



Augusta, Georgia
Housing & Community Development Department

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2021

HCD ESG CARES Act Program Design

**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES)
ACT**

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

From the

U.S. Department of Housing and Urban Development (HUD)

Executive Summary

Augusta, Georgia is an Entitlement Jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD) to receive formula-based housing and community development funding allocations each year. The Augusta Housing and Community Development (HCD) Department is in the process of deploying resources allocated to Augusta, Georgia through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act funding provided to Augusta, Georgia under the ESG Program is intended to assist communities in preparing for, responding to and recovering from the Coronavirus public health emergency relative to residents experiencing or at-risk of experiencing homelessness.

The following Program Design manual provides details on the program requirements, eligible expenses and description of services available for funding under the ESG Program through Augusta, Georgia.

PRE-QUALIFICATION CRITERIA FOR SUBMITTING AN APPLICATION

To apply for CARES Act ESG funds, Project Sponsors/Applicants must meet the following criteria at the time of Application:

- Must have attained status as a 501(c)(3) non-profit agency for at least 12 months; and Have 12 months of operational experience – or - 24 months experience operating under another organization or entity that has this designation.
- Must be registered and licensed as required to do business in the State of Georgia at the time of application. This includes having a current Augusta, GA Business License, State of Georgia Secretary of State Registration and active DUNS and Bradstreet Number. Prior to Agreement, recommended Agency partners must also submit a Sams.gov registration clearance.
- Must provide with the application a financial statement covering the past 12-month period. If the organization's annual income exceeds \$500,000, an independent audit covering this period must be submitted.
- If Awarded, Agency must submit copy of written financial management procedures, including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement and (d) program income.

For agencies currently receiving funding from Augusta HCD, including, but not limited to, CDBG, ESG, HOME and/or HOPWA, the agency must comply with all terms and conditions of its previous years' contract agreement and must not have any outstanding HUD or City monitoring findings. Additionally, Applicants who are current recipients of HCD's ESG funding must demonstrate an ability to provide services through this funding opportunity that does not interfere with services projected under their current performance outcomes.

Mandatory Application Workshop

Wednesday, January 13, 2021 – 2:00 PM

Virtual – Zoom

Registration is Required

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Access to the Applications through the Neighborly Application portal will be available online at the City's website: <https://www.augustaga.gov/68/Housing-Development>

During the Application Technical Assistance Period, Questions must be submitted, in writing, to askhcd@augustaga.gov. No other avenue is allowed for questions about this application process.

IMPORTANT! It is **MANDATORY** that all potential applicants attend the Application Workshop.



PROGRAM DESIGN

I. EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, under the McKinney-Vento Homeless Assistance Act, revises the Emergency Shelter Grants (ESG) Program and renames the program the Emergency Solutions Grants Program. This program enhances the Continuum of Care planning process, the coordinated response to addressing the needs of homeless individuals and families.

A. What are the Objectives of the CARES Act ESG Program?

Funding under the CARES Act ESG Program is intended to assist communities in preparing for, responding to and recovering from the Coronavirus public health emergency relative to residents experiencing or at-risk of experiencing homelessness. The objectives of the ESG program are to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

B. What Are the Eligible Program Activities available for funding?

1. Emergency Shelter

- Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter are not eligible under the CARES Act ESG funding opportunity.

Note: Property acquisition and new construction are ineligible ESG activities.

- **Essential Services** such as case management, childcare, 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, relocation, and furnishings.

NOTE: These costs are Reimbursable for costs incurred since March 1, 2020 so long as those costs are not already reimbursed through other funding sources.

3. Homelessness Prevention

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 50 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include utilities, past due rents, utility arrears and payments, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

4. Rapid Re-Housing

Housing relocation and stabilization services and 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 also include utilities, rental application fees, security deposits, first month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair. Programs can offer up to 12 months of additional rental support, based on the applicants' Program Policy and capacity to deliver such services.

C. What are the Income Limitations of the CARES Act ESG Program services?

To benefit low- and moderate-income persons experiencing or at-risk of experiencing homelessness: Projects under this objective must directly benefit low- and moderate-income Augusta residents (as defined by Section 8 Income Guidelines; see below) who are experiencing or at-risk of experiencing homelessness.

For Emergency Shelter, there is no income limitation.

For rapid rehousing, there is not income limit at the time of assistance, but clients served must recertify at 50% AMI or below.

For Homelessness Prevention, clients must be at or below 50% AMI.

Please see the following chart that demonstrates the most recently available AMI and Income Limit calculations for Augusta, Georgia.

FY 2020 Income Limit Area	Median Family Income Explanation	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Augusta-Richmond County, GA-SC HUD Metro FMR Area	\$65,900	Very Low (50%) Income Limits (\$) Explanation	23,100	26,400	29,700	32,950	35,600	38,250	40,900	43,500
		Extremely Low Income Limits (\$)* Explanation	13,850	17,240	21,720	26,200	30,680	35,160	39,640	43,500*
		Low (80%) Income Limits (\$) Explanation	36,900	42,200	47,450	52,700	56,950	61,150	65,350	69,600

<https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

D. What are the Matching Fund Requirements?

Unlike annual allocations under the ESG program, there are not Matching Fund requirements for the utilization of CARES Act ESG funds.

E. Eligible Project Sponsors

Proposals will be accepted from local 501(c)(3) non-profit corporations, local Community Housing Development Organizations (CHDO), Community Based Development Organizations (CBDO) and governmental agencies providing services to persons experiencing or at-risk of experiencing homelessness.

F. What are the Funding Priorities?

Activity
▪ Emergency Shelter Space and Operation Costs since March 1, 2020 not already reimbursed.
▪ Emergency Shelter Essential Service Costs since March 1, 2020 not already reimbursed.
▪ Rental Assistance
▪ Stabilization Services

G. Service Delivery Costs

The City will develop a per diem service delivery cost structure at the time of agreement for agencies recommended for rapid rehousing and / or homelessness prevention funding under this opportunity.

H. What are the Geographic Areas Covered by ESG?

This is a citywide program covering the entire Augusta-Richmond County, Georgia geographic area. This includes the municipal city limits of Hephzibah, Georgia and Blythe, Georgia.

II. CARES ACT ESG FUNDING APPLICATION REVIEW PROCESS

A. Application Review

1. CARES ACT ESG Applications – subject to review and recommendations by HCD’s Project Scoring and Selection Committee.
2. HCD develops draft list of Proposed CARES Act ESG projects and presents to the Augusta Commission’s Administrative Services Committee for approval.

III. Eligible Applicants Who May Apply

The City accepts proposals from any source, including agencies, governmental entities, civic groups, and individual citizens. However, only certain types of applicants may be designated as *grant recipients*. These include governmental agencies within Augusta, Georgia and private non-profit organizations serving residents of the City of Augusta. Requests for individual assistance, either as a homeowner or for a business, should *not* be made on this application form, but as follows:

1. Individual homeowners needing housing assistance – call the Augusta Housing & Community Development (AHCD) Department (Housing Rehabilitation Program) at (706) 821-1797 for direct assistance information.
2. Individual for-profit businesses needing economic development loan assistance - call Sara Scheirer HCD CD Coordinator (Economic Development Program) at (706) 821-5270 for direct assistance information.

IV. Application Review Schedule and Process

Proposed Date	Round 1 Process / Steps
1/13/2021	CARES Act Funding Workshop
1/15/2021	Applications Live in Neighborly
1/18/2021 – 1/25/2021	Technical Assistance Period for Applicants
1/29/2021	Applications Due in Neighborly by 5 PM EST
02/01/2021 – 02/05/2021	Application Review, scoring and funding recommendation
02/09/2021	Funding Recommendations to HCD Director
02/08/2021 – 02/12/2021	Agreements Drafted by HCD Staff and Reviewed with Recommended Agencies. Agreement Term = March 1, 2021 – August 31, 2021
02/19/2021	Deadline for Final Agreement Revisions to HCD and Agreements prepared by HCD staff for execution
TBD	Commission presentation for approval of recommended agencies.

VI. Application Submission Instructions

Application Availability: Applications will be available online at <https://www.augustaga.gov/68/Housing-Development> beginning Friday, January 15, 2021. Application Deadline will be **Friday, January 29, 2021 @ 5:00 PM EST**. Applications received after the Application Deadline will be deemed ineligible for review and / or funding recommendation.

HCD staff is available to provide technical assistance on how to complete an application for the time period indicated above **ONLY**. Please send questions to askhcd@augustaga.gov and a response will be issued in a FAQ document distributed to all Registered attendees at the Mandatory Application Workshop.

VII. Other Requirements:

1. Separate Applications for Separate Project Sponsors: If you are requesting funds for two different projects with different project sponsors (i.e. one reflecting partnership between multiple organizations), then two different applications should be submitted. (e.g. Rapid Rehousing by Agency 1 and Homelessness Prevention by Agency 1 and Agency 2 working together.).
2. Submitting Applications. Applications for these funds must be completed in full and submitted online to the Augusta, Georgia Housing and Community Development Department through the Neighborly Application portal no later than 5:00 PM on Friday, January 29, 2021. Applications hand-delivered or sent by mail, FAX or email will not be accepted. Late or incomplete applications will not be considered. Please complete the application in its entirety, meeting all minimum threshold requirements, and conforming to federal regulations for use of funds.
3. Audit/Financial Statements: Applicant must provide one (1) copy of the most recent audit or financial statement (See 3 – “Pre-Qualification Criteria”). These audits/financial statements will be submitted as an attachment in the application.
4. Implementation Timetable: Augusta is required to expend these funds in a timely manner. Agreements for this round of ESG CARES Act funds will be for the time period March 1, 2021 through August 31, 2021. A second round of ESG CARES Act funds will be made available for application later in 2021, but all Agencies funded under this round of funding will be eligible to apply so long as they are in compliance and performing under the terms of the Round 1 ESG CARES Act fund Agreement. All applicants should apply for projects under this round that can be completed within this 6-month period. All financing for the project should be in place and committed except for the amount you are requesting through this funding opportunity.
5. Contractual Requirements:
Under City of Augusta and Federal laws and regulations, certain requirements must be met in order to negotiate an Agreement and disburse funds. These requirements include the following:

- A. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private non-profit or governmental agency. If non-profit, they must be incorporated under Georgia State law and have a 501 (c) (3) status issued from the IRS. Agencies must also have an active DUNS and Bradstreet number and be in compliance with all Federal Agencies as determined through a SAMS.gov registration prior to Agreement with Augusta, Georgia.
- B. After an application is approved for funding, a Grant Agreement will be prepared and sent by the City of Augusta to the person identified by the applicant as the authorized official for execution. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Subrecipients will be required to file regular reports on expenditures, progress toward goals and beneficiaries. Forms for these reports will be provided with the Grant Agreement.
- C. Subrecipients will be required to obtain adequate insurance covering workmen's compensation, bodily injury, property damage, or automobile liability, and fidelity bond depending on the nature of the project. Also, any necessary licenses for complying with all applicable federal, state and municipal laws, codes and regulations must be obtained.
- D. Subrecipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

GLOSSARY OF TERMS

Acronym	Definition
501(c)(3)	Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, etc. purposes that receive an exemption from federal taxation under Section 501(c)(3) of the Internal Revenue Code
501(c)(4)	Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational or recreational purposes.
CBDO	Community Based Development Organization – Agency established for the purpose of providing neighborhood revitalization, community economic development, or energy conservation under the CDBG Program.
CHDO	Community Housing Development Organization – A private, nonprofit organization organized under State or local laws for the specific purpose of developing housing.
ESG	Emergency Solutions Grant Program – Federal program authorized specifically to assist homeless and at-risk persons as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, (modified through the HEARTH Act of 2009).
Entitlement Jurisdiction	A state or unit of general local government designated by Congress to receive federal funds.
Project Sponsor	Agency applying for funds
Subrecipient	A public agency or Non-profit agency that receives Federal funds to carry out an eligible activity under a federal program.