City of Pittsburgh and Allegheny County Economic Development

# Emergency Solutions Grants (ESG) Program

## Introduction

# INTRODUCTION

The interim rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants Program.

Eligible activities include the shelter and outreach activities of the current ESG program, but also include more homelessness prevention and rapid re-housing activities- rental assistance, housing relocation or stabilization services, credit repair, security deposits, utility arrearage payments, and moving costs or other relocation or stabilization activities, as allowable per federal and local policies. Prevention and re-housing activities can serve people who are homeless or at risk of homelessness.

## Definition of Homelessness

HUD's existing definition of homelessness includes people living in places not meant for human habitation (the streets, abandoned building, etc.), living in an emergency shelter or transitional housing facility, and – although it is not specifically described in the McKinney-Vento statute- facing the loss of housing within the next seven days with no other place to go and no resources or support networks to obtain housing.

The HEARTH Act adds to this definition to include situations where a person is at imminent risk of homelessness or where a family or unaccompanied youth is living unstably. Imminent risk includes situations where a person must leave his or her current housing within the next 14 days with no other place to go and no resources or support networks to obtain housing. Instability includes families with children and unaccompanied youth who: 1) are defined as homeless under other federal programs (such as the Department of Education's Education for Homeless Children and Youth program), 2) have lived for a long period without living independently in permanent housing, 3) have moved frequently, and 4) will continue to experience instability because of disability, history of domestic violence or abuse, or multiple barriers to employment.

# ELIGIBLE PROGRAM COMPONENTS

## 1. Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

## 2. Emergency Shelter

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.

## 3. Prevention

Housing relocation and stabilization services and rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of median family income

- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs may include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

**4. Rapid Re-Housing**

Housing relocation and stabilization services and rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

**5. Data Collections (HMIS)**

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. HMIS Participation is a requirement of ESG recipients. However, domestic violence shelters cannot participants in HMIS but must use as comparable database to provide aggregate reports.

## MATCH

Sub-recipients are required to match 100 percent of their grant request, which can include cash resources provided any time after the start date of the contract. Match contribution must meet all requirements that apply to ESG funds, and must be expended in accordance with the regulatory guidance.

Match may be obtained from any source including federal (other than the ESG Program), state, local and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

1. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.

2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The matching requirement may be met by one or both of the following:

1. **Cash contributions.** Cash expended for allowable costs, as defined in the Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the sub-recipient or third party contractor.

2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the sub-recipient's or third party contractor's ESG Program, provided that if the sub-recipient or third party contractor had to pay for them with grant funds, the costs would have been allowable.

**a.** Noncash contributions may also include the purchase value of any donated building. To determine the value of any donated material or building, or of any lease, the sub-recipient or third party contractor must use a method reasonably calculated to establish the fair market value.

**b.** Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the sub-recipient's or third party contractor's organization. If the sub-recipient or third party contractor does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

**c.** Some noncash contributions are real property, equipment, goods, or services that, if the sub-recipient or third party contractor had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the sub-recipient or third party contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

**City of Pittsburgh and Allegheny County Economic Development**

# 2016 Emergency Solutions Grants (ESG) Program

## Homeless Prevention / Rapid Re-Housing (HPRRH) Lead Agency

Applications are due:

- **Monday, April 25, 2016 by 3:00 PM**.
- Applications must be submitted to Tammy Pifer, Project Manager, Allegheny County Economic Development, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219

# EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
# HP RRH PROPOSAL APPLICATION CHECKLIST

Please review your completed application and note that the following items **must be submitted with each proposal.** Please check if they are attached.

| Yes | No | |
|---|---|---|
| ___ | ___ | **GENERAL APPLICATION DESCRIPTION** |
| ___ | ___ | **BOARD RESOLUTION** - If your agency has a Board of Directors, a copy of the Resolution authorizing the submission of this application for fundings required. If the Board of Directors does not meet until after the application deadline, please submit a copy of the resolution and a letter stating when the Board will meet and forward final copy once approved. |
| ___ | ___ | **501(c)(3) DOCUMENTATION** |
| ___ | ___ | **AUDIT OR FINANCIAL STATEMENT**- One (1) copy of your Agency's most recent audit or financial statement is required. |
| ___ | ___ | **JOB DESCRIPTIONS for all staff that will be working on ESG and any proposed new staff** |
| ___ | ___ | **COMPLETED STAFFING CHART** |
| ___ | ___ | **PROJECT BUDGET** (minimum of $125,000.00 for Lead Agency applications and $25,000 for other agency applications) |
| ___ | ___ | **AGENCY'S CURRENT OPERATING BUDGET** |
| ___ | ___ | **PARTNERSHIP LETTERS, MEMORANDUM OF UNDERSTANDING (MOU)** |
| ___ | ___ | **PROOF OF INSURANCE** |
| ___ | ___ | **PROPOSAL CERTIFICATION** - Certifies that the statement and application requirements are correct and contain no misrepresentation or falsification. Original signature in blue ink is required. |
| ___ | ___ | **MATCHING FUNDS DOCUMENTATION** - A letter or supporting documentation must be submitted verifying this commitment |
| ___ | ___ | **ORIGINAL APPLICATION** with copy of most recent audit or financial statement and 6 complete copies of the application package with no audit or financial statement |

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## A. INTRODUCTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney Vento Homeless Act to include major revisions to the Emergency Shelter Grant Program, now known as the Emergency Solutions Grants (ESG) Program.

The Emergency Solutions Grants Program is designed to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or actual homelessness. This program builds on the experience gained through the implementation of the Homelessness Prevention and Rapid Re-Housing Program (HPRRH) which was funded through the American Recovery and Reinvestment Act and will provide temporary financial assistance and housing relocation and stabilization services to individuals who are homeless or would be homeless *but for* this assistance and who are most likely to achieve stable housing after the conclusion of this program.

## B. APPLICATION SUBMISSION AND REVIEW

### 1. Eligible Applicants

For these additional FY2016 ESG funds, the City of Pittsburgh and Allegheny County are seeking applications from non-profit entities that can provide or coordinate the provision of eligible housing activities, including the following components:

- **Homelessness Prevention** – activities that prevent an individual or family from becoming homeless or help an individual or family regain stability in current housing or other permanent housing. Eligible activities include housing relocation and stabilization services and rental assistance

- **Rapid Re-housing** – activities directed to those who are literally homeless and which help a homeless individual or family move into permanent housing and achieve housing stability. Eligible activities also include housing relocation and stabilization services and rental assistance

- **Housing Quality Inspections & Rent Reasonableness -** Conduct Housing Quality Inspections on each unit per HUD standards, prepare reports and correspondence, follow-up inspections as necessary and complete Rent Reasonableness Analysis & FMR

## 2. Application Submission

a. **One original with most recent audit or financial statement and six (6) complete copies** of the entire application package including attachments but not audit or financial statement. All applications must be submitted to: Tammy Pifer, Project Manager, Allegheny County Economic Development, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219. Applications must include all required items noted on the checklist.

**The application window will close at 3:00 PM on Monday, April 25, 2016.** Applications received after this date will not be considered for ESG funding.

## 3. Evaluation of Application

a. Applications for ESG activities must be for a minimum of **$125,000 for lead agencies and $25,000 for other services.**
b. Applications will be evaluated on the following basis:

**Program Description** – The project must describe fully how as the "lead agency" the applicant will provide the wide range of housing activities that are eligible under the Emergency Solutions Grant Program. (See list of eligible activities in Section C)

**Capacity/Past Performance** – Applicants must describe in detail their management plan for these funds and this will be evaluated to determine if there is administrative capacity to carry out proposed program activities. Applicants will explain how existing staff can carry out this program or how the agency will expand capacity to implement the program, prepare and submit requests for payment, execute and manage any subcontract agreements, and undertake all necessary monitoring, reporting and record keeping.

**Past performance** in the administration of other grant funds received from The City and/or County will be weighed in the review of applications.

**Timeliness** – The proposed project must be implemented and competed in a timely fashion as required in the ESG regulations. Applicants must be able to enter into contract immediately following notice of the grant award, for e.g. be able to meet City/County minimum insurance requirements, provide federal tax identification documentation, etc. The funds must be spent within 12 months from their agreement start date. Applicants must describe in their proposals how they will meet these expenditure deadlines.

### 4. Reallocation of Grant Funds

a. Agencies will be monitored on a regular basis to assess progress in the expenditure of funds. If an agency falls below the required percentage of expenditure, the City or County will make a determination whether funds can be properly expended. At that point, they may take steps to recapture the funds to reallocate to another grantee.

b. The reallocation of funds may be done through a separate RFP process, or might be awarded to another agency based upon performance.

## C. ELIGIBLE ACTIVITIES

Grant funds must be requested for these categories of Emergency Solutions Grants Program eligible activities: financial assistance, housing relocation and stabilization services. These activities are focused on housing-either financial assistance to pay for housing or services designed to keep people in housing or find housing. The intent of the proposed activities should focus on housing stabilization, linking participants to community resources and helping them to develop plans to prevent future housing instability.

### 1. <u>Financial Assistance</u>

a. **Rental Assistance** – Rental assistance will be provided to landlords on behalf of eligible tenants allowing participants to remain in existing rental units or to obtain and stay in rental units for a period of up to 12 months of forward rent beginning with a 100% subsidy which will gradually decrease over the 12 month period. Participants will be re-certified and/or re-evaluated every 3 months to insure that financial assistance is needed to maintain housing. Additional participant monitoring will be required throughout the program.

b. **Rental Arrearages –** Participants may be eligible for up to 6 months of rental arrearages.

c. **Security deposits:** Funding can be used for security deposits as documented in the lease and as in-keeping with the landlord's standard security deposit policies.

d. **Utility Arrearages** – ESG funds can be used for up to six (6) months of utility arrearages.

e. **Utility Payments** – ESG funds can be used to pay for monthly utility payments depending on the participant's eligibility and need.

f. **Moving Costs**-ESG funds may be used for reasonable moving costs.

2. **<u>Housing Relocation and Stabilization Services</u>**

   a. **Case Management** – ESG funds may be used for case management services, including the arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and to help them obtain housing stability. Case Management may include counseling, developing, securing and coordinating services, monitoring and evaluating progress, developing an individualized housing and service plan leading to housing stability.

   b. **Housing Search and Placement** – Activities to assist in finding and retaining suitable housing including: tenant counseling, making moving arrangements; help with leases, securing utilities, mediation and outreach to property owners to secure housing

   c. **Credit Repair** – ESG funds can be used to assist program participants with critical housing related skills such as: household budgeting, money management, resolving personal credit issues.

   d. **Legal Services** – To resolve a legal problem that prohibits the participant from obtaining permanent housing or would likely result in the loss of permanent housing. May include landlord/tenant matters; child support; guardianship, paternity, emancipation, orders of protection and other remedies for victims of DV, appeal of veterans/public benefit claims denials, and resolution of outstanding criminal warrants.

***Note: The City and County reserves the right to make changes to the program design as needed and when necessary, and will inform all awardees of program changes.***

## D. INELIGIBLE ACTIVITIES

Mortgage costs are ineligible under ESG. In addition, the funds cannot be used to pay for the following: construction or rehabilitation, credit card bills or other consumer debt, car repair or other transportation costs, travel costs, food, medical or dental care and medicines, clothing or grooming, home furnishings, pet care, entertainment activities, work or education related materials and cash assistance. ESG funds may not be used to develop discharge planning programs in mainstream institutions, such as hospitals, jails or prisons. ESG funds cannot be used to pay for certifications, licenses and general training classes**. Programs are not allowed to charge fees to ESG program participants.**

## E. REPORTING REQUIREMENTS

1. Applicants receiving ESG funds must report client level data, such as number of persons served, demographic data, and instances of services provided in the Homeless Management Information System (HMIS).

2. Awardees must provide data for the required HUD and other reports as needed.

## F. MONITORING

Monitoring of agencies will be done on a regular basis. This will include monthly and/or as needed meetings with City and County representatives to report on program performance. Periodic site visits to review program files, client files, financial records and any other documentation pertaining to ESG will be conducted by City and County project managers.

## G. FISCAL RESPONSIBILITIES

1. A detailed budget listing the ESG request must be submitted with the proposal. The budget narrative should reflect a reasonable timetable for expenditure of funds.

2. The applicant must have an accounting system to maintain records and receipts supporting all expenditures. Expenditure reports shall be submitted on a monthly basis and the group must ensure that all records and documents pertaining to costs and expenses of the grant will be maintained in detail for a period of at least 5 years from the submission of the final expenditure report.

## H. MATCH REQUIREMENTS

The Emergency Solutions Grants Program requires a 100 percent match. This match will be passed on to the grant recipients. The match may be cash or an in-kind amount and cannot be counted as satisfying the matching requirement of another federal grant. Eligible types of match include cash contributions or non-cash contributions including volunteer hours, real property, equipment, goods or services, or costs paid by program income.

I. **PROGRAM APPLICATION -** The application for ESG funds must contain the items listed below:

1. **General Application Description** – Identify legal name of applicant, contact information, verification of non-profit status, proposed activity type and population to be served

2. **Project Description** – Must describe project in sufficient detail so that the proposed activity can be evaluated. The proposal should describe the goals of the project and the plan to meet the specific timetables for the expenditure of ESG funds.

3. **Organizational Capacity** – Applicants must provide detailed information describing organizational capacity for undertaking the project, including past experience in serving the targeted population, staff experience and qualifications for managing the proposed program, plan to meet State and Federal requirements related to non-discrimination, equal opportunity, fair housing, etc.

4. **Project Budget** – Applicant must provide a project budget request for the 12 month program period equaling a minimum of $125,000 for lead agencies and $25,000 for other agencies. A detailed budget showing costs associated with the services to be provided must also be included.

5. **Proposal Certification** – Signed by an authorized official of the organization

6. **Audit** – copy of most recent organizational audit or financial statement

7. **Agency's Current Operating Budget**

8. **Job descriptions** – Needed for all current staff who will be working on ESG and proposed new staff

9. **Matching Funds Documentation**

**CITY OF PITTSBURGH / ALLEGHENY COUNTY**
**EMERGENCY SOLUTIONS GRANTS PROGRAM**
**2016 FUNDING YEAR**

**LEAD AGENCY APPLICATION**

**PLEASE TYPE OR PRINT LEGIBLY**

Legal Name of Applicant _____

Legal Address of Applicant _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Telephone #_____ Fax # _____

Email Address: _____

Agency Federal Tax I.D.# _____

DUNS # _____ CCR # _____

- To obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number go to (www.hud.gov/offices/adm/grants/duns.cfm)
- To obtain a CCR number, you must first have a DUNS number, and then register in the Central Contractor Registration (CCR) (www.ccr.gov/startregistration.aspx)

501(c)(3) IRS non-profit status? Yes _____ No _____
If so, please attach a copy.

Please submit one (1) copy of your most recent audit or financial statement.

*Amount of ESG funds requested $ _____

**Please complete the table below, indicating funding sources for this program that have been committed or applied for (with amounts)--including Federal, State, County, Local, and Private Grants:**

| **Source** | **Amount** |
|---|---|
| | |
| | |
| | |
| | |

**Please identify your agency's matching funds (source and amount):**

| Source of Funds | Funding Amount | Funding Use (please provide back-up documentation itemizing these expenses) |
|---|---|---|
| | $ | |
| | | |
| | | |
| | | |
| | | |
| | | |
| **TOTAL** | $ | |

Applicants should provide documentation of matching source as attachments to application.

**Projected Number of clients to be served:**

| Category | # |
|---|---|
| Homeless Prevention | |
| Rapid Re-housing | |
| **TOTAL** | |

**Part I - Program Description:**

1. Organizational Summary (If your application is a joint-application, please clearly list the roles and responsibilities of each organization and provide a brief summary for each organization's involvement with ESG). Word Limit: 500 words.

2. Provide a detailed description of how your agency will carry out the responsibilities of an ESG Lead Agency, as you understand them. Word Limit: 250 words.

3. Describe your agency's Case Management Experience and methods. Word Limit: 250 words

4. Please list any other ESG partners, and specify the nature of the partnership (i.e. MOU, referral agency, etc.). Please include copies of any and all MOU's as well as partnership letters (Partnership letters should clearly state organizational roles and responsibilities) from those agencies who you intend to partner with. Please be specific if the partnership is a new partnership or an existing partnership, and if it is an existing partnership, the number of years the partnership has been in place. Providing this information in a chart-format is encouraged. Word Limit: 500 Words

5. ESG funds are to be used to help persons who have a high probability of achieving self-sufficiency and will be able to sustain housing after their ESG assistance is gone. Therefore, the ESG Program is not a one-size-fits-all program. Please describe what screening tools and methods your organization will put in place to assure maximum program success. Word Limit: 300 Words

**Part II – Organizational Capacity and Experience**

1. List the location of facility and days and hours of operation where you will be serving ESG participants

2. List the Geographic area served by your organization and how long has the organization been serving the area. If there are areas that your organization is prohibited from serving, please include that information as well.

3. List your organizations ESG single Point-of-Contact (Name, title, years with organization)

4. ESG Staffing. Please fill out the Staffing Chart (attached). Job descriptions for each position must be attached to your application.

5. Organizational hiring policies: Please describe your organizational hiring policies and practices. Relevant information includes recruitment/advertising methods and length of time it takes to hire a new staff position into your organization. Word Limit: 300 Words.

**PROJECT MANAGEMENT/FINANCIAL CONTROLS/OVERSIGHT**

1. Describe internal administrative controls to be used, including financial record keeping procedures and management control. Include copy of financial policies. Word Limit: 300 Words.

2. Describe the record keeping system to be used to maintain program data and program financial systems. Word Limit: 250 Words.

3. Describe the mechanism to be used to fulfill responsibilities regarding non-discrimination, equal employment opportunities and other relevant local, State and Federal requirements. Word Limit: 250 Words

4. ESG sub-recipients are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency already entering data into HMIS? _____ Yes _____ No. Identify the contact person who will be responsible for ensuring that data for persons assisted with ESG is accurate and complete.

5. Describe how your organization will ensure that the required data is entered into HMIS. Word Limit: 250 Words

**Part III – Project Budget**

1. Complete the following chart:

| Activity | Funds Requested | | Proposed Number Served | |
|---|---|---|---|---|
| | **Homelessness Prevention** | **Rapid Re-housing** | **Homelessness Prevention** | **Rapid Re-housing** |
| Case Management | | | | |
| Rent Payments | | | | |
| Moving Expenses | | | | |
| Utilities | | | | |
| Other (please describe) | | | | |
| **TOTAL** | | | | |

"Other" Description:

2. Please describe your organizations history in:
   - Coordinating and making 3rd party rent and utility payments
   - Landlord negotiations/relationships
   - Coordinating and making 3rd party moving expense payments
   - Other services that is relevant to ESG.

**ADDITIONAL QUESTIONS:**

1. Describe your agency's experience administering HUD funded programs.

2. Describe your agency's experience running a rental assistance program.

3. Describe your agency's Case Management Style.

4. ESG contracts will be reimbursement-based contracts. Please describe how your agency will handle the implicit cash-flow issues. Word Limit: 250 Words

5. Despite your organizations best efforts, some clients will become ineligible for ESG at their required 3-month eligibility re-certifications. The reasons for a change in eligibility could be many, and could include incidents such as the client's failure to make adequate progress on their goal-

plan, the client gaining employment such that they would become income ineligible, and other reasons. Please describe how you will handle rendering a client ineligible, which will stop their ESG assistance. Word Limit: 350 Words

6. The Allegheny County Economic Development/City of Pittsburgh program will allow the following rental & utility assistance to be provided for up to a 12-month period (payments for arrearages count towards the rental assistance availability) depending on the participant's need and continued eligibility in the ESG Program. How will your organization prepare clients for their increasing financial obligations and ultimate self-sufficiency? Please differentiate strategies for clients who arrearages will be paid for (and as such have a shorter timeframe to achieve self-sufficiency) and clients for whom no arrearages will be paid. Word Limit: 500 words.

| Rental & Utility Assistance | | | |
|---|---|---|---|
| Type of Assistance | Time Period | ESG Funded | Client Funded |
| Arrearages | 6 months | 100% | 0% |
| Security Deposit | 1-time | 100% | 0% |
| Months 1-9 | 9 months | 100% | 0% |
| Months 10-12 | 3 months | 75% | 25% |

7. The ESG Program will require lead agencies to assist two distinct populations, through both the homelessness prevention and rapid re-housing aspects of the ESG Program. Please describe your organizations familiarity and experience with working with each of these populations. If you are less experienced with one of the populations, please describe how your organization will make the necessary adjustments to serving the population that you are less familiar working with. Word Limit: 250 Words

8. Please describe your organizations experience conducting HUD-income eligibility reviews using the Section 8 method. Word Limit: 150 Words

**Instructions:** The purpose of this chart is to get a sense of what your agency's staffing needs and client capacity will be based upon funding amount. It is understood that these three elements are related. While your application budget will include the maximum amount of funding that your agency would like to receive, it is highly probable that agencies will be awarded less than what they apply for, and given that, we want to gain an understanding of the relationship between funding amount, staffing needs, and client capacity. Use intervals for the funding amount as staffing size is impacted, which will in turn impact the client number.

| Funding amount | Number of Staff | | # of Clients |
|---|---|---|---|
| | # of existing staff that will be used | # of new staff that will be added | |
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**PROPOSAL CERTIFICATION**

**THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL**

**Project Name:** _____

**Amount Requested:** **$**_____

**Applicant Agency's Legal Name:** _____

***If applicable***
**Collaborative Agency Legal Name:** _____

I certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed on the proposed project.

**Lead Agency or Sole Applicant**
The undersigned hereby certifies that the above-named agency is authorized to submit an ESG application for the above named project. This organization is a lead or sole applicant agency. The application is complete and accurate to the best of my knowledge.

_____ _____ _____
Name/Title Signature Date
*Representative must be Executive Director, CEO, or Board Chairperson*

Or

**Collaborating Agency**
The undersigned hereby certifies that the above-named agency is authorized to participate in the ESG application for the above-named project. This organization is a collaborating agency. The application is complete and accurate to the best of my knowledge.

_____ _____ _____
Name/Title Signature Date
*Representative must be Executive Director, CEO, or Board Chairperson*

**ESG STAFFING CHART – LEAD AGENCY**

| Staff Position | Existing Staff or New Staff position? | Organizational Affiliation* | Title | ESG Responsibilities | # of hours per week devoted to ESG | Hourly Rate | Fringe Benefit Rate | Total Rate |
|---|---|---|---|---|---|---|---|---|
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*Is this person a staff member of the Lead Agency, or of a partnership Agency, if Partnership agency, specific Agency name.