



City of Pittsburgh and Allegheny County Economic Development

Emergency Solutions Grants (ESG) Program

**Homeless Prevention
and
Rapid Re-Housing (HPRRH)**

Applications are due:

Wednesday, June 3, 2020 by 4:00pm

Submit applications to:

ESGApplication@AlleghenyCounty.us

**EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
HPRRH PROPOSAL APPLICATION CHECKLIST**

Please review your completed application and check the following items that have been submitted with the application.

Yes No

___ ___ **GENERAL APPLICATION DESCRIPTION** – Identify legal name of applicant, contact information, verification of non-profit status, proposed activity type and population to be served. **Due at time of application.**

___ ___ **BOARD RESOLUTION** - If your agency has a Board of Directors, a copy of the Resolution authorizing the submission of this application for funding is required. If the Board of Directors does not meet until after the application deadline, please submit a copy of the resolution and a letter stating when the Board will meet, and forward final copy once approved. May be submitted after deadline.

___ ___ **PROJECT BUDGET** – Attach provided Excel spreadsheets. Please note: applicants selected for funding will be required to develop and submit more detailed budgets, accounting for specific sub-categories.

___ ___ **BUDGET NARRATIVE** – Attach document.

___ ___ **JOB DESCRIPTIONS** – Include for all staff that will be working on ESG, both current and proposed.

___ ___ **COMPLETED STAFFING CHART**

___ ___ **PARTNERSHIP LETTERS and MEMORANDUMS OF UNDERSTANDING (MOU)**

___ ___ **PROOF OF INSURANCE** – See below for insurance requirements. Agencies awarded ESG funds will be required to add the City of Pittsburgh and Allegheny County as additional insured, specific language will be provided following award.

- General Liability:
 - Minimum Coverage Amount: \$500,000
- Automobile Liability:
 - Minimum Coverage Amount: \$500,000
- Worker's Compensation
 - Minimum Coverage Amount:
 - Coverage A—Statutory Limit
 - Coverage B—\$500,000 Employer's Liability Minimum
- Fidelity Bond/Employee Dishonesty/Crime
 - Minimum Coverage Amount must be:
 - Equal to the grant amount if the grant is less than \$100,000
 - 25% of the grant amount if the grant is \$100,000 or greater

___ ___ **MATCHING FUNDS DOCUMENTATION** - A letter or supporting documentation must be submitted verifying this commitment. Only required for 2020 ESG funding.

___ ___ **NEW APPLICANT FORM** – (Attachment A) Applicants who have not been in contract with either ACED or the City of Pittsburgh in the past 3 years should consider their organization a “New Applicant” when filling out the application. New applicants must completely fill out and submit the “New Applicant Form” and submit their 501(c)3 documentation if they are a non-profit organization. **Due at time of application.**

**CITY OF PITTSBURGH / ALLEGHENY COUNTY
EMERGENCY SOLUTIONS GRANTS PROGRAM**

**2020 ESG & 2019 ESG-CV Funding Year
Homelessness Prevention and Rapid Re-Housing Application**

PLEASE TYPE OR PRINT LEGIBLY

Legal Name of Applicant _____

Legal Address of Applicant _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Telephone # _____ Fax # _____

Email Address: _____

Agency Federal Tax I.D.# _____

DUNS # _____

To obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number go to
www.hud.gov/offices/adm/grants/duns.cfm

Are you a New Applicant or an Agency which has not received funding from ACED/City in the last 3 years?
Yes _____ No _____

If yes, in addition to completing this document, please complete **NEW APPLICANT FORM** – (Attachment A) and provide the documentation listed in that form.

Project Name _____

Category	2020 ESG Funding Requested		2019 ESG-CV Funding Requested	
	Homelessness Prevention	Rapid Re-Housing	Homelessness Prevention	Rapid Re-Housing
Financial Assistance				
Essential Services				
Rental Assistance				
Sub-Total				
TOTAL				

Part III – Project Management/Financial Controls/Oversight

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

2. ESG sub-recipients are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency already entering data into HMIS? Yes _____ No _____ Describe your organization's data collection/entry methodology **and** identify the contact person who will be responsible for ensuring that data for persons assisted with ESG is accurate and complete.

If your agency is a domestic violence services provider, are you using a comparable database to HMIS?
Yes _____ No _____. If yes, what comparable system is used?

If your agency is a domestic violence services provider: HUD requires DV agencies to provide client data from uploads from their comparable database.

Is your comparable database able to upload HMIS data for renewal application scoring and annual CAPER reports?

Yes _____ No _____

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

PROPOSAL CERTIFICATION

THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

Project Name: _____

Amount Requested: _____

Applicant Agency's Legal Name: _____

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

Lead Agency or Sole Applicant

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

Name/Title

Signature

Date

Representative must be Executive Director, CEO, or Board Chairperson

