resource being provided by this agency.

Name of organization providing the resource	
Type of contribution and use*	
Value of the contribution**	
Name of project	
Specific grant contribution will support	
Fiscal year contribution will support	
Name of grant recipient and/or sub-recipient	
Date the contribution will be available***	[                    ], 2023 <u>OR</u> [                    ], 2024
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date	

\* E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match.

\*\* For in-kind, identify method used to determine the value of the donation.

\*\*\* *This date must be within your 2023-2024 operating year.*

# ATTACHMENT 7 2021 HHA MEMBERSHIP ATTENDANCE

Agency	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	% Attende
Adopt A Family	X	X				X	X	X	X		X		100%
AVDA	X	X				X	X	X	X		X		100%
Boynton Beach Faith Based CDC	X										X		29%
Catholic Charities	X	X				X	X	X			X		86%
Careville Housing Solutions Inc.													0%
Carrfour Supportive Housing													0%
Children's Home Society											X		14%
Coalition of Independent Living Options (CILO)	X	X				X					X		57%
City of West Palm Beach	X	X				X	X	X	X		X		100%
Community Partners of South Florida	X	X					X	X	X		X		86%
Compass	X	X				X		X	X		X		86%
CROS Ministries		X						X	X		X		57%
Delray Beach Initiative to End Homelessness								X	X		X		43%
Delray Beach Police Department	X	X							X		X		57%
Families First of PBC	X	X						X	X		X		71%
Family Promise North-Central of PBC						X					X		29%
Farmworker Coordinating Council of Palm Beach County, Inc.	X					X	X	X			X		71%
Feeding Hope Village	X	X						X	X		X		71%
FLITE Center (Fort Lauderdale Independence, Training, & Education)													0%
Florida Rural Legal Services Inc.	X							X	X		X		57%
Gulfstream Goodwill	X	X				X	X	X	X		X		100%
Health Council of South East Florida	X	X				X							43%
Holy Ground Palm Beach County									X				14%
Interfaith Committee for Social Services	X						X	X	X				57%
Jeff Industries, Inc.													0%
Legal AID Society	X					X	X						43%
Living Hungry													0%
Mental Health America of the Palm Beaches													0%
McCurdy Senior Housing Corp													0%
Office of Criminal Conflict and Civil Regional Counsel, 4th District (RC4)													0%
Palm Beach County Criminal Justice Commission									X				14%
Palm Beach County Food Bank											X		14%
Palm Beach County Parks & Recreation	X	X						X					43%
Palm Beach County Sheriff's Office								X	X				29%
Rebel Recovery Florida	X	X						X	X		X		71%
Riviera Beach Integrated Health Care Systems							X						14%
Second Start								X	X		X		43%
Society of St. Vincent De Paul													0%
Speak Up for Kids	X	X				X	X	X	X		X		100%
Stand Down	X	X									X		43%
The Healthcare District													0%
The Homeless Coalition	X	X					X	X	X		X		86%
The Lord's Place	X	X				X	X	X	X		X		100%
The Salvation Army	X	X				X	X	X	X		X		100%
The School District of Palm Beach County	X	X											29%
True Fast Outreach Ministries Inc.											X		14%
True Mission Outreach of Palm Beach County	X	X				X		X			X		71%
United Way of Palm Beach County	X							X	X		X		57%
Village of Wellington													0%
Vita Nova	X	X									X		43%
West Palm Beach Veterans Affairs								X			X		29%
YWCA	X					X					X		43%

## ATTACHMENT 8: ESG Program Competition Appeal Notice Form

Grievances may be submitted by an ESG Program funding applicant who is aggrieved in connection with deviations from the established PROCESS for reviewing and awarding ESG Program funding applications. The amount of recommended awards may not be grieved through this procedure.

An applicant filing a grievance shall complete and submit this ESG Program Grievance Notice Form to: [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG) within seven (7) business days of the NCG Review Meeting. Applicant shall receive a written response within seven (7) business days of the receipt of this form.

There are no administrative fees associated with filing this grievance.

From which process was there an alleged deviation?
Describe in detail the alleged deviation, including how applicant was directly affected.
What remedy does the agency seek?

\_\_\_\_\_  
Authorized Agency Representative Name and Title

\_\_\_\_\_  
Agency Filing Grievance

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date

## EXHIBIT 1: REQUIRED INSURANCE

Prior to execution of this Agreement by the COUNTY, the AGENCY must obtain all insurance required under this article and have such insurance approved by the COUNTY's Risk Management Department.

- A. **AGENCY** shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Agreement, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, nonrenewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Agreement.
- B. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by COUNTY's Risk Management Department. AGENCY shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. AGENCY shall provide this coverage on a primary basis.
- D. **Worker's Compensation Insurance & Employers Liability** AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes (F.S.) AGENCY shall provide this coverage on a primary basis.
- E. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.

- F. **Additional Insured** AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.” AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.
- G. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss Agreement to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- H. **Certificate(s) of Insurance** No later than the execution of this Agreement, AGENCY shall deliver to the COUNTY’s representative as identified in Article 30, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Agreement have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

Palm Beach County Board of County Commissioners  
Department of Community Services  
810 Datura Street  
West Palm Beach, FL 33401

- I. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “Each Occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.
- J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Agreement. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.



**EXHIBIT 2: ESG PROGRAM NCG GRANT REVIEW COMMITTEE SCORING SHEET**

**2024 Emergency Solutions Grant (ESG) Application  
Grant Review Committee Score Sheet**

**Applicant:**

**Reviewer:**

This form is to be used to score Agency ESG applications during the Grant Review Committee Meeting.

<b>Categories</b>	<b>Maximum Points Allowed</b>	<b>SCORE</b>
1. FY24 ESG Coversheet	0	
2. Categories & Activities (points are issued based upon selection of category and target homeless population)	5	
3. Project Narrative	25	
4. Project Goals & Objectives	15	
5. Site Control & Compliance (if agency is operating out of a County owned building, they automatically receive 5 points. For non-County buildings, agency must provide site control documentation to receive 5 points).	5	

6. Budget Proposal ( <b>SEE BELOW</b> )	20	
7. Financial Audit ( <b>SEE BELOW</b> )	5	
8. Monitoring Report ( <b>SEE BELOW</b> )	15	
9. CMIS/Client Track or ESG CAPER Report (DV comparable aggregate report) ( <b>SEE BELOW</b> )	10	
<b>BONUS POINTS:</b> 10. Is currently a HHA member in good standing with at least a 60% HHA attendance record.	3	
<b>Total Points</b>	<b>103</b>	

**Point Scale Section:**

Categories	Point Scale			
6. Budget Proposal	Budget Attachment ONLY = 10 points	Separate Narrative ONLY = 10 points	Both = 20 points	
7. Independent Financial Audit	No Findings = 5 points		Findings = 0 points	
8. Monitoring Report	No Findings = 15 points	1-3 Findings = 10 points	4-6 Findings = 5 points	7+ Findings = 0 pts.
9. CMIS/Client Track or ESG CAPER	10 points			

Total Points Scored (**Including Bonus Points**): \_\_\_\_\_

Final Score Converted to Percentage: \_\_\_\_\_ (total points scored / maximum points allowed \* 100)