

EMERGENCY SOLUTIONS GRANT PROGRAM

APPLICATION INSTRUCTIONS

PROGRAM YEAR 2019-2020



Improving the lives of Pasco's citizens through homeless initiatives, neighborhood revitalization, affordable housing and community partnerships using state and federal funding

DEADLINE FOR APPLICATION SUBMITTAL:

May 17, 2019 - 4:00 PM EST

Submit Completed Application to:

Pasco County Community Development Department

5640 Main Street, Suite 200

New Port Richey, FL 34652-2634

(727) 834-3447

APPLICATION INSTRUCTIONS
EMERGENCY SOLUTIONS GRANT

Requests for funding shall be based upon documented local need, agency history in providing similar services, experience of the staff providing these services, participation in the Homeless Management Information System and Continuum of Care, and conformance to the financial and program eligibility requirements specified by HUD. These Instructions are provided to assist the agency in applying for available ESG funds.

I. ESG COUNTY CONTACTS:

Hilary Bruno, Community Development Specialist: hbruno@pascocountyfl.net
Marcy Esbjerg, Director: mesbjerg@pascocountyfl.net
Pasco County Community Development Department
5640 Main Street, Suite 200, New Port Richey, FL 34652
Phone (727) 834-3447

II. APPLICATION MAILING INFORMATION:

The application proposal may be hand-delivered, mailed, or sent by courier service to:
Pasco County Community Development Department
5640 Main Street, Suite 200
New Port Richey, FL 34652

III. ESG APPLICATION SUBMITTAL PROCEDURE:

- A. **Submit twelve (12) original completed applications (3 hole punched) and one copy electronically submitted on thumb drive or PDF. *Facsimile or emailed applications will not be accepted.* The Community Development Department is not responsible for late or non-delivered applications.**
- B. **The application must be completed in its entirety, including all required attachments. Incomplete applications will be disqualified and will *not* be reviewed for funding. Agencies with disqualified applications will be notified by email immediately.**
- C. **Completed applications must be submitted on or before May 17, 2019, 4:00 P.M. EST.**

Applications received after the deadline will be automatically rejected and returned to the applicant without review.

The checklist below should be used to ensure that your application is complete. The documents listed in this checklist are REQUIRED to be submitted for the application to be considered complete.

DOCUMENT NAME	ATTACHED
THE FOLLOWING ATTACHMENTS ARE REQUIRED FOR NOT-FOR-PROFIT AGENCY'S	
IRS 501(c)(3) Tax Determination Letter	<input type="checkbox"/>
Most Recent IRS Form 990	<input type="checkbox"/>
Articles of Incorporation	<input type="checkbox"/>
Bylaws	<input type="checkbox"/>
Address and Occupations of the Board of Directors; Identify all Compensated Board Members	<input type="checkbox"/>
Minutes of Agency's Last Three (3) Board Meetings	<input type="checkbox"/>
Most Recent Agency Budget	<input type="checkbox"/>
Most Recent Annual Financial Audit and Management Letter or Profit & Loss Statement	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>
Have all disclosures been included? (Conflicts)	<input type="checkbox"/>
Accounting Policy & Procedures	<input type="checkbox"/>
Inventory Policy & Procedures	<input type="checkbox"/>
Procurement Policy & Procedures	<input type="checkbox"/>
Conflict of Interest Policy and Procedure	<input type="checkbox"/>
Non-Discrimination and Equal Rights Policy	<input type="checkbox"/>
Affirmative Outreach (576.407(b))	<input type="checkbox"/>
Agency letter indicating the persons who have legal signing authority to make decisions or sign on behalf of the agency (Sunbiz)	<input type="checkbox"/>
THE FOLLOWING ATTACHMENTS ARE REQUIRED FOR ALL APPLICANTS	
Organizational Chart and List of Employees with Names and Titles	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Intake Procedures and Forms ● Confidentiality Policy ● Violence Against Women Act (576.409) ● Record Keeping Policies and Procedures ● Termination of Assistance Policy and Procedure 	<input type="checkbox"/>
	<input type="checkbox"/>

- D. The application must be signed by the agency board President or Vice-President in accordance with agency By Laws. The agency board may designate a program director or other responsible employee the authority to act on behalf of the agency for the ESG Program, provided an official Board Resolution or other binding document is submitted with the application.

VII. REQUIRED FUNDING MATCH:

ESG recipients must match the funding provided by the County with an equal amount of funds from any source, including any Federal source other than the ESG. Furthermore, regulations require that all recipients provide HUD with detailed (verified documents, receipts, timesheets, etc.) on the match, including all individual sources and corresponding amounts. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.

VIII. PERFORMANCE MEASURES:

Pasco County is required to incorporate the prescribed performance measurements into their Consolidated and Annual Action Plans. The grantee must also determine which of the established Objectives and Outcomes best achieve the goals of the Consolidated Plan for each proposed activity based on the type of activity and its purpose. *Objectives* reflect the statutory goals of providing decent housing, a suitable living environment, and expanding economic opportunity; *Outcomes* refer to benefits to the public/program participant(s) who are external to the program; and the *Outcome Statement* connects each outcome to an overarching objective to produce a statement that can be used by HUD to develop narratives which will document results of program activities at the national level.

IX. CONFLICT OF INTEREST DISCLOSURES:

The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient. No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent or subsidiary of the subrecipient, carry out the initial evaluation required under §576.401 or administer homeless prevention assistance under §576.103. Recipients and subrecipients must also maintain written standards of conduct covering organizational conflicts of interest required under 2 CFR 200.318.

X. ESG SUBRECIPIENT COMPLIANCE:

In return for Federal funding, Pasco County and subrecipients agree to comply with the laws and regulations governing the use of those funds. The ESG program requires that the County submit a performance and evaluation report concerning the use of funds, together with an assessment of the relationship of the use of funds to the goals and objectives identified in the Consolidated Plan. The achievement of program goals and completion of activities must be supported by adequate documentation of the facts.

X. APPLICATION SCHEDULE:

The schedule for ESG Grant application for the Program Year 2018 is as follows:

DATE	TIME	EVENT	LOCATION
March 22, 2019		Publication of Advertisement for Grant Kickoff Meeting (Public Hearing)	Newspaper
March 22, 2019		Notification and Grant Application	Pasco Notify Me, Community Development Webpage, E-mail Distribution, Pasco TV Channel
April 16, 2019	1:00 PM EST	Grant Kickoff Meeting (Public Hearing)	South Holiday Library 4649 Mile Stretch Drive Holiday, FL 34690
May 17, 2019,	4:00 PM EST	Application Submission Deadline	Community Development Department 5640 Main Street, Suite 200 New Port Richey, FL 34652
June 2019		Review Committee will meet to make project and funding recommendations that will be presented to the BCC	TBA
June 2019		Review Committee will meet to make project and funding recommendations that will be presented to the BCC	Community Development Webpage, Email Distribution, Pasco TV Channel, and Newspaper
June/July 2019		Environmental Reviews to be completed for selected projects	-
July 2019		Second Public Hearing (Annual Action Plan Presentation)	TBA
August 6, 2019		Annual One-Year Action Plan presented to the Board of County Commissioners for review and approval. Approved Plan sent to HUD for review and approval.	
October 1, 2019		Start of Program Year. Funds assigned to agencies, after all Federal requirements have been met.	
October 2019 through November 2019	10:00 AM	Subrecipient agreements presented to Board of County Commissioners for approval of the project.	

NOTE: The first four dates are firm, with the remainder being subject to change.