

COUNTY OF RIVERSIDE
DEPARTMENT OF HOUSING, HOMELESSNESS PREVENTION &
WORKFORCE SOLUTIONS

NOTICE OF FUNDING AVAILABILITY
CARES ACT – ROUND II EMERGENCY SOLUTIONS GRANT (ESG-CV)

The County has been allocated \$6,352,897 of Round II ESG-CV funds under the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act). On October 20, 2020, the Board of Supervisors approved the allocation of \$2,950,958 of ESG-CV2 funds for the Riverside County Rental Relief Fund. The Board also authorized the remaining \$3,401,939 of ESG-CV2 funds to be allocated to eligible ESG activities pursuant to the CARES Act [See Page 7 for the Online Application process and due dates].

These ESG-CV2 funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID19) among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. The primary intent of the ESG-CV2 funds is to supplement the existing operational budgets of nonprofit organizations and government agencies responding to the critical needs of the community by providing services to prevent, prepare for, and respond to increased demand for services for these populations.

Please Note: the ESG-CV funds can be used to reimburse homelessness service providers for eligible coronavirus-related expenses incurred before the enactment of the CARES Act. The County of Riverside will use April 1, 2020, as the coronavirus pandemic impact date.

Special Features of the Round II ESG-CV Funding

1. There is no “cap” on emergency shelter and outreach activities;
2. Recipients of ESG-CV funds can deviate from the regular procurement standards when procuring good and services to prevent, prepare for, and respond to coronavirus impacts (subject to County approval);
3. There is no “matching” funds requirement;
4. Funds can be used to provide temporary shelters through leasing of existing property, temporary structures, or other means to prevent, prepare for, and respond to coronavirus impacts; and
5. Individuals and families with incomes not exceeding HUD’s very low-income limit for Riverside County shall be considered “at risk for homelessness” and shall be eligible for homelessness prevention; and
6. No ESG-CV funds may be used to require persons experiencing homelessness to receive treatment or perform other prerequisite activities as a condition of receiving shelter, housing, or other services; and
7. The waiver of other ESG regulations.

Uses of ESG-CV2 Funding

The ESG-CV2 funds can be used to provide a wide range of services and supportive activities primarily through Street Outreach, Emergency Shelter, Rapid Re-housing, and Homelessness Prevention. ESG-CV2 can also be used for property acquisition, rehabilitation, and operation of temporary homeless shelters.

The County will allow ESG-CV2 funds to be used throughout the Riverside County Continuum of Care service area and combined with ESG-CV funding from the State of California or other ESG-CV recipients.

Eligible ESG-CV activities are:

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. Shelter operations;
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
7. Temporary Emergency Shelters

Examples of coronavirus response or preparedness expenses include:

1. **Emergency Shelter/Shelter Operations**

Supplies - Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; Protective equipment such as masks, disposable gloves; Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets, food, medicine, etc.

Furnishings - Cots, room dividers

Equipment - Washers, dryers, portable handwashing stations

Transportation – Necessary for program participant travel to and from medical care, service providers, etc.

2. **Street Outreach**

Engagement (Urgent Physical Needs): Hand sanitizer, soap, tissue packets, masks

Engagement (Equipping Staff): Masks, disposable gloves, hand sanitizer, other personal protective equipment

Case Management (Referrals): Coordinating medical care and other support services

Transportation: Necessary for program participant travel to and from medical care, service providers, etc.

3. **Expanded Staffing and Capacity Building** - Hiring additional staff to support infectious disease preparedness, increased caseloads, etc.

Temporary Emergency Shelters

As permitted by the CARES Act and HUD Notice CPD-20-08, ESG-CV2 funds may be used to pay for temporary emergency shelters for individuals and families experiencing homelessness in order to prevent, prepare for, and respond to coronavirus.

Eligible costs include:

- (1) Leasing existing real property or temporary structures to be used as temporary emergency shelters;
- (2) Acquisition of real property (e.g. hotels, ancillary structures, parking lots). The County will limit the total amount of ESG-CV2 funds used for acquisition and renovation to \$1.5 million per property;
- (3) Renovation (including major rehabilitation and conversion) of real property (e.g., hotels) into temporary emergency shelters. Eligible costs include labor, tools, and other costs for renovation;
- (4) Shelter operations costs including the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for the operation of the temporary emergency shelter;
- (5) Services, including essential services under 24 CFR 576.102(a)(1), housing search and placement services under 24 CFR 576.105(b)(1), and housing search and counseling services as provided under 24 CFR 578.53(e)(8); except as otherwise stated in 24 CFR part 576.408.

Homeless Management Information System (HMIS) and Coordinated Entry System (CES)

ESG-CV2 subrecipients are required to use an HMIS database or a comparable database if the subrecipient 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.

All organizations awarded ESG-CV2 funds must use the Riverside County Continuum of Care's Coordinated Entry System (CES). These subrecipients must work with the Continuum of Care to ensure that the screening, assessment, and referral of program participants are consistent with the ESG written standards as well as all policies and guidelines required by the Coordinated Entry System lead agency.

ESG-CV2 Award Information; Minimum ESG Awards; Number of Awards

Because the ESG-CV2 funds are intended to be used for costs necessary to prevent, prepare for, and respond to the coronavirus pandemic, it is expected that these funds will be utilized quickly, within one (1) to six (6) months after award. However, depending upon the type of activity funded, a successful subrecipient will have one (1) year to complete, expend, and drawdown their ESG-CV2 award.

There is no minimum or maximum ESG-CV2 grant application amount. However, to ensure effective, efficient, and equitable allocation of ESG-CV2 awards, the average ESG-CV2 grant award is expected to be

\$150,000. The County expects to award between 10-20 ESG-CV2 grants, totaling approximately \$3,000,000. However, if the County awards funding for a Temporary Emergency Shelter activity, the number of ESG-CV2 awards could be considerably less.

All ESG-CV2 awards made by the County will be in the form of a grant. Subrecipients will be required to execute an approved ESG-CV Subrecipient Agreement with the County including non-profit organizations and non-County governmental entities.

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

Other Information and Guidance

ESG-CV2 Applicants should refer to the following for guidance:

1. HUD Notice: CPD-20-8, issued September 1, 2020, Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act; and
2. HUD ESG Regulations 24 CFR Part 576.101-104 regarding eligible uses of ESG funding.

The applicable regulations for the ESG program can be found at Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) and 24 CFR Part 576 (CFDA 14.231). For information about the ESG program, please visit <https://www.hudexchange.info/programs/esg/>.

Applicant Eligibility Information:

The County of Riverside will only accept ESG-CV2 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 and Special Districts that directly operate homelessness assistance program or activities.

Individuals cannot apply for County ESG-CV funding.

Non-profit organizations will be required to submit documentation as part of the ESG-CV2 application pertaining to their incorporation, bylaws, and tax-exempt status.

Compliance with Laws and Regulations

A subrecipient of the County's ESG-CV2 funding 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. ESG-CV2 subrecipients shall further comply with all laws applicable to a subrecipient of ESG-CV2 funds. A list of these regulations is available upon request.

Questions and Technical Assistance

For information or questions regarding the County’s ESG program or the ESG-CV2 application cycle, please contact Sterlon Sims at ssims@rivco.org or (951) 955-5938. For questions or assistance with the online application system, please contact Susana Orozco at sorozco@rivco.org or (951) 955-5933. Individuals with hearing or speech disabilities may contact the CDBG program staff by utilizing the California Relay Service (711).

Online Application System

All applications for the County’s ESG-CV2 funding must use the Online Application System which can be accessed at <https://riversidecoeda.gosmart.org/login.php>. All forms necessary to apply are available online with the exception of the documents required to be uploaded by the applicant (e.g., bylaws, authorizations, back up information, etc.) **[See Page 7 for the Online Application process and due dates].**

The ESG-CV2 application consists of the following sections:

Applicant Profile	General Information
Organizational History	Project Activity
Residential Service Section	Financial Information (Budget)
Fiscal Year Projected Budget	Application Certification and Authorization
Proposal Narrative	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 will certify that the individual submitting the ESG-CV2 application has been authorized to submit on the behalf of the organization applying for ESG-CV2 funds. This certification **MUST** be accompanied by a minute order, resolution, or other official authorization to submit the application.

Paper Application Submittals

Because the County does provide technical assistance to organizations wishing to submit ESG-CV2 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 ESG-CV2 application for those applicants that can justify the need for a paper application. Requests for paper applications can be submitted to:

County of Riverside ESG-CV
Attention: Sterlon Sims
3403 Tenth Street, Suite 300
Riverside, CA 92501
(951) 955-5938 Direct
(951) 343-5609 FAX
ssims@rivco.org

Additional Information

Successful applicants may be required to submit additional documentation to the County, prior to the receipt of their ESG-CV2 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
- Organization's most recent fiscal report
- Most current annual audit and most recent Single Audit in accordance with 2 CFR Part 200.500, if applicable, including any exceptions
- Incorporation Documents

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

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

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-CV grant awards to any organization or government entity that fails to comply with the SAM and DUNS requirements. If you do not already have a DUNS number, contact Dun and Bradstreet toll free at 1-866-705-5711.

For more information, visit <https://www.sam.gov/portal/SAM/#1>

Application Submission Date and Time

The County of Riverside is using an Online Application System for the ESG-CV2 grant applications. All applications must be submitted through the online system unless an applicant has been previously authorized by the County, in writing, to submit a paper application.

To begin the application process, interested organizations can access the online application system at <https://riversidecoeda.gosmart.org/login.php>. The application 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 have two ESG-CV2 application periods:

- **Round 1 - December 1, 2020 through January 15, 2021**
- **Round 2 - January 16, 2021 through February 15, 2021**

The HHPWS will accept, review, and evaluate all ESG-CV2 applications submitted by the ending date for each application period. Subsequently, HHPWS will submit funding recommendations to the Board of Supervisors.

All ESG-CV2 applications submitted for Round 1 must be submitted through the online application system no later than 5:00 PM (PST) on January 15, 2021. Applications submitted for Round 2 must be submitted through the online application system no later than 5:00 PM (PST) on February 15, 2021. Applicants are permitted to submit applications for Round 1, Round 2, or both rounds.

All pre-authorized paper applications must be postmarked no later than January 15, 2021, for Round 1, and February 15, 2021, for Round 2. The paper application must be sent to the following address:

County of Riverside ESG-CV Program
Attention: Sterlon Sims
3403 Tenth Street, Suite 300 Riverside, CA 92501
(951) 955-5938 Direct (951) 343-5609 FAX
ssims@rivco.org

The County will only accept ESG-CV applications from 501 (c) (3) non-profit corporation and governmental agencies. Applications for the ESG-CV funds 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.

Intergovernmental Review

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

Application Review and Rating

The County's *Department of Housing, Homelessness Prevention, and Workforce Solutions* will use an ESG-CV "Evaluation and Project Rating System" for the ESG-CV2 applications appropriate for the current urgency and public health crisis resulting from the COVID-19 pandemic. All applications will be considered for the following:

1. Impact of the coronavirus pandemic upon the applicant and the response to the critical needs of the community by providing services to prevent, prepare for, and respond to increased demand for services.
2. Impact of the coronavirus pandemic upon the applicant's initial operating budget and subsequent adjustments.
3. The number of persons served, and the level of service provided, since the April 1, 2020, COVID19 "impact date."
4. The proposed uses of the ESG-CV2 funds.
5. The ability of the applicant to readily utilize and expend the ESG-CV2 funds.

Anticipated Announcement, Award Date, and Notice

It is anticipated that the Board of Supervisors for the County of Riverside will approve all ESG-CV2 funding awards on or about:

Round 1 – February 9, 2021

Round 2 – March 9, 2021

The announcements of the ESG-CV2 awards will be made shortly after the Board's actions. Those applicants that have been approved for ESG-CV2 funding will be notified by mail or email. The notification will clearly indicate the amount of the award as well as the effective date. The notice will inform the successful applicants that an ESG-CV Subrecipient Agreement will be prepared and forwarded to them with further instructions.

Post Award Reporting Requirements

To ensure compliance with the ESG-CV2 program requirements, all subrecipients of ESG-CV2 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-CV2 funds and HMIS requirements. All specific reporting requirements will be stated in the ESG-CV Subrecipient Agreement.

Point of Contact

For information about the ESG-CV2 program or application process, please contact the following:

County of Riverside ESG-CV

Attention: Sterlon Sims

3403 Tenth Street, Suite 300, Riverside, CA 92501

(951) 955-5938 Direct / ssims@rivco.org

John Thurman, CDBG/ESG Program Administrator

Department of Housing, Homelessness Prevention, and Workforce Solutions