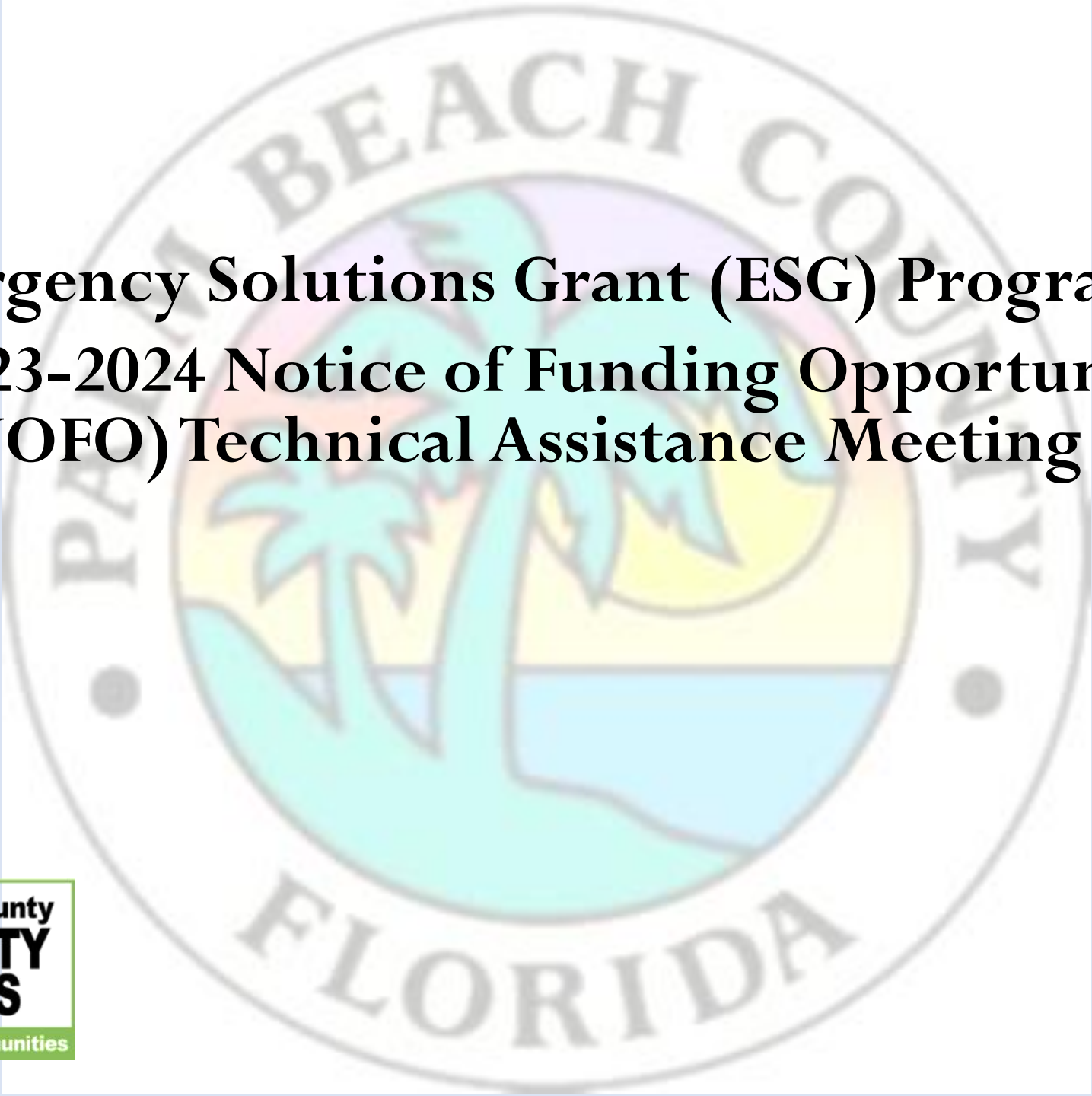


**Emergency Solutions Grant (ESG) Program
FY 2023-2024 Notice of Funding Opportunity
(NOFO) Technical Assistance Meeting**



Purpose of the ESG Grant

- The federal **Emergency Solutions Grant** program (ESG) provides funds for a variety of activities to address homelessness as authorized under the federal Homeless **Emergency** Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and State program requirements.
- Palm Beach County Homeless and Housing Alliance has prioritized and authorized applications for the following priorities in Palm Beach County;
 - a) Emergency Shelter with priority for family shelters
(\$271,691)
 - b) Rapid Re-Housing for families or individuals (\$181,127)



ESG Definitions of Emergency Shelter

- **Emergency Shelter**
- Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.
- Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- See 24 CFR 576.102.



Definition of Rapid Re-Housing for ESG

- Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- Eligible costs include:
 - Rental Assistance: rental assistance and rental arrears
 - Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
 - Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
- See 24 CFR 576.104



Application Deadline for ESG FY 2023-2024

- Applications are due by 12:00 pm, Friday, May 5th EST.
- Applications are submitted via the website listed in the NOFO
- Questions regarding the application will be excepted until 12:00 pm noon on May 4, 2023.
- Cone of Silence in effect until approximately August 22, 2023(BCC meeting to approve recommendations)
- Contracts will begin 10/01/2023 and End 09/30/2024



CONE OF SILENCE

- **This NOFO includes a Cone of Silence.** The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards are approved by the Board of County Commissioners.
- Proposers are advised that the “Palm Beach County Lobbyist Registration Ordinance” (Ordinance), a copy of which can be accessed at [https://pbcgov.org/legislativeaffairs/Misc Documents/Lobbyist Registration Ordinance.pdf](https://pbcgov.org/legislativeaffairs/Misc_Documents/Lobbyist_Registration_Ordinance.pdf), is in effect. The Proposer shall read and familiarize themselves with all the provisions of said Ordinance, but only for convenience, the provisions relating to the Cone of Silence are summarized here.
- **“Cone of Silence” means a prohibition on any non-written communication regarding this NOFO between any Proposer or Proposer’s representative and any County Commissioner or Commissioner’s staff.** A Proposer’s representative shall include, but is not limited to, the Proposer’s employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.



CONE OF SILENCE

When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The Cone of Silence shall terminate at the time that the BCC approves awards or contracts, all proposals are rejected, or other action is taken which ends the solicitation process.

When Oral Communications are Allowed?

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee.

Ethics Commission

If anyone has a question regarding ethics, they should not be addressed to our department, but should be addressed directly with the Ethics Commission. <http://www.palmbeachcountyethics.com/>



ESG Contracted Agency Requirement Highlights

- Must be a member, within one month of funding, of the Homeless and Housing Alliance (HHA), the local Continuum of Care for PBC.
- Must adhere to the Standards of Care for component applied for as adopted by the HHA.
- Must remain a HHA member in Good Standing (60% of general HHA meetings and 70% of at least one subcommittee meeting).
- Must participate in the Homeless Management Information System (HMIS). All ESG recipient information must be entered into and exited out of the HMIS system. Exceptions are in place for the agencies specializing in Domestic Violence.
- Participate in the Annual Point in Time (PIT) Count as an agency.
- Complete the Homeless Inventory Chart (HIC) for HUD as required.



ESG FY 2023-2024 Match Requirements

- ESG grants require a dollar for dollar match. Please reference the ESG Interim Rule, Section 24 CFR 576.201, as referenced in the grant application, for further match requirements.
- Matching funds must be clearly identified in your budget documentation.
- Successful applicants must comply with the Unified Grant Guidance, 200 CFR Part 200 Uniform Administrative Requirements, Cost principles and Audit Requirement for Federal Awards



ESG Program Requirement Highlights

- ESG participant income can be no more than 30% AMI for Palm Beach County.

**2022 Miami-Fort Lauderdale-West Palm Beach,
Fort Lauderdale, FL (30% AMI)**

19,350 (1) 22,100 (2) 24,850 (3) 27,750 (4) 32,470 (5) 37,190 (6) 41,910 (7)

- Emergency Solutions Grant (ESG) does not use the Waivers that were issued for the ESG-CARES or CV dollars.
- Agency must have policies and procedures for ESG funding and programming
- RRH and Emergency Shelter must use the Coordinated Entry System as established by the HHA.





Annual Income Limits for West Palm Beach and Boca Raton Metropolitan Statistical Area (MSA)

FY 2022 Area Median Family Income \$90,300

(HOME up to 80%; SHIP up to 140%)

Number of Persons in Household	Extremely Low Income (30%)	Very Low Income (50%)	Low Income (80%)	Moderate Income (120%)	Moderate Income (140%)
1	\$19,350	\$32,200	\$51,500	\$77,280	\$90,160
2	\$22,100	\$36,800	\$58,900	\$88,320	\$103,040
3	\$24,850	\$41,400	\$66,250	\$99,360	\$115,920
4	\$27,750	\$46,000	\$73,600	\$110,400	\$128,800
5	\$32,470	\$49,700	\$79,500	\$119,280	\$139,160
6	\$37,190	\$53,400	\$85,400	\$128,160	\$149,520
7	\$41,910	\$57,050	\$91,300	\$136,920	\$159,740
8	\$46,630	\$60,750	\$97,200	\$145,800	\$170,100
9	Refer to HUD	\$64,400	\$103,040	\$154,560	\$180,320
10		\$68,080	\$108,928	\$163,392	\$190,624

The maximum sales price for a property is \$352,371

HUD Released 4/18/2022; Florida Housing Finance Corporation Posted 4/27/2022);

***Effective by Palm Beach County April 27, 2022**



United States Department of Housing and Urban Development (HUD)

- Please read the HUD program guidance and tools for ESG before writing the application (<https://www.hudexchange.info/programs/esg/>)
- Housing Quality Inspections must be done for Rapid Re-Housing Units
- Shelters, if not owned by the County, must obtain a zoning compliance letter from the municipality to which the shelter is in.
- Please read the HUD program guidance on type of rental assistance for RRH, Tenant Based or Project Based. Please indicate in your application which type of RRH assistance will be given.
- HUD recently posted an Indirect Cost manual for CoC and ESG funding. Please look at manual prior to submitting indirect costs.
<https://www.hudexchange.info/news/new-indirect-cost-toolkit-for-coc-and-esg-programs/>



SAMIS System, Budgets and Billing

- Thomas Eaton, Fiscal Manager will present of the Submission of Budget and the process for Billing for the ESG program.
- Shantel Drayton, Contract Analyst will present the SAMIS ESG Grant Application requirements



Completing the ESG NOFO

Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page
Please note there may be other applications on the page so be sure to select the correct application: ESG FY 2021 NOFO

Click here to begin a new application or continue to complete an application already started

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Completing the ESG NOFO

Existing User

Email *

Password *

Log In

New User

First Name *

Last Name *

Email *

Register

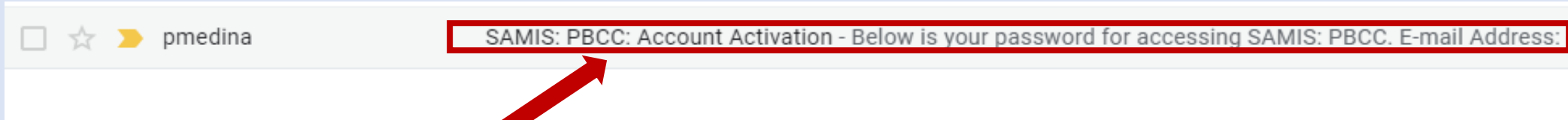
If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."

If you are a brand new SAMIS user, you will type in your first name, last name and email under "New User" to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

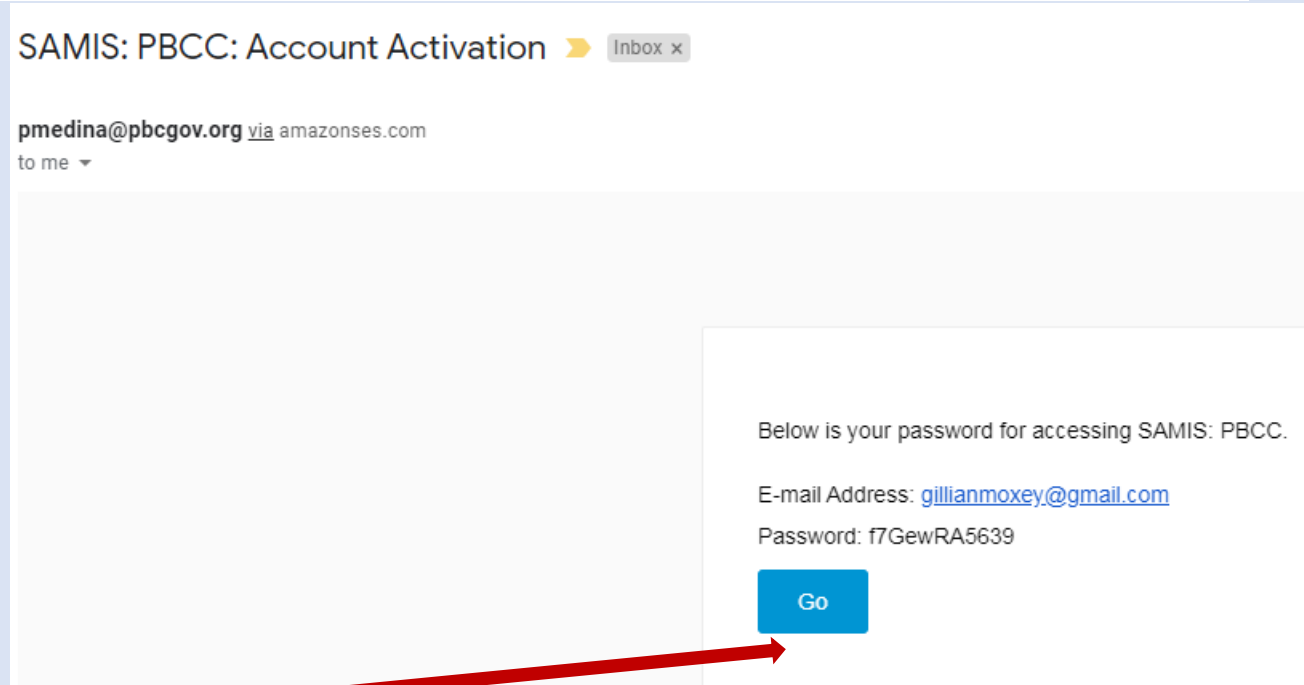
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Completing the ESG NOFO



For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.



This email will contain your password to sign into SAMIS to complete the application



Completing the ESG NOFO

Before using this site, you must agree to the terms and conditions of use.

Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

"Assessment" means this Terms of Use.

I Agree

I Do Not Agree

You will be asked to accept the terms of use for SAMIS...

...and, to change your password

Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

Confirm Password *

Change My Password



Completing the ESG NOFO

CREATE NEW ENTRY

Proposals

Federal ID *

Agency Name *

Address

City

State

Zip Code

NOFO/RFP *

Program Name *

Attachment 1 - ESG FY 2021 Cover Sheet *
Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

Choose File

Attachment 2 - ESG Categories & Activities (5 Pts) *
Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: CatAct_FY21

Sections

0%

*	Proposals
×	ESG Project Narrative
×	ESG Project Goals and Objectives
×	ESG Site Control & Compliance
×	ESG Budget Proposal
×	HMIS (ClientTrack)/ESG CAPER Report
×	HHA Meeting Attendance
×	Non-Profit Status Verification

The application will appear. A valid Federal ID will populate the applicant's agency name and address.

Check the NOFORFP to confirm you are in the correct application

Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.



Completing the ESG NOFO

Throughout the application, an “*” (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the “Additional Editors” field in the first section of the application (first page)

CREATE NEW ENTRY

Proposals

Federal ID * Federal ID is required

Agency Name *

Address

City

State Select State

Zip Code

NOFO/RFP * ESG FY 2021 NOFO

Additional Editors

Program Name *

Attachment 1 - ESG FY 2021 Cover Sheet * Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: **Coversheet_FY21**

Choose File

Attachment 2 - ESG Categories & Activities (5 Pts) * Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

Sections

0%

*	Proposals
×	ESG Project Narrative
×	ESG Project Goals and Objectives
×	ESG Site Control & Compliance
×	ESG Budget Proposal
×	HMIS (ClientTrack)/ESG CAPER Report
×	HHA Meeting Attendance
×	Non-Profit Status Verification



Completing the ESG NOFO

CREATE NEW ENTRY

Proposals

Federal ID * Federal ID is required

Agency Name *

Address

City

State Select State

Zip Code

NOFO/RFP * ESG FY 2021 NOFO

Additional Editors Type in Name here

Program Name * No results found

Attachment 1 - ESG FY 2021 Cover Sheet * Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

Click on the drop-down box to type in the name of the additional reviewer/editor



Completing the ESG NOFO

+ New Proposal

Proposals View Reports Review Design

My Records [Create New](#)

Click on an existing entry below to continue updating that record or click on Create New to start a new one.

Title	Complete	Modified
ESG Test Program 3		3/24/20 8:04 AM
		3/4/20 3:08 PM

The application will then appear in the additional reviewer's list of applications



Completing the ESG NOFO

Attachment 2 - ESG Categories & Activities (5 Pts) *	Click ESG Categories and Activities to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form. <ul style="list-style-type: none">• Please upload your document in the following format: .pdf• Please name your document as such: CatAct_FY21 <p>Choose File</p>
Attachment 3 - ESG Grantee HHA Certification *	Click ESG HHA Certification to download the REQUIRED ESG Grantee HHA Certification Form. Please upload once you have completed and signed this form. <ul style="list-style-type: none">• Please upload your document in the following format: .pdf• Please name your document as such: GrantCert_FY21 <p>Choose File</p>
ESG FY 2021 NOFO Guidance Document	Click ESG NOFO Guidance to download a copy of the ESG FY2021 NOFO Guidance Document for reference throughout the application.

Download the ESG FY 2022 NOFO Guidance Document for details on the program and reference throughout the application.



Completing the ESG NOFO

Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.







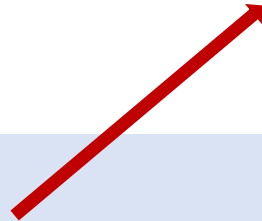
Attachment 1 - ESG FY 2021
Cover Sheet *

Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

Choose File



Click on the link to preview and download the document. Re-upload the document in the suggested document formats and with the naming convention indicated.






Completing the ESG NOFO

ESG ATTACHMENT 1 - COVER LETTER.PDF
Posted 3/4/20 by Gillian Moxey

Back [Download File](#)

Webauthor.com



Attachment 1 - ESG FY 2021 Application Cover Sheet

Please complete this ESG Application Cover Sheet.

Project Name: _____ **Agency:** _____

Project Address: _____

Fatal Flaws:

Click here to download the previewed document, then click back to return to the application



Completing the ESG NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text “Mark this Section Completed.”

Check the box only after you have completed the section.

You can move between sections if this box is un-checked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application

The screenshot displays the application interface for the ESG NOFO. It features three main sections for attachments:

- Attachment 2 - ESG Categories & Activities (5 Pts) ***: Includes instructions to click [ESG Categories and Activities](#) to download the template, upload a PDF document, and name it as `CatAct_FY21`. A "Choose File" button and icons for camera, video, microphone, and screen are present.
- Attachment 3 - ESG Grantee HHA Certification ***: Includes instructions to click [ESG HHA Certification](#) to download the form, upload a PDF document, and name it as `GrantCert_FY21`. A "Choose File" button and icons for camera, video, microphone, and screen are present.
- ESG FY 2021 NOFO Guidance Document**: Includes instructions to click [ESG NOFO Guidance](#) to download a copy of the guidance document for reference.

At the bottom of the form, there is a checkbox labeled "Mark this Section Completed" which is checked. Below the checkbox are two buttons: "Next" and "Save & Continue Later". A blue horizontal line is positioned above the buttons. At the very bottom, there is a copyright notice: "COPYRIGHT 2020. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. NEW-CF-2-CFUSION".

The “Save & Continue Later” button at the end of each section will take you to the application preview/summary page. You will be able to save your application there and return to complete the application at a later time.

The “Next” button at the end of each section will take you to the next section of the application. The “Back” button will take you to the previous section.



Completing the ESG NOFO

ESG TEST PROGRAM 2

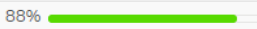
Modify Detail History ↗

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:05:05

Proposals

Federal ID	83-1439572
Agency Name	ESG Test
Address	810 Datura Street

Section

88% 

- ✓ Proposals
- ✗ ESG Project Narrative
- ✓ ESG Project Goals and Objectives

After you have completed the first section of the application, you will see this status bar at the top of each application section, which will include your agency name, the name of the proposal and a countdown to the application deadline date.



Completing the ESG NOFO

If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the “Modify” button, then press “Next” until you reach the section you need to mark completed. Click on the “Save and Continue Later” button to return to the summary page.

ESG TEST PROGRAM 2

Modify Detail History ↻

1172 Pending ESG Test ESG FY 2021 NOFO 4/10/2020 12:00 PM 21 days 01:05:05

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
— Proposals					
Federal ID	83-1439572	Agency Name	ESG Test	Address	810 Datura Street
City	West Palm Beach	State	FL	Zip Code	33401
NOFO/RFP	ESG FY 2021 NOFO	Program Name	ESG Test Program 2	Attachment 1 - ESG FY 2021 Cover Sheet	Click ESG Cover Sheet to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form. <ul style="list-style-type: none">Please upload your document in the following format: .pdfPlease name your document as such: Coversheet_FY21 Attachment 3 - YHDP Grantee HHA Certification.pdf
Attachment 2 - ESG Categories & Activities (5)	Click ESG Categories and Activities to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.	Section			

Section

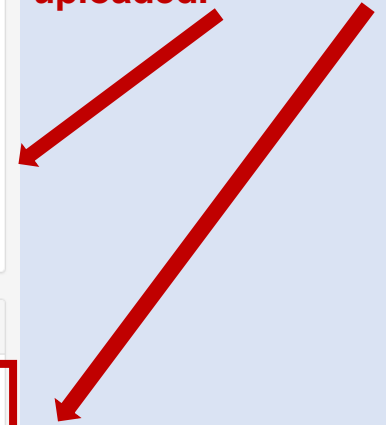
88%

- ✓ Proposals
- ✗ ESG Project Narrative
- ✓ ESG Project Goals and Objectives
- ✓ ESG Site Control & Compliance
- ✓ ESG Budget Proposal
- ✓ HMIS (ClientTrack)/ESG CAPER Report
- ✓ HHA Meeting Attendance
- ✓ Non-Profit Status Verification

Files [Add File](#)

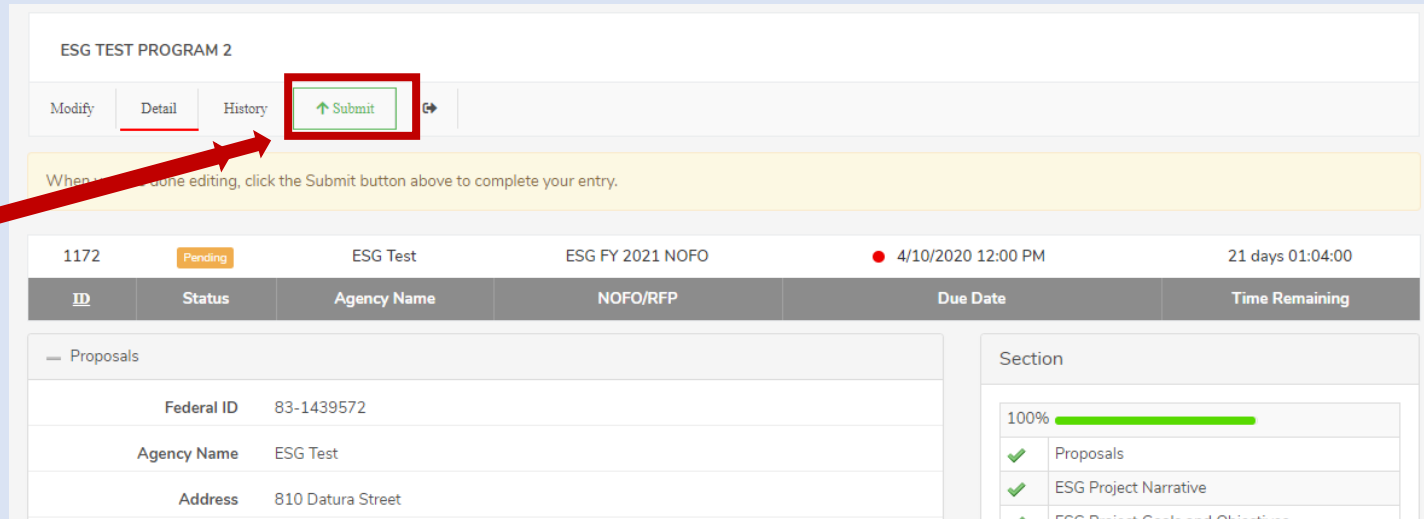
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.



Completing the ESG NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit. Click on the "Submit" button to submit your application.



ESG TEST PROGRAM 2

Modify Detail History **Submit** ↗

When you are done editing, click the Submit button above to complete your entry.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

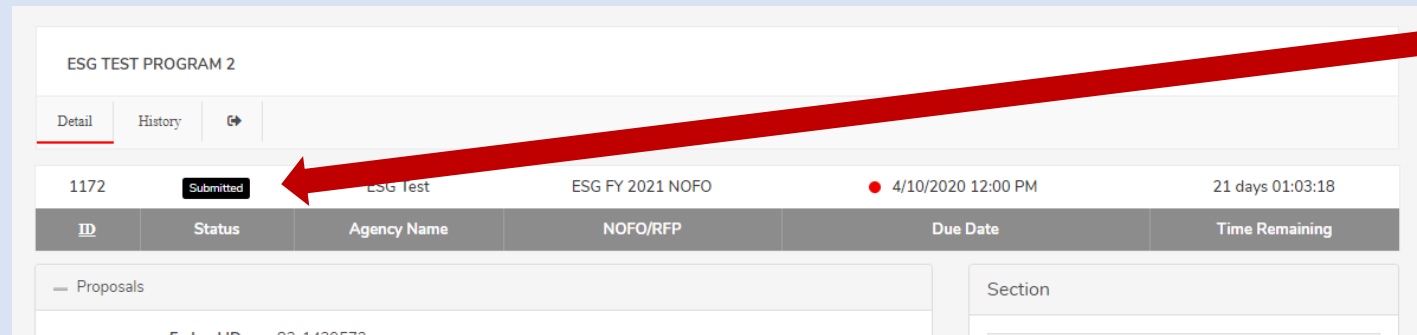
Federal ID	83-1439572
Agency Name	ESG Test
Address	810 Datura Street

Section

100%

- ✓ Proposals
- ✓ ESG Project Narrative
- ESG Project Goals and Objectives

Note: You cannot make changes to your application once you have submitted the application



ESG TEST PROGRAM 2

Detail History ↗

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Section

Federal ID 83-1439572

When you have submitted your application, you will see a black "Submitted" box on the status bar.



Completing the ESG NOFO

The screenshot displays a web application interface for managing proposals. The main content area shows details for 'ESG TEST PROGRAM 2' with a status of 'Submitted' and a due date of 4/10/2020. A table lists the proposal with columns for ID, Status, Agency Name, NOFORFP, Due Date, and Time Remaining. Below the table, the proposal details are listed: Federal ID (83-1439572), Agency Name (ESG Test), Address (810 Datura Street), City (West Palm Beach), State (FL), and Zip Code (33401). The NOFORFP is 'ESG FY 2021 NOFO'. The program name is 'ESG Test Program 2'. Two attachments are listed: 'Attachment 1 - ESG FY 2021 Cover Sheet' and 'Attachment 2 - ESG Categories & Activities (5 Pts)'. Instructions for downloading and uploading templates are provided for both attachments. A print dialog box is open on the right, showing 'Print 9 pages' with options for Destination (Save as PDF), Pages (All), and Layout (Portrait). 'Save' and 'Cancel' buttons are at the bottom of the dialog.

ID	Status	Agency Name	NOFORFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 00:58:29

Proposals - Records - Palm Beach County Board of County Commissioners

ESG TEST PROGRAM 2

1172 **Submitted** ESG Test ESG FY 2021 NOFO 4/10/2020 12:00 PM 21 days 00:58:29

ID	Status	Agency Name	NOFORFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 00:58:29

Proposals

Federal ID
83-1439572

Agency Name
ESG Test

Address
810 Datura Street

City
West Palm Beach

State
FL

Zip Code
33401

NOFORFP
[ESG FY 2021 NOFO](#)

Program Name
ESG Test Program 2

Attachment 1 - ESG FY 2021 Cover Sheet

Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

[Attachment 3 - YHDP Grantee HBIA Certification.pdf](#)

Attachment 2 - ESG Categories & Activities (5 Pts)

Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: CatAct_FY21

[Attachment 3 - YHDP Grantee HBIA Certification.pdf](#)

Print 9 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel

You can print your application for your record by clicking the right button on your computer's mouse



QUESTIONS...



Staff Contact

- If you have questions as you review the application, contact:
 - Contact: Maria Bond
 - Email: PBC-ESGNOFO@PBCGOV.ORG
 - Call: 561.355.4779

