

## RIVERSIDE COUNTY

### NOTICE OF FUNDING AVAILABILITY

#### 2017-2018 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – DISTRICT ALLOCATION

##### I. Program Description:

The County of Riverside has opened the [Online Application System](#) for the FY 2017-2018 Community Development Block Grant (CDBG) cycle. CDBG is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

The CDBG program is a federally-funded program administered through the U.S. Department of Housing and Urban Development (HUD). As an Urban County in the Entitlement CDBG program, the County receives an annual formula allocation of CDBG funds from HUD. HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

The program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

CDBG was authorized under the Housing and Community Development Act of 1974, as amended, and is listed under the Catalog of Federal Domestic Assistance (CFDA) as 14.218. Applicable CDBG regulations can be found at 24 CFR Part 570 and 24 CFR Part 91.

CDBG funding has been used by the County and subrecipients for a wide variety of community, economic, and social development activities. Activities include public facilities such as fire stations, parks, community centers, senior centers, homeless shelters, health clinics, water and sewer improvements, and street and sidewalk improvements. CDBG also provides public service activities such as child care, health care, after school, programs, senior programs, food and clothing distribution, job training, recreation, and many more.

All activities funded with the County's CDBG funds must:

1. serve persons or communities within the County's Urban County area;
2. be an eligible activity under CDBG regulations (24 CFR Part 570.201); and
3. meet a National Objective of the CDBG program (24 CFR Part 570.208).

Most activities meet a National Objective by benefitting low-income persons or low-income communities.

The County's *Urban County CDBG Program* includes all of the unincorporated areas of Riverside County as well as the "cooperating" cities of: Banning, Beaumont, Blythe, Canyon Lake, Coachella, Desert Hot Springs, Eastvale, Indian Wells, Jurupa Valley, La Quinta, Murrieta, San Jacinto, and Wildomar. The City of Lake Elsinore participates in the County's Urban County program as a "Metro City." **Please Note: the cooperating cities receive their own CDBG allocation from the County's Urban County CDBG program. Any organization seeking funding from a cooperating city's CDBG allocation must contact that city for application procedures and additional information. Applications for 2017-2018 CDBG funds from the cooperating cities cannot be submitted through the County's Online Application System.**

## II. CDBG Award Information:

Subject to Federal appropriations, the County anticipates receiving approximately \$7,200,000 in CDBG funds for the FY 2017-2018 program, including the cooperating cities' allocations. The amount of CDBG funding to be allocated to the Supervisorial District allocations is expected to be **\$2,437,000**. The actual amount of the County's allocation is determined by final funding appropriations from Congress and HUD's CDBG allocation formula.

Depending upon the type of activity to be funded, a successful subrecipient will have one (1) year to complete, expend, and drawdown their CDBG award for a public service activity, or two (2) years for a public facility or other CDBG activities.

Typical individual awards for CDBG-funded activities range from \$10,000 for public service activities to \$100,000 or more for public facilities, acquisition, or other eligible activities. For the 2016-2017 program year, the County received more than **73** eligible applications and made **\$4,087,263** in grant awards.

All CDBG awards made by the County will be in the form of a grant, excluding projects funded under economic development. Subrecipients will be required to execute an approved subrecipient agreement with the County. Non-profit organizations, non-County governmental entities, and Tribal organizations will be required to execute a "Sponsor's Agreement" with the County. A copy of template of the Sponsor's Agreement is available upon request to EDA. **Please Note: all grant funding awarded by the County from the 2017-2018 CDBG application cycle will be available to successful subrecipients no earlier than July 2017.**

Organizations that have previously applied for County CDBG funding are eligible to apply, and there is no limit on the number of applications an organization can submit.

## **Eligibility Information:**

### **Eligible Applicants:**

The County of Riverside will only accept CDBG applications from the following organizations or entities:

1. Non-Profit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code;
2. County of Riverside Agencies and Departments; and
3. Governmental agencies including Cities, Special Districts, and Tribes.

Individuals cannot apply for County CDBG funding.

Non-profit organizations will be required to submit documentation as part of the CDBG application pertaining to their incorporation, bylaws, and tax exempt status.

### **Cost Sharing and Leveraging:**

Applications for funding under the County's CDBG allocation, excluding the funding from the cooperating cities, must successfully demonstrate a matching contribution of at least 5% of the CDBG request. This matching contribution, referred to as "leveraging", can include other Federal, State, local, or private funding; donations; "in-kind" contributions; and volunteer hours. Leveraging used to match previous CDBG grants cannot be used.

Applicants are encouraged to utilize the greatest amount of leveraging possible to improve the competitiveness of their proposal.

### **Real Property Acquisition – Displacement of Tenants:**

In order to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, applicants considering the submittal of a CDBG application for real property acquisition and/or the displacement of tenants must contact EDA prior to the submittal of any application.

### **Minimum Funding Level:**

In order to ensure the effective, efficient, and appropriate allocation and use of the County's CDBG funding, the County may reject any proposed CDBG activity in an amount less than \$10,000. Exceptions to this policy include traditionally "county-wide" activities which are funded from:

1. both a County Supervisor's allocation and a cooperating city;
2. two or more cooperating cities; or
3. two or more County Supervisor allocations.

### **Compliance with Laws and Regulations:**

The successful applicants will be required to comply with all applicable federal, state, and local laws, regulations, and ordinances. Pursuant to an executed subrecipient agreement, the applicant will certify that it will adhere to and comply with the following as they may be applicable to a subrecipient of funds granted pursuant to the Housing and Community Development Act of 1974, as amended:

1. The Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
2. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Chapter 60;
3. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
4. Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended, and implementing regulations;
5. The Age Discrimination Act of 1975 (PL 94-135), as amended, and implementing regulations;
6. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 24 CFR Part 42;
7. The labor standard requirements as set forth in 24 CFR Part 570, Subpart K and HUD regulations issued to implement such requirements;
8. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement of water pollution;
9. The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234);
10. The regulations, policies, guidelines and requirements of 2 CFR Part 200 - the Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards;
11. Title VI of the Civil Rights Act of 1964 (PL 88-352) and implementing regulations issued at 24 CFR Part 1;
12. Title VIII of the Civil Rights Act of 1968 (PL 90-284) as amended; and
13. The lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC 4801, et seq.);

### **III. Application and Submission Information**

#### **Application Cycle for the 2017-2018 Program Year**

The County will begin accepting application for the 2017-2018 CDBG cycle starting **August 1, 2016**. **ALL APPLICATIONS must be submitted through the ONLINE APPLICATION SYSTEM. All CDBG applications must be submitted through the Online Application System no later than 5:00 PM PST on October 28, 2016.**

Applicants must visit EDA's website at [www.rivcoeda.org](http://www.rivcoeda.org) to begin the application process. The website offers a brief tutorial to assist applicants in the use of the online application system including setting-up an Online User Profile which is required to use the system.

The County will only accept CDBG applications from 501 (c)(3) non-profit corporation, as well as governmental and Tribal entities.

Applicants wishing to submit a CDBG application for one of the County's Urban County Cooperating Cities CDBG allocation will also use this online application system.

#### **Questions and Technical Assistance**

For information or questions regarding the County's CDBG program or the CDBG application cycle, please contact Elizabeth Dearen at [edearen@rivcoeda.org](mailto:edearen@rivcoeda.org) or 951-955-8916. For questions or assistance with the online application system, please contact Susana Orozco at [sorozco@rivcoeda.org](mailto:sorozco@rivcoeda.org) or 951-955-8916.

Individuals with hearing or speech disabilities may contact the CDBG program staff by utilizing the California Relay Service (711).

#### **Paper Application Submittals**

Because the County does provide technical assistance to organizations wishing to submit CDBG applications through the Online Application System, it is unlikely that prospective applicants will not be able to effectively use the system. However, the County will consider requests to receive and submit paper copies of the 2017-2018 CDBG application for those applicants that can document the need for a paper application.

Requests for paper applications can be submitted to:

Elizabeth Dearen, Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
(951) 955-8916  
(951) 955-9505 FAX  
[edearen@rivcoeda.org](mailto:edearen@rivcoeda.org)

### **Online Application System:**

Applicants for the County's 2017-2018 CDBG application must use the Online Application System which can be accessed at [www.rivcoeda.org](http://www.rivcoeda.org). All forms necessary to submit an application are available on line with the exception of the documents required to be uploaded by the applicant (e.g., bylaws, authorizations, back up information, etc.).

The CDBG application consists of eight (8) primary sections:

1. Applicant Profile
2. General Information
3. Uploading Organizational Documents
4. Project Narrative
5. National Objective Compliance
6. Financial Information (Budget)
7. Leveraging – Matching Funds
8. Application Certification and Authorization

Applicants are limited to the space available for each required response in the application. Applicants can upload additional supporting documentation, including third party verifications, if desired.

**Please Note: because the application is submitted online, the applicant must certify that he or she has been authorized to submit the application on behalf of the organization applying for CDBG funds. This electronic certification MUST be accompanied by a minute order, resolution, or other official authorization to submit the application.**

### **Additional Information:**

Successful applicants may be required to submit additional documentation to the County, prior to the receipt of their CDBG grant award. This documentation may include evidence or documentation related to:

Liability Insurance

Workmen's Compensation Insurance

Flood Insurance

Other documentation for NEPA and CEQA environmental reviews

501 (c)(3) Status

Incorporation Documents

## **Dun and Bradstreet Data Universal Number System (DUNS) and System for Award Management (SAM)**

Pursuant to Federal regulations, all applicants for CDBG funds must comply with the following requirements **prior to submitting** their CDBG application to the County for the 2017-2018 program year:

1. Be registered in the System for Award Management (SAM) system;
2. Provide a valid DUNS number in the application; and
3. Must maintain an active SAM registration, with current information, at all times during the performance period of the CDBG grant.

The County and the Cooperating Cities will not make any CDBG grant awards to any organization or government entity that fails to comply with the SAM and DUNS requirements.

### **System for Award Management (SAM):**

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

1. Central Contractor Registry (CCR)
2. Federal Agency Registry
3. Excluded Parties List (EPLS)
4. Online Representations and Certifications Application

How does SAM benefit organizations? The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

<https://www.sam.gov/portal/SAM/#1>

### **Data Universal Number System (DUNS):**

The Federal government requires all applicants for Federal grants have a DUNS number. The Federal government uses the DUNS number to better identify related organizations that are receiving funding under Federal grants and to provide consistent name and address data for electronic grant application systems.

If you do not already have a DUNS number, contact Dun and Bradstreet toll free at 1-866-705-5711.

## **Application Submission Date and Time**

The County of Riverside utilizes an Online Application System for the 2017-2018 CDBG grant applications. All applications must be submitted through the online system unless an applicant has been previously authorized by the County to submit a paper application.

**ALL online applications MUST be completely submitted through the Online Application System no later than 5:00 PM (PST) on Friday, October 28, 2016.**

**All pre-authorized paper applications must be delivered to the County by either method listed below:**

**1. Postmarked no later than Friday, October 28, 2016, and addressed to:**

Riverside County EDA  
ATTN: CDBG Program  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**2. Delivered to the County, no later than DATE 5:00 PM (PST) at the following address:**

Riverside County EDA  
ATTN: CDBG Program  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**CDBG applications for the 2017-2018 program year that are received after the deadline date and time, whether submitted through the Online Applications System or delivered to the County, will not be accepted.**

Applicants submitting their applications through the Online Application System will receive an electronic receipt at the time of submission. Applicant submitting a paper application in person or through a third-party courier can request a receipt at the time of delivery.

## **Intergovernmental Review**

Applications submitted under the County's Urban County CDBG program are not subject to intergovernmental review pursuant to Executive Order 12372.

## **Other Submission Requirements**

Applicants can request CDBG funding from the County for any eligible CDBG activity listed under 24 CFR Sections 570.201-570.204, including real property acquisition, construction, and other activities.



## **APPLICATION REVIEW INFORMATION**

The County of Riverside uses a Priority Evaluation and Project Rating System for all CDBG proposals. As part of the review and evaluation process, EDA staff will review and evaluate all proposals utilizing the following checklist:

### **I. ACTIVITY EVALUATION:**

Does the activity address an established need?

Is the proposed activity eligible (24 CFR 570.201) under the CDBG program?

Does the proposed activity meet one of the three broad National Objectives:

Principally benefit low and moderate-income persons;

Prevents or eliminates slum and blight; or

Addresses an urgent need or problem in the community.

Has the applicant provided sufficient explanation concerning their ability to adequately and accurately document the benefit to low and moderate income persons?

Can the project be implemented and completed within a reasonable amount of time (Public Service activities 1 year / all other activities 2 years maximum)?

Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?

Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?

Is the proposed budget for the CDBG-funded activity separate from other activities undertaken by the applicant?

## **II. APPLICANT (ORGANIZATIONAL) EVALUATION**

Has the applicant ever undertaken the proposed activity before? What were the results?

Does the applicant have experience with CDBG or other Federal programs? Has the applicant conducted a Single Audit (formerly OMB Circular A-133) within the last two years?

Do the applicant and prospective staff understand the additional requirements associated with Federal funding?

Does the applicant have qualified staff for all the necessary functions associated with the proposed activity? Is there adequate staff time available?

Does the applicant possess adequate administrative structures, management systems, and policies & procedures?

Does the applicant possess adequate financial stability? Will the applicant be overly dependent upon CDBG funding?

### III. ELIGIBLE ACTIVITIES

Applicants should refer to HUD regulations found at 24 CFR Sections 570.201-204 regarding eligible uses of CDBG funding.

### IV. MINIMUM ACTIVITY FUNDING LEVEL

In an effort to ensure effective, efficient, and appropriate allocation and use of CDBG funds, the County may reject any proposed CDBG activity in an amount less than \$10,000. Exceptions to this policy include: traditionally county-wide activities (city/county, multiple city, etc.) or a project or activity serving a very remote location. These exceptions must be pre-approved by EDA prior to the application submittal.

### V. LEVERAGE/MATCHING FUNDS

Verification of at least five percent (5%) matching funds must be provided prior to the date of the grant awarded to the grantee. Funds used to match a previous CDBG grant may not be used to match a subsequent grant award. Applications with zero leverage will be disqualified. Leverage may include, but is not limited to, the following: Federal, State, and local government funding; private donations; and in-kind contributions (e.g., volunteer hours at \$5.00 hour, etc.).

### IV. APPLICATION RATING

Each complete CDBG application is rated by CDBG program staff to determine if the proposal meets the minimum score rating. The County uses a 200 point rating system with four (4) rating criteria with a minimum rating score of at least 100 points. The rating criteria are:

- Quality of Program Design/ four sub-criteria (40 points)
- Quality of Proposal Elements/ four sub-criteria (60 points)
- Capacity and Experience/four sub-criteria (40 points)
- Proposed Funding Request/five sub-criteria (60 points)

There are three (3) threshold sub-criteria that all applications must receive at least five (5) points each, or the proposal will not be funded:

- Does the proposed program/project comply with the overall regulations, goals and objective of the CDBG program? Application describes how the identified need relates to the objectives of the CDBG program?
- Does the proposed activity address a priority community development need as identified in the Five Year Consolidated Plan?
- Does the organization have the demonstrated capacity to successfully implement and complete the proposed activity in a timely manner?

## **APPLICATION REVIEW AND SELECTION PROCESS**

For the County's allocation, each CDBG application is received, reviewed, evaluated, and rated. CDBG program staff and EDA management then meet with the individual District Supervisors for their CDBG funding decisions. EDA staff will provide background information on each proposals, answer questions, and provide funding recommendations if requested.

## **ANTICIPATED ANNOUNCEMENT, AWARD DATE, AND NOTICE**

The Board of Supervisors for the County of Riverside will make all final CDBG funding decisions for the County's 2017-2018 CDBG allocation. This is anticipated to occur in early May 2017 during a regular meeting of the Board of Supervisors when the Board approves the 2017-2018 One Year Action Plan.

After the approval date, applicants will be notified by mail of the Boards funding decisions. The One Year Action Plan is then submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval.

Those applicants that have been approved for CDBG funding will be notified by mail. The letter will clearly indicate the amount of their award, and that this is not a notification to proceed or to incur costs. The letter will inform the successful applicants that a subrecipient agreement will be prepared and forwarded to them in the near future with further instructions.

## **ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

All CDBG awards made by the County and the cooperating cities will be in the form of a grant, excluding projects funded under economic development. Subrecipients will be required to execute an approved subrecipient agreement with the County. Non-profit organizations, non-County governmental entities, and Tribal organizations will be required to execute a "Sponsor's Agreement" with the County. A copy of template of the Sponsor's Agreement is available upon request to EDA. The Cooperating Cities must execute a Supplemental Agreement with the County each year. Subrecipients of the Cooperating Cities' CDBG funding will enter into an approved subrecipient agreement with the awarding city.

## **POST AWARD REPORTING REQUIREMENTS**

To ensure compliance with the CDBG program National Objective requirements, all subrecipients of CDBG funds will be required to comply with the applicable CDBG reporting requirements. The type, amount, frequency, format (paper or electronic), and detail of the reporting requirements depends upon the specific use of the CDBG funds and corresponding National Objective. All specific reporting requirements will be stated in the subrecipient agreement.

## POINTS OF CONTACT

For information about the CDBG program or the 2017-2018 application cycle, please contact the following:

Elizabeth Dearen, CDBG Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
(951) 955-8916  
(951) 955-9505 FAX  
[edearen@rivcoeda.org](mailto:edearen@rivcoeda.org)

Melissa Valdivia, CDBG Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
[mmvaldivia@rivcoeda.org](mailto:mmvaldivia@rivcoeda.org)

John Thurman, EDA Development Manager – CDBG/ESG Programs  
Riverside County Economic Development Agency

## NOTICE OF FUNDING AVAILABILITY

### 2017-2018 EMERGENCY SOLUTIONS GRANT PROGRAM

#### A. Program Description:

The County of Riverside has opened the Online Application System for the FY 2017-2018 Emergency Solutions Grants (ESG) cycle. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. This 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 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 (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

The nature of the program provides grants by formula to States, metropolitan cities, urban counties and U.S. territories for eligible activities, generally including essential services related to emergency shelter, rehabilitation and conversion of buildings to be used as emergency shelters, operation of emergency shelters, and homelessness prevention services. Emergency Solutions Grant (ESG) funds can be used to provide a wide range of services and supports under the five program **components**: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS.

All activities funded with the County's ESG funds must provide 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 utilizing housing first approach; and
6. Prevent families and individuals from becoming homeless

HUD allocates the fiscal year appropriation for ESG to eligible recipients in accordance with the percentage of ESG funding each jurisdiction was allocated for the previous fiscal year. However, where the ESG allocation for a metropolitan city or urban county would be less than .5 percent of the total

fiscal year appropriation for ESG, HUD adds that jurisdiction's allocation to the allocation for the State in which the jurisdiction is located.

Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). Regulations are at 24 CFR part 576. Agreement is Emergency Solutions Grant (ESG) funds (CFDA 14.231).

**Note:** The Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability Act was signed into law on May 20, 2009 (Public Law 111-22). Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act amends Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) to rename the program the Emergency Solutions Grants program, expand the range of eligible activities under the program, and add or change certain program requirements. HUD is now in the process of revising the regulations at 24 CFR part 576 to implement these changes and make other refinements to the program and definitions.

As an Urban County in the Entitlement ESG program, the County receives an annual formula allocation of ESG funds from HUD. HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

The County's *Urban County ESG Program* includes all of the unincorporated areas of Riverside County as well as the "cooperating" cities of: Banning, Beaumont, Blythe, Canyon Lake, Coachella, Desert Hot Springs, Eastvale, Indian Wells, Jurupa Valley, La Quinta, Murrieta, San Jacinto, and Wildomar.

#### **B. ESG Award Information:**

Subject to Federal appropriations, the County anticipates receiving approximately \$600,000 in ESG funds for the FY 2017-2018 program. The actual amount of the County' allocation is determined by final funding appropriations from Congress and HUD's ESG allocation formula. Funds from this 2016-2017 ESG application cycle will be available to successful sub recipients no earlier than July 2017.

Depending upon the type of activity to be funded, a successful sub recipient will have one (1) year to complete, expend, and drawdown their ESG award.

Typical individual awards for ESG-funded activities range from \$10,000 to \$60,000 or more for emergency shelter, outreach services, rapid re-housing, and homelessness prevention eligible activities. For the 2016-2017 program years, the County received more than 14 eligible applications and made 12 grant awards.

All ESG awards made by the County will be in the form of a grant. Subrecipients will be required to execute an approved subrecipient agreement with the County; non-profit organizations, non-County governmental entities, and Tribal organizations will be required to execute an "ESG Agreement" with the County. A copy of template of the ESG Agreement is available upon request to EDA.

Please Note: organizations that have previously applied for County ESG funding are eligible to apply, and there is no limit on the number of applications an organization can submit.

### **C. Eligibility Information:**

#### **1. Eligible Applicants:**

The County of Riverside will only accept ESG applications from the following organizations or entities:

1. Non-Profit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code;
2. County of Riverside Agencies and Departments; and
3. Governmental agencies including Cities, Special Districts, and Tribes.

Individuals cannot apply for County ESG funding.

Non-profit organizations will be required to submit documentation as part of the ESG application pertaining to their incorporation, bylaws, and tax exempt status.

#### **2. Cost Sharing and Leveraging:**

Applications for funding under the County's ESG allocation successfully demonstrate a matching contribution as provided under paragraph (a)(2) and (a)(3) of the ESG federal Regulations 24CFR 576, the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. Matching contributions, referred to as "leveraging", may be obtained from any eligible source, including any Federal source other than the ESG program, as well as state, local, and private sources. Additional requirements apply to matching contributions from a Federal source of funds. Matching contributions must be provided after the date that HUD signs the grant agreement. Applicants are encouraged to utilize the greatest amount of leveraging as possible to improve the competitiveness of their proposal.

#### **3. Real Property Acquisition – Displacement of Tenants:**

Real Property Acquisition of an emergency shelter or drop-in-center is not eligible under ESG. In addition, ESG funds are ineligible activities including;

- Costs involved with preparation of work specifications or building inspection.
- Costs of renovating, rehabilitating, or converting buildings owned by religious organizations unless special conditions are met as outlined in the Code of Federal Regulations found at 24 CFR Part 576.21. Paraphrased, these regulations require that the building (or portion thereof) that is to be improved be leased to an existing or newly established wholly secular entity (which may be an entity established by the church). Further, the regulations require that the leased premises will be used exclusively for secular purposes available to all persons regardless of religion.
- Rehabilitation, conversion, or renovation of a property within a 100-year flood plain, as designated by the Federal Emergency management Agency.



- A project which is inconsistent with environmental standards as established by HUD.
- Emergency Solutions Grant amounts may not be used for activities other than those authorized under Section 576.21 (a) (2-4).

#### **4. Minimum Funding Level:**

In order to ensure the effective, efficient, and appropriate allocation and use of the County's ESG funding, the County may reject any proposed ESG activity in an amount less than \$10,000.

#### **5. Compliance with Laws and Regulations:**

The successful SUBRECIPIENT shall comply with all applicable federal, state, and local laws, regulations, and ordinances pertinent to its operations and services to be performed hereunder, and shall keep in effect any and all licenses, permits, notices and certificates as are required thereby. SUBRECIPIENT shall further comply with all laws applicable to wages and hours of employment, occupational safety and to fire safety, health and sanitation. By executing this Agreement, the SUBRECIPIENT hereby certifies that it shall adhere to and comply with the following as they may be applicable to a sub recipient of funds granted pursuant to the Housing and Community Development Act of 1974, as amended:

- a. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), Public Law 111-22, Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.), and the Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
- b. Uniform Administration Requirements, Cost Principals, and Audit Requirements for Federal Awards 2 CFR 200;
- c. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Chapter 60;
- d. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
- e. Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended, and implementing regulations;
- f. The Age Discrimination Act of 1975 (PL 94-135), as amended, and implementing regulations;
- g. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 24 CFR Part 42;
- h. The labor standard requirements as set forth in 24 CFR Part 570, Subpart K and HUD regulations issued to implement such requirements;

- i. Title VI and Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.), as amended to the Equal Opportunity Act of March 24, 1972 (Public Law 92-261);
- j. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-3619) and implementing regulations issued pursuant thereto (24 CFR Part 1);
- k. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u);
- l. Executive Orders 11625, 12432 and 12138. Consistent with HUD's responsibilities under these Orders, the SUBRECIPIENT must make efforts to encourage the use of minority and women's business enterprises in connection with ESG activities;
- m. SUBRECIPIENT shall establish and maintain a procedure through which homeless individuals will be informed that use of the facilities and services is available to all on a nondiscriminatory basis.
- n. SUBRECIPIENT agrees to abide by and include in any subcontracts to perform work under this Agreement, the following clause:  
  
 "During the performance of this Agreement SUBRECIPIENT and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. SUBRECIPIENT and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. SUBRECIPIENT and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement."
- o. During the term of this Agreement, SUBRECIPIENT and its subcontractors, if any, shall not deny the benefits rendered hereunder to any person on the basis of religion, color, ethnic group identification, sex, age, or physical or mental disability.

#### **D. Application and Submission Information**

##### **Application Cycle for the 2017-2018 Program Year**

The County will begin accepting applications for the 2017-2018 ESG cycle starting August 1, 2016. **ALL APPLICATIONS must be submitted through the ONLINE APPLICATION SYSTEM no later than 5:00 PM (PST) on October 28, 2016.**

Applicants must visit EDA’s website at [www.rivcoeda.org](http://www.rivcoeda.org) to begin the application process. The website offers a brief tutorial to assist applicants in the use of the online application system including setting-up an Online User Profile which is required to use the system.

The County will only accept ESG applications from 501 (c) (3) non-profit corporation, as well as governmental and Tribal entities.

**1. Questions and Technical Assistance**

For information or questions regarding the County’s ESG program or the ESG application cycle, please contact Elizabeth Dearen at [edearen@rivcoeda.org](mailto:edearen@rivcoeda.org) or 951-955-8916. For questions or assistance with the online application system, please contact Susana Orozco at [sorozco@rivcoeda.org](mailto:sorozco@rivcoeda.org) or 951-955-8916.

Individuals with hearing or speech disabilities may contact the CDBG program staff by utilizing the California Relay Service (711).

**2. Paper Application Submittals**

Because the County does provide technical assistance to organizations wishing to submit ESG applications through the Online Application System, it is unlikely that prospective applicants will not be able to effectively use the system. However, the County will consider requests to receive and submit paper copies of the 2017-2018 ESG application for those applicants that can document the need for a paper application.

Requests for paper applications can be submitted to:

Elizabeth Dearen, Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
(951) 955-8916  
(951) 955-9505 FAX  
[edearen@rivcoeda.org](mailto:edearen@rivcoeda.org)

**Online Application System:**

Applicants for the County’s 2017-2018 ESG application must use the Online Application System which can be accessed at [www.rivcoeda.org](http://www.rivcoeda.org). All forms necessary to submit an application are available on line with the exception of the documents required to be uploaded by the applicant (e.g., bylaws, authorizations, back up information, etc.).

The ESG application consists of eleven (11) primary sections:

Applicant Profile	General Information
Organizational History	Project Activity
Residential Service Section	Financial Information (Budget)

Leveraging – Matching Funds    Fiscal Year Projected Budget  
Proposal Narrative                    Application Certification and Authorization  
Attachments (upload)

Applicants are limited to the space available for each required response in the application. Applicants can upload additional supporting documentation, including third party verifications, if desired.

Please Note: because the application is submitted online, the applicant must certify that he or she has been authorized to submit the application on behalf of the organization applying for ESG funds. This electronic certification **MUST** be accompanied by a minute order, resolution, or other official authorization to submit the application.

### **Additional Information:**

Successful applicants may be required to submit additional documentation to the County, prior to the receipt of their ESG grant award. This documentation may include evidence or documentation related to:

- Liability Insurance
- Workmen’s Compensation Insurance
- Legible copy of current IRS letter indicating 501(c) (3) status
- Current Board roster, names, addresses, telephone numbers, and professions or organizations represented
- Organizational chart listing all staff names, positions, and job descriptions
- Include your agency shelter policy statement, sign-in sheet, and intake form
- Copies of Agreements, letters and/or MOUs for all off-site essential services provided
- Documentation of commitment for ESGP matching funds (e.g. award/commitment letters, etc.)
- Organization’s most recent fiscal report
- Most current annual audit and most recent Single Audit in accordance with 2 CFR Part 200.500 (formerly A-133), if applicable, including any exceptions
- Incorporation Documents

### **3. Dun and Bradstreet Data Universal Number System (DUNS) and System for Award Management (SAM)**

Pursuant to Federal regulations, all applicants for ESG funds must comply with the following requirements **prior to submitting** their ESG application to the County for the 2017-2018 program years:

1. Be registered in the System for Award Management (SAM) system;
2. Provide a valid DUNS number in the application; and
3. Must maintain an active SAM registration, with current information, at all times during the performance period of the ESG grant.

The County will not make any ESG grant awards to any organization or government entity that fails to comply with the SAM and DUNS requirements.

### **System for Award Management (SAM):**

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

1. Central Contractor Registry (CCR)
2. Federal Agency Registry
3. Excluded Parties List (EPLS)
4. Online Representations and Certifications Application

How does SAM benefit organizations? The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

<https://www.sam.gov/portal/SAM/#1>

### **Data Universal Number System (DUNS):**

The Federal government requires all applicants for Federal grants have a DUNS number. The Federal government uses the DUNS number to better identify related organizations that are receiving funding under Federal grants and to provide consistent name and address data for electronic grant application systems.

If you do not already have a DUNS number, contact Dun and Bradstreet toll free at 1-866-705-5711.

## **4. Application Submission Date and Time**

The County of Riverside utilizes an Online Application System for the 2017-2018 ESG grant applications. All applications must be submitted through the online system unless an applicant has been previously authorized by the County to submit a paper application.

**ALL online applications MUST be completely submitted through the Online Application System no later than 5:00 PM (PST) on Friday, October 28, 2016.**

**All pre-authorized paper applications must be delivered to the County by either method listed below:**

### **I. Postmarked no later than Friday , October 28, 2016, and addressed to:**

Riverside County EDA  
ATTN: ESG Program  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**II. Delivered to the County, no later than 5:00 PM (PST) at the following address:**

Riverside County EDA  
ATTN: ESG Program  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**ESG applications for the 2017-2018 program years that are received after the deadline date and time, whether submitted through the Online Applications System or delivered to the County, will not be accepted.**

Applicants submitting their applications through the Online Application System will receive an electronic receipt at the time of submission. Applicant submitting a paper application in person or through a third-party courier can request a receipt at the time of delivery.

**5. Intergovernmental Review**

Applications submitted under the County's Urban County ESG program are not subject to intergovernmental review pursuant to Executive Order 12372.

**6. Funding Restrictions**

Federal awards will not allow reimbursement of pre-Federal award cost.

**7. Other Submission Requirements**

Not applicable

## **E. APPLICATION REVIEW INFORMATION**

The County of Riverside uses a Priority Evaluation and Project Rating System for all ESG proposals. As part of the review and evaluation process, EDA staff will review and evaluate all proposals utilizing the following checklist:

### **I. ACTIVITY EVALUATION:**

Does the activity address an established need?

Is the proposed activity eligible (24 CFR 576.101-104) under the ESG program?

Does the proposed activity meet one or more of the six (6) activities?

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless

Has the applicant provided sufficient explanation concerning their ability to adequately and accurately document the benefit to low and moderate income persons?

Can the project be implemented and completed within a reasonable amount of time (County policy is (1) one year)?

Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?

Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?

Is the proposed budget for the ESG-funded activity separate from other activities undertaken by the applicant?

### **II. APPLICANT (ORGANIZATIONAL) EVALUATION**

Has the applicant ever undertaken the proposed activity before? What were the results?

Does the applicant have experience with ESG or other Federal programs? Has the applicant conducted a Single Audit (formerly OMB Circular A-133) within the last two years?

Do the applicant and prospective staff understand the additional requirements associated with Federal funding?

Does the applicant have qualified staff for all the necessary functions associated with the proposed activity? Is there adequate staff time available?

Does the applicant possess adequate administrative structures, management systems, and policies & procedures?

Does the applicant possess adequate financial stability? Will the applicant be overly dependent upon ESG funding?

### **III. ELIGIBLE ACTIVITIES**

Applicants should refer to HUD regulations found at 24 CFR Part 576.101-104 regarding eligible uses of ESG funding. Participation use is required in HMIS database or a comparable database if the sub-recipient is a victim services or a legal services provider. Comparable database must be able to collect client-level data over time and generate unduplicated aggregate reports based on the data. In addition, record sharing is required.

### **IV. MINIMUM ACTIVITY FUNDING LEVEL**

In an effort to ensure effective, efficient, and appropriate allocation and use of ESG funds, the County may reject any proposed ESG activity in an amount less than \$10,000.

### **V. LEVERAGE/MATCHING FUNDS**

Recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD.

Matching contributions may be obtained from any eligible source, including any Federal source other than the ESG program, as well as state, local, and private sources. Additional requirements apply to matching contributions from a Federal source of funds.

Matching contributions must be provided after the date that HUD signs the grant agreement. Eligible applicants are units of general local government and private non-profit organizations. Because of the limited amount of public funds available, applicants are required to have proof of matching funds. Applicants are also encouraged to create linkages with other organizations that will insure comprehensive supportive services for the homeless who are sheltered and/or receiving services.

### **VI. APPLICATION RATING**

Each complete ESG application is rated by ESG program staff to determine if the proposal meets the minimum score rating. The County uses a 200 point rating system with four (4) rating criteria with a minimum rating score of at least 100 points. The rating criteria are:

- Quality of Program Design/ four sub-criteria (40 points)



- Service Priority of Needs / four sub-criteria (60 points)
- HMIS /Comparable database Reporting/four sub-criteria (40 points)
- Participation and Leveraging /five sub-criteria (60 points)

There are three (3) threshold sub-criteria that all applications must receive at least five (5) points each, or the proposal will not be funded:

- Does the proposed program/project comply with the overall regulations, goals and objective of CoC and ESG? Is Project in Alignment with CoC Priorities?
- Applicant complies with HMIS policy and procedures?
- Match Requirement (Dollar-for-Dollar) Will the proposed activity leverage meet project budget?

In addition, the Continuum of Care provides recommendations through a priority evaluation ranking document identifying priorities of need in the county based on the Housing Inventory Count (HIC) and Point-in-Time Count.

## **VII. APPLICATION REVIEW AND SELECTION PROCESS**

For the County’s allocation, each ESG application is received, reviewed, evaluated, and rated. ESG program staff and EDA management then meet with the individual District Supervisors for their ESG funding decisions. EDA staff will provide background information on each proposals, answer questions, and provide funding recommendations if requested.

### **F. ANTICIPATED ANNOUNCEMENT, AWARD DATE, AND NOTICE**

#### **1. FEDERAL AWARD NOTICE**

The Board of Supervisors for the County of Riverside will approve all final ESG funding decisions for the County’s 2017-2018 ESG allocation. This is anticipated to occur in early May 2017 during a regular meeting of the Board of Supervisors when the Board approves the 2017-2018 One Year Action Plan.

After the approval date, applicants will be notified by mail of the Boards funding decisions. The One Year Action Plan is then submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval.

Those applicants that have been approved for ESG funding will be notified by mail. The letter will clearly indicate the amount of their award, and that this is not a notification to proceed or to incur costs. The letter will inform the successful applicants that a sub recipient agreement will be prepared and forwarded to them in the near future with further instructions.

## **2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

All ESG awards made by the County and the cooperating cities will be in the form of a grant, excluding projects funded under economic development. Sub recipients will be required to execute an approved sub recipient agreement with the County. Non-profit organizations, non-County governmental entities, and Tribal organizations will be required to execute an “ESG Agreement” with the County. A copy of the template of the ESG Agreement is available upon request to EDA.

### **POST AWARD REPORTING REQUIREMENTS**

To ensure compliance with the ESG program requirements, all sub recipients of ESG funds will be required to comply with the applicable ESG reporting requirements. The type, amount, frequency, format (paper or electronic), and detail of the reporting requirements depends upon the specific use of the ESG funds and HMIS requirements. All specific reporting requirements will be stated in the sub recipient agreement.

### **G. POINTS OF CONTACT**

For information about the ESG program or the 2017-2018 application cycle, please contact the following:

Sterlon Sims, CDBG/ESG Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
(951) 955-3141  
(951) 955-9505 FAX  
[ssims@rivcoeda.org](mailto:ssims@rivcoeda.org)

Elizabeth Dearen, CDBG Program Manager  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
(951) 955-8916  
(951) 955-9505 FAX  
[edearen@rivcoeda.org](mailto:edearen@rivcoeda.org)