# Emergency Solutions Grant (ESG)



Application Workshop| January 09, 2025 | 3:00 pm

City Manager's Office, Grants Division

# **Agenda**

1. Welcome
2. Introductions
3. Workshop Goals
4. 2025-26 Grant Schedule
5. Estimated Funding
6. About ESG
7. Eligible Activities

8. ESG Objectives & Policies
9. Evaluation Criteria
10. Application Tips
11. Grant Award Process
12. Q&A
13. Resources

MORENO VALLEY
WHERE DREAMS SOAR

# Introductions – Avant Garde

**Donyielle Holley**

Consultant

**Melissa Aguilar**

Consultant

**Adriana Robledo**

Consultant

MORENO VALLEY
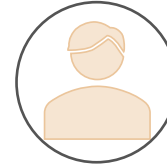WHERE DREAMS SOAR

# Introductions – Moreno Valley

**Viviana McDaniel**

Grants Division Manager

**Kristina Gutierrez**

Senior Grants Analyst

**Joe Barron**

Senior Grants Analyst

MORENO VALLEY
WHERE DREAMS SOAR

# Workshop Goals

1. Applicants understand the grant requirements.
2. Applicants know how to navigate the application packet.
3. Applicants understand the award process.

MORENO VALLEY
WHERE DREAMS SOAR

# 2025-2026 Schedule

| Preliminary Dates | Key Dates |
|---|---|
| Fri., Jan. 31, 2025, at 3:00pm | ESG Applications due |
| Tues., Mar. 25, 2025, at 3:45 pm | Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting |
| Tues., Apr. 15, 2025, at 6:00 pm | Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee |
| Tues., May 06, 2025, at 6:00 pm | Public Hearing 3: City Council to Approve Annual Action Plan |
| Tues., May 13, 2025 | Submittal of 2025-26 Action Plan to HUD |
| July 1, 2025 | Start of the new Fiscal Year 2025-26 |

MORENO VALLEY
WHERE DREAMS SOAR

# Estimated Funding

| 2025-26 ESG Anticipated Allocation | Amount |
|---|---|
| Planning and Administration (City) – 7.5% of annual allocation | $12,750 |
| Other– 92.5% of annual allocation | $157,250 |
| **Total Anticipated Allocation** | **$170,000** |

MORENO VALLEY
WHERE DREAMS SOAR

# About: ESG

**Grant Purpose (page 3 of application)**

- Improve the number and quality of emergency shelters for homeless individuals and families;

- Help operate these shelters and provide essential services to shelter residents;

- Rapidly re-house and provide essential services to homeless individuals and families; and

- Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.

# About: ESG cont.

**Other Requirements**

- Match Requirements – Federal regulations require a 100% match; with documentation to be provided when invoicing the City.

- Participation in HMIS – Must Input Data Monthly.

- Active Participation in Continuum of Care (CoC)

- Maintain and Apply Written Standards for providing ESG assistance.

# Eligible Activities

**(page 3 of application)**

- Street Outreach

- Emergency Shelter

- Homelessness Prevention, including rental assistance

- Rapid Re-Housing

- Administration

- Homeless Management Information System (HMIS)

# **Program Beneficiaries**

- Grant Program must serve extremely low income (30% AMI) persons.

- "Homeless" or those "At Risk of Homelessness" per HUD definitions (24 CFR 576.2).

# HUD Low-Mod Income Limits

| Family Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Extremely Low (30%) | $21,550 | $24,600 | $27,700 | $30,750 | $33,250 | $35,700 | $38,150 | $40,600 |

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

# City's Objectives & Policies

**(page 11 of ESG application)**

- Priority to Homelessness/Homeless Prevention.
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).

MORENO VALLEY
WHERE DREAMS SOAR

# **Grant Policies**

- Funding priority for local service providers and previously funded programs.

- Three (3) years of successful grant management experience preferred.

- Match Requirement for ESG - 100% of Award by Subrecipient. In-kind match is acceptable.

- Minimum ESG award is $50,000.

MORENO VALLEY
WHERE DREAMS SOAR

# Evaluation Criteria

page 26 of application

- Administration Capacity – 20 points
- Identification/Analysis of Local Needs – 10 points
- Program Design – 10 points
- Reasonable Budget – 10-15 points
- Technical Quality of Application – 5 points
- Collaboration (5 bonus points)

MORENO VALLEY
WHERE DREAMS SOAR

# **Evaluation Process**

- Initial Review for completeness & eligibility.

- Technical Review Committee scoring based on Evaluation Criteria.

- Finance Subcommittee Review and Recommendation.

- Final Review and Selections are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).

MORENO VALLEY
WHERE DREAMS SOAR

# **Application Tips**

- Research and review the grant and the applicable requirements.

- Know the City's objectives and policies.

- Develop a realistic work plan for the grant with performance goals that are tangible and achievable.

- Proposed budget – Are the proposed costs realistic and allowable for the grant and program purpose?

- Clearly answer the questions and provide all requested documentation.

MORENO VALLEY
WHERE DREAMS SOAR

# **Application Tips – cont.**

Online submission should include:

- Application Form -  Exhibit B

- Complete all required attachments per Section II of the application

- Ensure the signature page is complete.

- You may include any additional information to support the application

# **Application Tips: Deadline**

Applications available
Via OpenGov

The Deadline is Friday

January 31, 2025, 3:00 p.m.

ESG:
https://procurement.opengov.com/portal/morenoval
ley/projects/133224

MORENO VALLEY
WHERE DREAMS SOAR

# Grant Award Process*

**Award Notification**
- **Anticipated Time**: Early June
- The City sends letters notifying organizations of award selection. An acceptance letter is also sent requesting a response from the organization.

**Award from HUD**
- **Anticipated Time**: 2-4 months
- Upon obtaining a formal agreement from HUD, the City staff will process the contract for approval and signature by the City Manager and City Attorney.

**Agreement Processing & Legal Review**
- **Anticipated Time**: 2 weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are prepared and routed for subrecipients to provide review/comments.

MORENO VALLEY
WHERE DREAMS SOAR

*Process is subject to change. Delays in processing by HUD may cause additional delays in processing subrecipient awards and agreements.

# Grant Award Process*

**Agreements Executed**
- **Anticipated Time**: 1-2 weeks
- After all comments are received and addresses the final agreements are routed for internal City signatures. Once an agreement is fully executed, the subrecipient will receive a copy of the agreement and Notice to Proceed.

**Finance Review**
- **Anticipated Time**: 4 weeks
- The Grants Division enters the agreement and all supporting documentation into the City's Financial Operations System and a Purchase Order is created for each subrecipient.

**Invoice Review**
- **Anticipated Time**: 2 weeks
- Subrecipients are expected to submit monthly invoices to the City on the 10th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.

MORENO VALLEY
WHERE DREAMS SOAR

*Process is subject to change. Delays in processing by HUD may cause additional delays in processing subrecipient awards and agreements.*

21

# Grant Award Process*

## Invoice Submittal

- **Anticipated Time**: 1-2 weeks
- After invoices have been reviewed and approved the Grants Division will submit the invoices to Accounts Payable to initiate the internal approval process.

## Payment Authorization

- **Anticipated Time**: 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable will then issue the check to subrecipients. All payments are sent as an ACH.

MORENO VALLEY
WHERE DREAMS SOAR

*Process is subject to change. Delays in processing by HUD may cause additional delays in processing subrecipient awards and agreements.

22

# **Resources: Federal Regulations**

Subrecipients will be held to Federal Grant Regulation Standards for:

**ESG** grants– 24 CFR 576
**Uniform Administrative Requirements** – 2 CFR 200

Must have staff who can study, understand, and comply with the complexities of the Regulations.

# Resources: Federal Regulations

Title 2 CFR 200
UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Labor Standards                Internal Controls
Record Keeping                 Purchasing
Conflicts of Interest          Anti-Discrimination

Applies to all HUD grants and can be found at:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

# Questions & Answers?

For Additional Technical Assistance on the Application, contact:
Grants Division,
951.413.3450,
grantadmin@moval.org

MORENO VALLEY
WHERE DREAMS SOAR