

# **Macon-Bibb County Government**

## **Emergency Solutions Grant (ESG) - PY2021 Guidelines and Application Instructions**

Application Due Date – November 20, 2020 (5:00 p.m.)  
*No applications will be accepted after the due date and time.*



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# **Macon-Bibb County Government Emergency Solutions Grant Program**

## **General Info/Program Purpose**

The Emergency Shelter Grants Program was established by the Homeless Housing Act of 1986 in response to the growing issue of homelessness in the United States. In 1987, the program was incorporated into Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. Sec. 1137111378), now known as the McKinney -Vento Homeless Assistance Act. ESG funds are administered by Macon-Bibb County Government (MBCG) and are awarded by U.S. Department of Housing and Urban Development.

The Emergency Solutions Grant (ESG) Program was created to replace the Emergency Shelter Grant program when the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) was signed into law on May 20, 2009. The HEARTH Act amended and reauthorized the McKinney-Vento Homeless Assistance Act, and included major revisions to the existing Emergency Shelter Grant Program. The Act requires that recipients of ESG participate in HMIS. Recipients of ESG funds will be required to coordinate with recipients of Continuum of Care Program funds

The new ESG Program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The change in program name reflects the change in program's focus from addressing the needs of the homeless in emergency or transitional shelters to assisting people to regain stability in permanent housing.

Citation-Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*) Regulations: 24CFR Part 576

## **Objective**

The Emergency Solutions Grant Program provides funding to:

- (1) Engage homeless individuals and families living on the street;
- (2) Improve the number and quality of emergency shelters for homeless individuals and families;
- (3) Help operate these shelters;
- (4) Provide essential services to shelter residents,
- (5) Rapidly re-house homeless individuals and families, and
- (6) Prevent families/individuals from becoming homeless

Eligible recipients generally consist of metropolitan cities, urban counties, territories, and states, as defined in 24 CFR 576.2. Each recipient must consult with the local Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

### **ESG Performance Goals**

There are four performance goals of the Emergency Solutions Grant Program. They are to (1) reduce the unsheltered count within the Balance of State Entitlement, (2) create and increase stable housing outcomes by placing homeless individuals and families in permanent housing, (3) prevent homelessness for individuals and families leading to a decrease in the unsheltered count local, and (4) increase long term stability for clients in permanent housing.

### **Who Can Apply?**

Local units of government are eligible to apply. Private, Secular, or faith-based organizations are also eligible to apply for funds. Nonprofit organizations must demonstrate collaboration with local mainstream service providers and local homeless\* provider groups. Applicants are expected to participate in Continuum of Care planning appropriate to the jurisdiction where their activities are located to the satisfaction of those jurisdiction(s).

According to Federal law and regulation, the term “private nonprofit organization” means a secular or religious organization described in Section 501© of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences.

State law defines “nonprofit organization” as any corporation, trust, association, cooperative, or other organization, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals.

\*Applicants must be a current member of the local homeless coalition for a minimum of two years in order to apply.

**Eligibility**

To be considered for funding, a proposed program must be an eligible program and must meet the national objectives mandated by HUD of benefitting low and moderate income persons. These are persons with household incomes that are at or below 80% of the median family income for the Macon-Bibb County area. For homelessness prevention, individuals and families must have an income below 30% of AMI.

<b>Household size:</b>	<b>1 person</b>	<b>2 people</b>	<b>3 people</b>	<b>4 people</b>	<b>5 people</b>	<b>6 people</b>	<b>7 people</b>	<b>8 people</b>
<b>Low Income (≤ 80%) of AMI</b>	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
<b>Very Low Inc.(≤50%) of AMI</b>	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,700	\$36,050	\$38,350
<b>Extr. Low Inc.(≤30%) of AMI</b>	\$12,760	\$17,240	\$21,720	\$26,200	\$30,680*	\$33,700*	\$36,050*	\$38,350*

(Effective April 1, 2020: Section 8 Area Median Income (AMI) Guidelines for households in Macon-Bibb)\*

Proposals that are not aligned with the Macon-Bibb County Consolidated Plan will not be considered for funding.

Proposals must serve eligible families who are homeless or at-risk of homelessness. There must be no adverse impacts to the environment in proposed activities; to be determined through an Environmental Review.

\*Subject to Change

**MACON-BIBB COUNTY  
EMERGENCY SOLUTIONS GRANT (ESG)  
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT  
PROGRAM YEAR 2021**

**Program Guidelines and Application/Budget Instructions**

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**This section includes ESG Program Guidelines and Application instructions only.  
Application is included in a separate section of this book and as a separate electronic file.**

## **I. GUIDELINES**

### **A. APPLICATION SCHEDULE**

For preparation of the 2021 Emergency Solutions Grant “Statement of Community Development Objectives and Projected Use of Funds:”

*Please note that some dates are exact while others have yet to be determined.*

#### **1. Thursday, October 8, 2020 – Application Materials presented to the Homeless Coalition**

ECDD will provide the ESG Application to the Macon Coalition to End Homelessness provide to its members for consideration after a mandatory meeting.

#### **2. Friday, November 20, 2020 - Application Due to ECDD by 5pm**

#### **3. January 2020 – February 2021– ESG application analysis by Review Committee**

ECDD will examine the eligibility of each proposed activity in the RFP to determine whether that activity qualifies under the terms and conditions of the Emergency Solutions Grant provisions of the McKinney Homeless Assistance Act of 1987, as amended, current federal regulations, and feasibility for implementation. Applicants will be contacted if additional information is needed.

#### **4. January/February 2021– Notify successful applicants**

#### **5. March 2021– Reviewed by Board of Commissioners**

The Operations and Finance Committee of the Macon-Bibb County Board of Commissioners will receive a Project Summary and Budget Summary Sheet from each RFP application for review. After reviewing the RFP applications, the Operations and Finance Committee, in conjunction with the local government administration, will make funding recommendations to the Commission. If necessary, the Commission may request applicants to make a presentation before the Commission, which will be scheduled tentatively for the month of April/May.

#### **6. April 2021**

The Proposed Resolution and complete budget is presented to the Mayor and Commission.

#### **7. July 2021**

Program Year 2021 begins

## **B. APPLICATION REQUIREMENTS:**

- Applicant organizations must be either a (1) public agency or (2) private, non-profit entity with current 501(c) (3) status, or (3) neighborhood group/agency partnering with a private, non-profit entity with current 501(c) (3) status.
- Applicants must demonstrate that they have obtained funding from other sources. Evidence (a letter, statement, or other documentation) of this should be included as part of the project narrative and submitted with the proposal, with response from potential funding sources.
- All applicant organizations **MUST** be members of the Macon Coalition to End Homelessness for a minimum of **two** years to be considered for ESG funding.
- Applications **must** be complete and include all applicable supporting documents indicating that proposed project will serve eligible person(s) to include families who are homeless or at-risk of homelessness.
- Applicants must utilize the Homeless Management Information System (HMIS) to include the use of the Sage HMIS Reporting Repository, and participate in the Coordinated Entry process for Macon-Bibb County.

## **ELIGIBLE ESG ACTIVITIES**

**1-Homelessness Prevention**-Housing relocation and stabilization services and/or short and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place (see homeless definition). Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

**2-Rapid Re-Housing** – Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or families in an emergency shelter or other place described in the homeless definition move as quickly as possible into permanent housing and achieve stability in that housing. Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

### **Beneficiary Eligibility**

The minimum eligibility criteria for ESG beneficiaries are as follows: For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).



### C. FUNDING GUIDELINES:

- a. Proposed projects will only be eligible for funds between July 1, 2021 through June 30, 2022 (Program Year 2021).
- b. Project goals should be attainable within a defined period of time (typically one year) and should achieve measurable results.
- c. Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the ESG program.
- d. Applicants will be required to execute a contract with ECDD before receiving any approved funds.
- e. Funding is disbursed on a reimbursement basis.
- f. All applicants approved for funding **must** provide ECDD with certificates of insurance in a form acceptable to ECDD for all required insurance.
- g. Projects **must** meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).
- h. Applicants **must** demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.
- i. Applicants **must** utilize a Homeless Management Information System to input data and to prepare reports.
- j. Applicants **must** demonstrate the ability to leverage or match the requested funds from other sources. The following leverage/match requirements apply:

#### **Match**

Metropolitan city and urban county recipients must match grant funds with an equal amount of cash and/or noncash contributions, which may include donated buildings, materials, and volunteer services.

#### **Obligation and Expenditure Deadline**

Metropolitan cities, urban counties, and territories must obligate all funds, except for the amount for administrative costs, within 180 days after HUD signs the grant agreement

#### **\*Please Note\***

Greater consideration will be given to proposals most closely aligned with the Macon-Bibb County Consolidated Plan priorities.

Activities that are being duplicated by other organizations within Macon-Bibb County must:

- 1) Exhibit the need for additional services from their organization and
- 2) Distinguish the impact of the specified activity at this agency by comparison with alternate organizations conducting the same services.

**Proposals that are not aligned with the Macon-Bibb County Consolidated Plan will not be considered for funding.**

All leveraged/matching funds must be dedicated to the requested project and available during the project period.

**D. APPLICATION CRITERIA**

- Applicants **must** report the status of all funds requested or proposed from other sources.
- Applications must address homeless services as set forth in the Consolidated Plan/Action Plan:
- Consideration should be taken in the selection of projects and in the preparation of applications to ensure that environmental and historic preservation impediments do not cause an application to be denied, or approval severely delayed. Applicants should canvas the service area and address any environmental concerns and how they will mitigate them.

**E. APPLICATION FORMAT:**

- All applications **must** be *typewritten*, contain a *Table of Contents* and *tabs or section dividers* to identify pages and sections. Supporting documents must be typed on 8 ½” by 11” paper and clearly identified. Attach copies of all additional documents as necessary.
- Paperclip all documents or use a 3-ring binder (no permanent binding or staples, please). Pages **must** be numbered or identified by section.
- Only submit the application; do not submit guidelines, instructions, or example documents.
- Submit one (1) original hard copy and one (1) digital copy of the completed application to:

Wanzina Jackson, Manager  
Economic and Community Development Department  
200 Cherry Street, Suite 100  
Macon, Georgia 31201

**Applications must be delivered to ECDD no later than 5:00 p.m. on Monday, November 20, 2020.  
Drop off of applications must be scheduled in advance by calling (478) 751-7190.**

## 200 REVIEW PROCESS:

- The following **Threshold Requirements** must be met or the application will not be reviewed for funding:
  - Application complete, approved, and signed by Executive Director or Board President
  - Complete and accurate Program Year 2021 ESG Budget Forms
  - Proposed service/program/project meets the ESG Objectives.
- All applicants will be notified of the funding recommendations in writing, in **January/February 2021. Receipt of an award letter is not a guarantee of funding.** Final approval by the Mayor and the Commission is required. All awards are subject to further pre-contract negotiation and an award of the annual entitlement appropriation by the U.S. Department of Housing and Urban Development to the Macon-Bibb County.
- It is the responsibility of the local government to ensure that federal funds are disbursed wisely and managed efficiently in the delivery of services that are most beneficial to the community. To fulfill this responsibility, the local government will conduct a review of all applicants applying for funding to evaluate their operation, services, projects, and budgets.
- Currently funded agencies or agencies who have received prior funding from the Economic and Community Development Department will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.

**ESG funds may not be obligated until the contract is accepted and signed by all parties.**

**Resources and Contact Information for HUD, ECDD, and ESG funding:**

<https://www.hudexchange.info/programs/esg/>

This website will give you access to all regulations, procedures, and laws which are relevant to ESG funding

<https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html>

Find the full text of Office of Management and Budget (OMB) Super Circular.

<http://www.census.gov/>

Find demographic statistics for the Macon-Bibb County on this website.

<http://www.maconbibb.us/economic-community-development/>

This is the Economic and Community Development Department's website. Changes in the ESG timeline or other important messages concerning applications will be posted here.

**ECDD Telephone Numbers and Email Addresses:**

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**Emergency Solutions Grant (ESG)  
Macon-Bibb County - Economic & Community Development  
Department  
PROGRAM YEAR 2021**

**Section II**

**APPLICATION INSTRUCTIONS**

**ESG funding is made possible by the US Department of HUD and is administered by the Macon-Bibb County Economic and Community Development Department.**

ESG Applications will be available on-line.  
**<http://www.maconbibb.us/economic-community-development/>**

## II. APPLICATION

### REQUIRED DOCUMENTS CHECKLIST

The Certifying Representative must initial and tab all required documents attached to the application or put “N/A” if the document is “not applicable.” **If thresholds (highlighted documents) are not met, the application will not be reviewed for funding.**

#### Notes:

\*If the organization has recently submitted the Annual Financial Statement and/or Audit, etc. to ECDD for other purposes, you may make note of that in the application rather than submitting additional copies of that information. Include when the information was sent to ECDD, and to whom it was addressed.

\*Any required information which is not included in the application should be identified and an explanation given for its absence. (For example: The organization does not possess documents which are required by this application.) Information which is absent from the application without an explanation may result in the application being considered incomplete and therefore unacceptable.

#### GENERAL INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

- Only submit your application and any required documentation. It is not necessary to reprint and submit this Instruction Book as well.
- Do not use decorative or colored fonts in this application; they are difficult to read.
- When answering narrative/ free-form questions, you are not limited to the space on the application. Use as much space as is needed to completely answer the question.
- Please be concise in your answers. Only provide as much information as is relevant to the program for which ESG funding is requested.
- Please include the page number at the beginning of each section in the Table of Contents

**A. AGENCY INFORMATION**

I. Complete this section with the most up-to-date information available.

II. A brief program description only is required here, as there will be an opportunity to describe the program in-depth in Section E.

III. If funding is requested based on “Low/Moderate Area” eligibility (as opposed to “Low/Moderate Income” eligibility), be sure to include the precise census tract locations for the relevant neighborhoods/areas.

IV. For projects proposed based on L/MA, L/MC, or L/MH, use the Area Median Income (AMI) for the Macon-Bibb County to determine whether program participants or the program area qualifies. Area Median Income for 2020 may be used for the purposes of this application. Low Income is considered to be 80% or less than the AMI, as described in the following table:

Household size:	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
<b>Low Income (≤80%) of AMI</b>	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
<b>Very Low Inc.(≤50%) of AMI</b>	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,700	\$36,050	\$38,350
<b>Extr. Low Inc.(≤30%) of AMI</b>	\$12,760	\$17,240	\$21,720	\$26,200	\$30,680*	\$33,700*	\$36,050*	\$38,350*

(Effective April 1, 2020: Section 8 Area Median Income (AMI) Guidelines for households in Macon-Bibb.)\*

V. Answer the questions in this section as directed.

\*Subject to change

**B. AGENCY BACKGROUND AND EXPERIENCE:**

I. Background and Experience

- Include a brief history of the agency, including the agency's mission.
- Describe the experience of the agency in carrying out the type of activities proposed in the application and the length of time the agency has been involved in providing the proposed services (even if services have not been provided through Emergency Solution Grant funds in the past.)

**\* Only include information about the program/project for which funding is proposed or other similar services provided by the agency. It is not necessary to**

**describe all of the services provided by the agency. Identify the ESG category your project will address and the proposed number to be served.**

- Describe in detail the initial goals and actual achievements for this program/project for last year of the most recent time this program/project was done.
- Describe any success the agency has had in providing the proposed services to the community and how the community has benefited from the agency carrying out the activities.
- Describe the administrative structure of the agency, including the roles of the board and committees
- Include examples of regular or occasional board training and development within the last year and planned board training and development programs for the upcoming year.

II. Include a signed Conflict of Interest statement (page 13 of the application) from **EACH** Board member.

- Include a current board member check list and indicate all signed COI forms.
- Be sure that board members know when to submit COI Disclosure and Attachment forms, and that those forms are included when necessary. (pgs. 14-18 of application)

III. Attach the agency's annual financial statement and/or most recent audit, Management letter and Agency response.

- If you prefer to include this information as an attachment rather than inserting it into the body of the application, include a statement in this section directing readers to the appropriate attachment.

## **C. AGENCY/ORGANIZATION CAPACITY:**

I. Administrative organization and capacity: Describe your administration capabilities, including policies and procedures for financial grant management.

II. Staff and Agency experience:

- Detail the staff's experience with the proposed project or with similar projects. If the agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.
- Include relevant examples of the agency working in partnerships with other agencies and/or consultants to provide better and more efficient services to clients.



- Briefly describe the agency's experience in complying with the requirements of past ESG awards or other similar grants. (Were reports completed and goals met? If not, what was the reason for unmet requirements?)

**D. STATEMENT OF NEED:**

- I. Describe the community problem or need this program/project is designed to address.
- II. What plans, studies or reports support this need?
  - Sources published more than 5 years ago (2016) will be considered out of date and therefore irrelevant.
  - Include citations to any outside materials referred to in the application.
  - Citations must include (at minimum): Name of study/article/report/website/etc.; name of book/journal (if relevant); date of publication; page numbers or website address, if relevant.
- III. Describe the urgency of meeting this need. (What are the incidence and prevalence of this issue in the community?)
- IV. Describe the target population and target service delivery area.
- V. Provide demographic data and statistics *with citations* to support the statement of need.

\* While this section should be thorough, please remain focused on the subject of your ESG proposed program/project. A broad analysis of Macon-Bibb County demographics should be avoided.

**E. PROJECT DESCRIPTION:**

- I. Describe the program/project being proposed and the proposed number to be served.
- II. How does this program/project meet the needs identified in Section D. of this application?
- III. Is the program/project on-going, an expansion of an existing program, a new program for your agency or a new program in this community? For new programs, describe the challenges you face and the time needed before services will be delivered.
- IV. Describe in detail past program/project year's results versus goals.
- V. Describe any success the organization has had in providing the proposed services to the community and how the community has benefited from the organization carrying out the activities.
- VI. What is the proposed work plan and timeline? (Complete the attached Program Implementation Schedule)

**Program Implementation Schedule  
PY 2021**

Project Name: **ABC Building Acquisition** Organization **ABC Services**

<b>Implementation Steps</b>	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
SITES SEARCH FOR 9,500 SQUARE FOOT BUILDING	X	X										
SITES ANALYSES PRIOR TO SELECTION		X	X									
PROPERTY APPRAISAL PROCESS		X	X	X								
PURCHASE PRICE NEGOTIATIONS					X							
PROPERTY CLOSING					X	X	X					
SPACE LEASING TO BUSINESSES CREATING LOW/MODERATE INCOME JOBS								X	X	X	X	X
MONITORING LOW/MODERATE INCOME JOB DATA								X	X	X	X	X

## F. PROGRAM DELIVERY:

I. Describe the program/project goals and objectives in narrative form.

- Goal: a specific and **measurable** result: (*what will happen in the program?*)

*Example*: After-school tutoring and recreational program

- 25 children complete after-school program
- 15 children's grades improve in at least one subject during this program

- Objective: the purpose of the program (*why should it be done?*)

Any or all of the objectives below could apply to the example program above:

- to give children a safe place to study and play after school;
  - to keep kids off of the streets;
  - to give additional academic tutoring to children who are struggling in school
- The objective(s) of the program/project are probably closely related to the primary objective(s) or *mission* of the agency. (This is frequently, but not always the case.)
    - Agency X's mission is to help Macon's youth grow up safely and with adequate opportunities for academic achievement.

II. Complete the attached Program Goals and Objectives chart (instructions pages 22-25). **Each program goal requires a separate chart.** Remember...program goals should be S.M.A.R.T. – Specific, Measurable, Attainable, Relative and Time-bound.)

III. Describe the experience of the agency in carrying out the specific type of activities proposed in the application and the length of time the agency has been involved in providing the proposed services (even if the service has not been provided through ESG funds.)

IV. Describe the responsibilities of staff, volunteers, or consultants who will be directly associated with this program/project.

V. Résumés and Job Descriptions: Include **pay scales** for all positions with significant involvement in this program/project.

- Include résumés for the Project Manager and other significant support staff. (Be selective)
- Include a résumé for the Executive Director of the agency.
- Include job descriptions for any position which will be created specifically for the proposed project.

VI. Provide an organization chart (with employee names and titles) to demonstrate how this program/project fits into the overall organizational structure.

VII. Describe how the agency plans to implement the proposed program/project in the long-term, with or without federal funding.

### **OUTCOME PERFORMANCE MEASUREMENT SYSTEM** (*See F, II*)

In varying degrees of specificity, most grantees have a stated purpose for program activities they choose to undertake. It is only logical that these activities be evaluated based on how well they meet the intended purposes. For this reason, the Outcome Performance Measurement System is designed to capture the state and local program purpose, and then to generate certain performance indicators that measure the activity's success at achieving the intended purpose.

There are three main components to the Outcomes Performance Measurement System:

- ❑ Objectives;
- ❑ Outcomes; and
- ❑ Indicators.

#### **Objectives**

The Outcome Performance Measurement System offers three possible objectives for each activity. These objectives are based on the broad statutory purpose of the four CPD programs:

- ❑ **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- ❑ **Providing Decent Housing** covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ❑ **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation. (The objective "Creating Economic Opportunity" is unlikely to be used for housing activities supported with HOME or other program funds.)

#### **Outcomes**

The second component of the system—outcomes - is closely related to the objectives. The program outcome helps further refine the objective and is designed to capture the nature of the change or the

expected result of the objective that a grantee seeks to achieve. Outcomes correspond to the question: “What is the expected result of the activity?”

The Performance Measurement Working Group considered a wide range of reasons why a grantee might fund activities and narrowed the outcomes down to the following three:

- ❑ **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people where they live.
- ❑ **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.
- ❑ **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

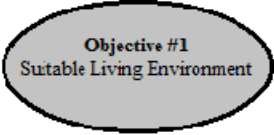
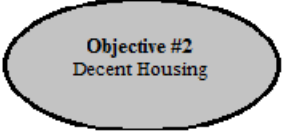

Remember, the same activity can be categorized in different ways, depending on the local intent. For example, a rental rehabilitation program may be offered to increase the supply of affordable housing units for large families. The outcome for the program would be “Availability/Accessibility” since the nature of the change is to make additional larger units available in the housing market. In a different jurisdiction, a rental rehabilitation program might provide a development subsidy for the rehabilitation of large units for the purpose of lowering the cost of housing or to provide decent and safe housing in a particular neighborhood or community for larger families. There, the primary outcome would be “Affordability.”

It is important to note that ‘Sustainability’ is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic areas as a whole (such as a neighborhood) becomes or remains viable. It is targeted at supporting a specific physical location. On the other hand, ‘Availability’ is related to making services, infrastructure, housing, or shelter available or accessible to individual residents/beneficiaries. Also, although the term ‘Accessibility’ also refers to access for persons with disabilities as an outcome, it is intended to mean increased access to various services, housing units, or facilities.

Using the framework shown below, the County HUD will generate national outcome statements to describe the aggregate impact that local program activities are achieving.

These outcome statements will help the grantee to demonstrate the result its program is making at the local level and help HUD to demonstrate how Federal funds are being used to make a difference at the national level.

## CPD Performance Measurement Indicators

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome #3: Sustainability
	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
	Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

### Indicators

Once the grantee has established the program purpose (objective), and intended result (outcome), the next step is to identify how to measure progress toward achieving the intended results.

Grantees will be required to report on the indicators that are applicable to the individual activities that they fund. An activity does not have to report on all the indicators that could be achieved, but data on all the indicators that describe the results of their activity must be reported.

### Specific Indicators

There are major activity-specific indicator categories as shown in the table below. These indicators cover most activities carried out under the four Con Plan programs including housing, services for homeless individuals and families, public facilities/infrastructure, public services, and economic development activities.

For each indicator category, there are several required data items that measure key characteristics of activities performed. For example, the data items for housing indicators capture the income levels of the households served, physical condition of the housing, whether the housing serves people who were previously homeless, and key features of the housing such as energy efficiency and safety from lead-based paint hazards. These characteristics help capture the extent to which an outcome is achieved.

<p>□ <b>Public facility or infrastructure:</b> This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.</p>
<p>□ <b>Public service:</b> This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.</p>
<p>□ <b>Emergency housing:</b> This indicator shows the number of beds created in an overnight shelter or other emergency housing.</p>
<p>□ <b>Homeless prevention:</b> This indicator shows the number of households that received emergency financial assistance and/or emergency legal assistance to prevent homelessness.</p>
<p>□ <b>Homeownership units constructed or acquired with rehabilitation:</b> This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by homeless participants and the chronically homeless.</p>
<p>□ <b>Homeownership units constructed or acquired with rehabilitation:</b> This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.</p>
<p>□ <b>Owner occupied units rehabilitated:</b> This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.</p>
<p>□ <b>Jobs created:</b> Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created [using Economic Development Administration (EDA) classifications]</p>
<p>□ <b>Jobs retained:</b> Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications).</p>

**G. COORDINATION:**

- Describe how the planning and operation of this project has been coordinated with other public agencies, private organizations and the community so as to avoid duplication.
- Describe any community outreach undertaken in the preparation of this application.
- Describe collaborations that have been implemented to enhance services and programs.
- Attach letters of support, collaboration and/or coordination.

**H. LEVERAGING OTHER FUNDS:** Complete the table using the instructions below:

- List sources, including funding amounts, to which you have submitted applications for the proposed service/program/project. (Dates, outcomes, etc.)
- List funding sources, including amounts, to which your organization plans to apply before October 1, for the proposed service/program/project.
- List sources, including funding amounts, from which renewed funding is pending for the proposed service/program/project.

**\*Note: Please attach documentation from funding source(s) of committed funds to these project/programs.**



## I. ADDITIONAL SUPPORT DOCUMENTS:

- Resolution of Application:
  - The CEO/Director/Board President of the Agency must sign this form and submit it with the application.
  
- Conflict of Interest Forms (COI) for Board of Directors:
  - **Every member of the Agency's Board of Directors** must sign a COI form and submit it with the application.
    - **\*Note:** Many conflicts of interest are easily resolved without jeopardizing the agency's application. All conflicts of interest should be reported so that a determination can be made in the proper manner.
  
  - Conflict of Interest Disclosure Forms:
    - Based on information revealed in the COI, some board members may need to complete this form and submit it with their COI.
  
    - Only submit this form if it is relevant- board members with a conflict of interest, as described on the COI Form, should submit this form and the following form, when relevant.
  
  - Conflict of Interest Disclosure Form Attachments:
    - Only submit this form if it is relevant- board members with a conflict of interest, as described on the COI Form, should submit this form when relevant.
  
- Acknowledgement of Lead-Based Paint Requirements (if relevant)
  
- Acknowledgement of Religious Organization Requirements:
  - Complete this form if the agency is a religious organization or is predominantly affiliated with a religious organization.

**Emergency Solutions Grant (ESG)**  
**Macon-Bibb County - Economic & Community Development Department**  
**Program Year 2021**

**III. BUDGET INSTRUCTIONS**

Project expenditures shown on the following budget forms must be categorized as “Administrative Expenditures” or as “Services to Clients Expenditures:”

**Administrative Expenditures** – ESG funds may be used to pay reasonable project administration costs related to the planning and execution of emergency solution programs assisted in whole or in part with funds provided under the ESG program.

**Services to Clients Expenditures** – ESG funds may be used to provide services to clients, which must be a new service or a quantifiable increase in the level of a service above that which has been provided by the applicant during the previous 12-month period.

The ESG Budget Forms must be completed in the following order:

**Budget Itemization Form** – Complete for each proposed ESG funded project

**Budget Narrative Form** – Complete a short narrative for each line item containing an expense as shown on the Detail Budget Form;

**Budget Summary Form** – Carry forward the sum of each line item as shown on the Detail Budget Form. Also, show the sources of revenues for this project.

**A. Budget Itemization Form:**

- I. Using the form provided, show the anticipated expenditures for the proposed project on the form in the appropriate columns:
  1. Show the ESG Funds requested;
  2. Show other sources of revenues to be used as cash match;
  3. Show in-kind contributions to be used as non-cash match;
  4. Total Project Cost – Show the total of columns 1+2+3.
  
- II. Using the form provided, show the anticipated expenditures for the proposed ESG project on the form on the appropriate **line item**. A description of the line items is provided below:
  1. Personnel Services – Expenses for salaries and wages for all persons to be employed by the ESG funded project along with related employee benefits. For each position list separately under salaries and wages.
  2. Professional Services – Expenses paid for independent professional assistance, i.e. legal, engineering, architectural, appraisal, management consultants, etc.

3. Travel and Per Diem – Include cost for public transportation, reimbursement for use of private vehicles, per diem, meals and other travel expenses.
4. Communication Services – Expenses to be paid for telephone, cellular telephone, postage, express charges and messenger services.
5. Utility Services – Include costs for electric, gas, water and other public utility services.
6. Rentals and Leases – Amounts to be paid for the lease or rent of land, buildings, equipment and vehicles.
7. Insurance – Includes all insurance carried for the protection on the agency allocated to the ESG project, i.e. general and professional liability, auto coverage, surety bonds, etc.
8. Repairs and Maintenance Services – The cost incurred for the repair and maintenance of equipment and buildings, including maintenance and service contracts. Do not include janitorial services.
9. Printing and Binding – Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.
10. Promotional Activities – Includes any type of promotional advertising on behalf of the ESG funded project.
11. Other Current Charges & Obligations – Include charges and obligations for the ESG funded project not otherwise classified. Also, include charges to be paid for volunteer stipends and other volunteer expenses such as travel reimbursement and recognitions events. Itemize each charge to be paid.
12. Office Supplies – This line item include such materials such as stationery, paper, pens, pencils, etc. for the ESG funded project.
13. Operating Supplies – All types of supplies consumed in the operation of the ESG funded project. This may include non-office supplies, computer software, institutional supplies, and/or equipment less than \$750, etc. Do not include materials or supplies unique to construction or acquisition in this category.
14. Dues, Subscriptions & Memberships – Include subscriptions, memberships, professional data costs, and dues for professional organizations for ESG funded staff.
15. Employee Training – Include training and educational costs for the ESG funded project staff and/or clients.
16. Capital Expenditures – (Non-Construction Cost only) - All requests for capital outlay (\$500 and above) should be outlined in this category. Please complete the item description, cost, and a brief description of why the item is required on the Budget Narrative Form.

- III. For every new line item, a new Budget Itemization Form should be used. (*Section III, below*)
- IV. Include multiple expenses described by the same line item on the same Budget Itemization Form.
- V. When there are several single expenses under different line items, one Budget Itemization Form may be used to list all of those expenses, as long as the corresponding line item is still specified on the form.

## **B. Budget Narrative of Proposed Expenditures:**

Explain the proposed budget expenditures and provide details related to each corresponding expenditure line item. If this is a continuing project, explain any significant increases or decreases from the prior fiscal year's project.

## **C. Budget Summary Form:**

### **I. Sources of Revenue - show the anticipated revenues for the proposed ESG project on the form on the appropriate lines**

1. Show the ESG Funds requested;
2. Show other sources of revenues to be used as cash match;
3. Show in-kind contributions to be used as non-cash match;
4. Total Sources of Revenue – Show the total of lines1+2+3.

### **II. Expenditures - Using the account structure provided, show the total anticipated expenditures brought forward from the Detail Budget Form for each line item for the proposed project in the appropriate columns:**

1. Show the ESG Funds requested;
2. Show other sources of revenues to be used as cash match;
3. Show in-kind contributions to be used as non-cash match;
4. Total Sources of Revenue – Show the total of lines1+2+3.

### **III. Matching Requirements:**

Metropolitan city and urban county recipients must match grant funds with an equal amount of cash and/or noncash contributions, which may include donated buildings, materials, and volunteer services.

**BUDGET ITEMIZATION SHEET- EXAMPLE page 1**

Project Operator **ABC Health Systems**      Program Year 2021      Date Submitted **11/20/20**

Line Item Number	Line Item Breakdown  Eligible Component – Homelessness Prevention(HP)	Category Amount				
		Total Project Cost	ESG Funds	Other Funds	Sources of Match	In-kind Match Funds
1	Housing Stability Case Management	15,000.00	5000.00	10,000.00		
2	Mediation Services	5000.00	1000.00	4000.00		
3	Legal Services	8500.00	2500.00	6000.00		
4	Credit Repair	4750.00	1500.00	3250.00		
	<b>Total Amount:</b>	33250.00	10,000.00	23250.00		



**BUDGET SUMMARY SHEET- EXAMPLE**

Project Operator **ABC Health Systems** Program Year 2021 Date Submitted **11/20/20**

<b>Line Item Number</b>	<b>Line Item Breakdown</b>	<b>ESG Funds</b>	<b>Other Funds</b>	<b>Sources of Match Funding</b>	<b>In-Kind Match Funds</b>	<b>Total Funds</b>
1	HP-Housing Stability Case Management	5000.00	10,000.00			
2	HP - Mediation Services	1000.00	4000.00			
3	HP-Legal Services	2500.00	6000.00			
4	HP – Credit Repair	1500.00	3250.00			
5	RR-Utility Payments	5,000.00	10,000.00			
6	RR-Moving Costs	4,500.00	15,500.00			
7	RR-Housing Selection and Placement	12,500.00	12,500.00			
	Total ESG Funds	32,000.00				
	Other Funds:		61,250.00			
<b>Total Funds:</b>						