

**MOBILE URBAN COUNTY  
EMERGENCY SOLUTIONS GRANTS PROGRAM**

**2024 APPLICATION**



**PROPOSAL DEADLINE:**

**January 19, 2024 by 12:00 PM**



**Mobile County Grants Department  
South Tower 8<sup>th</sup> Floor, Government Plaza  
205 Government Street  
Mobile, AL 36644-1800**

If you have questions or require technical assistance, please contact the Mobile County Grants Department at (251) 574-8099 or (251) 574-8096.

Application may also be downloaded from <https://www.mobilecountyal.gov/grants/requests-for-proposalsapplications/> or by emailing Gordon Bauer at [Gordon.Bauer@mobilecountyal.gov](mailto:Gordon.Bauer@mobilecountyal.gov). For your convenience, this application form has been created in a fillable PDF format. After completion it can be digitally signed, saved, and submitted electronically. See Application Deadline section on page 3 for detailed instructions.

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## INTRODUCTION

Mobile County Urban County is a recipient of Emergency Solutions Grants (ESG) Program funds from the U.S. Department of Housing and Urban Development (HUD). The primary objective of the ESG grant is to provide essential services to shelter residents, rapidly re-house homeless individuals and families, prevent families and individuals from becoming homeless, engage homeless individuals and families living on the street, improve the number and quality of emergency shelters for homeless individuals and families, and help operate these shelters. As lead agency for the Urban County, Mobile County Commission requests applications from Continuum of Care (CoC) participants and not-for-profit organizations that provide services in Mobile County to homeless persons and those at risk of homelessness who reside within the geographic designation of the Mobile County Urban County, namely City of Bayou La Batre, City of Chickasaw, City of Citronelle, City of Creola, Town of Mount Vernon, City of Prichard, City of Saraland, City of Satsuma, City of Semmes, and the unincorporated areas of Mobile County.

## APPLICATION DEADLINE

**Proposals for ESG funds must be submitted to the Grants Department by 12:00 p.m., January 19, 2024.** Electronic submission is preferred, however if you need to submit your proposal in hard-copy form, via mail or hand-delivery, it will be accepted. See cover page for physical address.

Please submit a PDF of your proposal via email to [Gordon.Bauer@mobilecountyal.gov](mailto:Gordon.Bauer@mobilecountyal.gov), making certain to exclude any PII (Personally Identifiable Information). An acknowledgement will be sent upon receipt of your proposal; if you do not receive an acknowledgement by COB January 19, 2024, be sure to let us know.

This requirement is firm as to the mode of submission, inclusive of date and time.

Grant awards are expected to be announced by May 30, 2024.

## GENERAL APPLICATION REQUIREMENTS

Applicants should review and become familiar with the following:

1. Written standards described in the County's 2020-2024 Consolidated Plan and 2024 Action Plan (Appendix A),
2. Eligible program components (Appendices B & C),
3. Homeless Definition (Appendix D), and
4. Applicable Requirements for Rental Assistance or Housing Relocation and Stabilization Services (Appendix E).

Information about all eligible costs and program requirements is located at 24 CFR §576.

Please note Federal guidelines require that funds are spent in a timely manner. Therefore, funded programs will need to have all **2024 ESG funds expended by July 31, 2025** otherwise funds may be de-obligated.

## ELIGIBLE APPLICANTS

Continuum of Care (CoC) participants and not-for-profit organizations that provide services in Mobile County to **homeless persons and those at risk of homelessness who reside within the geographic designation of the Mobile County Urban County, namely City of Bayou La Batre, City of Chickasaw, City of Citronelle, City of Creola, Town of Mount Vernon, City of Prichard, City of Saraland, City of Satsuma, City of Semmes, and the unincorporated areas of Mobile County.**

Applicant must be a participant of the HMIS data collection. HUD requires that data on all persons served and all activities assisted under ESG are entered into the local community-wide HMIS or a comparable database. Applicant must provide written certification of participation in the existing HMIS.

Victim service providers or legal service providers are not subject to HMIS requirements. Such providers that do not participate in the HMIS may use a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated, aggregate reports based on the data.

Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Applicant must demonstrate financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed activity. This expertise can be demonstrated through previous experience in successfully developing a program similar to the one proposed within the organization.

## FUNDING AVAILABLE

HUD has not announced the 2024 program year funding allocation for Mobile County, however we anticipate level funding from 2023 for the Community Development Block Grant, the Home Investment Partnership (HOME), and the Emergency Solutions Grant (ESG) Programs:

Community Development Block Grant (CDBG)	\$1,626,019
Home Investment Partnership (HOME)	\$679,551
Emergency Solutions Grants (ESG)	\$148,416

Of the amount awarded, Mobile County Commission proposes to deduct for program administration, planning, and program costs as allowed.

In anticipation of the 2024 funding, Mobile County Commission is accepting applications for the Community Development Block Grant Program and the Emergency Solutions Grant Program. Applications for the HOME Program are accepted in accordance with request-for-proposals published on the County’s webpage on an as-needed basis.

Neither this request for applications nor the acceptance of any application shall imply a funding obligation to any applicant. Submitting a request does not guarantee funding. The County, its elected officials, employees, and agents shall not be held responsible or liable for any losses incurred from claims, suits, damages, costs, or expenses of any kind or of any nature that any proposing entity may suffer, incur, or pay arising out of decisions by the County concerning any proposal, application, or action(s) associated with the administration of any HUD programs.

### Eligible Activities

Eligible funding activities for the ESG components listed in the allocation are in Appendix C - ESG Program Components Quick Reference. See 24 CFR § 576.101 – 576.109 for details of program components and eligible activities.

ESG Program funds may be used to pay indirect costs allocated to an eligible activity in accordance with 2 CFR § 200, subpart E (24 CFR § 576.109). Indirect costs charged to an activity are subject to the expenditure limits for the activity. See 2 CFR §200.57 for details concerning indirect cost rate proposals and Appendix IV to Part 200 for Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations.

### Eligible Clients

The following persons are eligible to receive services being funded by the Emergency Solutions Grants Program (see Homeless Definition in Appendix D):

- 1) Homeless persons who meet the definition of homelessness as defined in 24 CFR § 576, for type of service provided; or
- 2) Persons at risk of becoming homeless under 24 CFR § 576, for the type of service provided.

Applicant must establish written policies and procedures specific to recordkeeping and documenting eligibility assessments at intake and periodic reevaluation, and the program must maintain documentation on all households seeking assistance even if determined to be ineligible (documentation must reflect why).

### **MATCH REQUIREMENT**

Emergency Solutions Grants Program has matching requirements equal to the amount of the award. Applicants must be able to meet the match requirements outlined in 24 CFR § 576.201. Eligible types of matching contributions are cash contributions, in-kind contributions, and noncash contributions (value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG Program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable). The recipient may use funds from another Federal program as match for ESG, unless doing so would violate a specific statutory prohibition or the recipient or subrecipient counts ESG funds as match for that program.

For cash contributions the expenditure date must be when the funds are expended (or when the allowable cost is incurred). For in-kind contributions, the expenditure date is the date the service (or other in-kind match source) is actually provided to the program or project. ESG matching funds must be expended within the same expenditure deadline that applies to the ESG funds being matched. Non-cash contributions must be made within the expenditure deadline.

### **OTHER FEDERAL REQUIREMENTS**

As the applicant, an agency must comply with all other Federal requirements, as now in effect and as may be amended from time to time, and ensure all sub-providers of services comply with additional Federal requirements as outlined in 24 CFR § 576 Emergency Solutions Grants Program and 2 CFR part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Requirements).

## APPENDICES

## **Appendix A - Written Standards in Mobile County's 2024 Action Plan**

Written standards for providing ESG assistance (include as attachment):

1. An ESG program must be aligned and coordinated with the CoC goals for reducing/ending homelessness.
2. A homeless individual or formerly homeless individual must participate in the development of an ESG program.
3. Use of the centralized intake process will be mandated upon completion of the centralized intake system.
4. Participants receiving prevention must meet with a case manager monthly and there must be a case plan for obtaining/retaining permanent housing.
5. There must be a formal process for terminating assistance.
6. Shelters must meet minimum habitability standards.
7. The use of HUD funds for housing assistance requires that habitability, rent reasonableness and fair market rent, and lead paint standards are met.
8. There must be no conflict-of-interest issues with the referral process or for determining eligibility and the delivery of assistance for participant households.



## Appendix B - Emergency Solutions Grants Program Fact Sheet



# Emergency Solutions Grants (ESG) Program

U.S. Department of Housing and Urban Development, Office of Community Planning and Development  
Office of Special Needs Assistance Programs, 451 7th Street SW, Room 7262 Washington, DC 20410  
CFDA Number: 14.231

### OBJECTIVES

The ESG program provides funding 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/individuals from becoming homeless.

For more information and resources about ESG, go to the HUD Exchange website at [HUDEXchange.info](http://HUDEXchange.info).

### GRANT AMOUNTS

#### FY 2019 Allocation: \$280 million

- States total: \$139,063,295
- Urban Counties total: \$36,269,433
- Metro Cities total: \$104,107,272
- Territories total: \$560,000

#### Eligible Recipients (366)

- States: 51 (including Puerto Rico)
- Metropolitan Cities: 196
- Urban Counties: 115
- U.S. Territories: 4

### RECIPIENTS & SUBRECIPIENTS

Eligible recipients generally consist of states, metropolitan cities, urban counties, and territories, as defined in 24 CFR 576.2.

Each recipient must consult with the local Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

**State** recipients must subgrant all of their ESG funds (except the amount for its administrative costs and HMIS costs, if applicable) to units of general purpose local government and/or private nonprofit organizations.

**Metropolitan cities, urban counties and territories** may subgrant ESG funds to private nonprofit organizations.

Local governments (whether recipients or subrecipients) may also subgrant ESG funds to public housing agencies and local redevelopment authorities.

### CITATIONS

**Statute:** Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*) **Regulations:** 24 CFR Part 576.

### ELIGIBLE PROGRAM COMPONENTS

#### 1. Street Outreach

Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.

#### 2. Emergency Shelter

Renovation of a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation). Note: Property acquisition and new construction are ineligible.

Essential Services for individuals and families in emergency shelter. Component services generally consist of 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, and transportation.

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings.

Relocation assistance for persons displaced by a project assisted with ESG funds.

For specific requirements and eligible costs, see 24 CFR 576.102.

#### 3. Homelessness Prevention

Housing relocation and stabilization services and/or short- and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

#### 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 an emergency shelter or other place described in paragraph (1) of the “homeless” definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.

## 5. HMIS

Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.

### Administration

Up to 7.5% of a recipient's fiscal year grant can be used for administrative activities, such as general management, oversight, coordination, and reporting on the program. State recipients must share administrative funds with their local government subrecipients and may share administrative funds with their nonprofit subrecipients. For specific requirements and eligible costs, see 24 CFR 576.108.

## ALLOCATION FORMULA

HUD will set aside for allocation to the territories up to 0.2%, but not less than 0.1%, of the total fiscal year appropriation. The remainder will be allocated to States, metropolitan cities, and urban counties. The percentage allocated to each State, metropolitan city, and urban county will equal the percentage of the total amount available under section 106 of the Housing and Community Development Act of 1974 for the prior fiscal year that was allocated to the State, metropolitan city, or urban county. If an allocation to a metropolitan city or urban county would be less than 0.05% of the total fiscal year appropriation for ESG, the amount is added to the allocation of the State in which the city or county is located. For more on the ESG formula, see 24 CFR 576.3.

## MATCH

**Metropolitan city and urban county** recipients must match grant funds with an equal amount of contributions, which may include cash, donated buildings or materials, and volunteer services.

**States** must match all but \$100,000 of their awards, but must pass on the benefits of that \$100,000 exception to their subrecipients that are least capable of providing matching amounts.

**Territories** are exempt from the match requirement.

For the specific match requirements, see 24 CFR 576.201.

## OBLIGATION & EXPENDITURE DEADLINES

**Metropolitan cities, urban counties, and territories** must obligate all funds, except funds for administrative costs, within 180 days after HUD signs the grant agreement.

**States** must obligate all funds, except funds for administrative costs, within 60 days after HUD signs the grant agreement. Within 120 days after the State obligates funds to a local government, the local government must obligate all its funds.

**All** grant funds must be expended within 24 months after HUD signs the grant agreement with the recipient.

Further obligation and expenditure requirements are specified at 24 CFR 576.203.

## CONSOLIDATED PLAN

Eligible recipients apply through the Consolidated Planning process, which requires jurisdictions to assess homeless assistance and housing needs, examine available resources, set 3-5 year strategies, and develop annual action plans. Plan preparation must include citizen participation and consultation with the local Continuum(s) of Care and other organizations. Each jurisdiction should submit its Consolidated Plan to HUD at least 45 days before the jurisdiction's program year begins as provided under 24 CFR Part 91. For the specific planning and submission requirements, see 24 CFR part 91 and 576.200.

## REPORTS

Annual performance reports must be submitted in accordance with 24 CFR 91.520 and are due 90 days after the jurisdiction's program year ends. Recipients also have other reporting requirements under 24 CFR 576.500(aa).

## Appendix C - Emergency Solutions Grants (ESG) Program Components Quick Reference

Emergency Solutions Grants (ESG) Program funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. **Note: Administration is not a component, it is considered an activity.** \*\* This list is NOT exhaustive. Always refer to the program regulations at 24 C.F.R. § 576 for complete information about all eligible costs and program requirements.

<b>Component: Street Outreach. These activities are designed to meet the immediate needs of people experiencing homelessness in unsheltered locations by connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. 24 C.F.R. §576.101</b>	
<b>Activity type: Essential Services</b>	
Eligible costs:	
<ul style="list-style-type: none"> <li>• Engagement</li> <li>• Case Management</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Mental Health Services</li> <li>• Emergency Health Services</li> <li>• Services for Special Populations</li> </ul>

<b>Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. 24 C.F.R. §576.102</b>			
<b>Activity types:</b>			
<b>Essential Services</b>	<b>Renovation (also includes Major Rehab and Conversion)</b>	<b>Shelter Operations</b>	<b>Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)</b>
Eligible costs: <ul style="list-style-type: none"> <li>• Case management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>	Eligible costs: <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	Eligible costs: <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	Eligible costs: <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

**Component: Rapid Re-Housing.** These activities are designed to move people experiencing literal homelessness into permanent housing as quickly as possible through housing relocation and stabilization services and short-and/or medium-term rental assistance. 24 C.F.R. §576.104

**Activity types:**

<b>Rental Assistance **</b>	<b>Housing Relocation and Stabilization Services</b>	
	<b>Financial Assistance</b>	<b>Services Costs</b>
Eligible costs: <ul style="list-style-type: none"> <li>• Short-term rental assistance</li> <li>• Medium-term rental assistance</li> <li>• Rental arrears</li> </ul> **Rental assistance can be project-based or tenant-based.	Eligible costs: <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month’s Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	Eligible costs: <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

**Component: Homelessness Prevention.** These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short-and/or medium-term rental assistance. 24 C.F.R. §576.103

**Activity types:**

<b>Rental Assistance **</b>	<b>Housing Relocation and Stabilization Services</b>	
	<b>Financial Assistance</b>	<b>Services Costs</b>
Eligible costs: <ul style="list-style-type: none"> <li>• Short-term rental assistance</li> <li>• Medium-term rental assistance</li> <li>• Rental arrears</li> </ul> **Rental assistance can be project-based or tenant-based.	Eligible costs: <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month’s Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	Eligible costs: <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

**HMIS Component.** These activities are designed to fund ESG recipients’ and subrecipients’ participation in the HMIS collection and analyses of data on individuals and families who are experiencing homelessness and at risk of experiencing homelessness. 24 C.F.R. § 576.107

**Activity type: HMIS**

- Eligible costs:
- Contributing data to the HMIS designated by the CoC for the area;
  - HMIS Lead (as designated by the CoC) costs for managing the HMIS system;
  - Victim services or legal services provider costs to establish and operate a comparable database.

**\*Administrative Activities. 24 C.F.R. §576.108**

- Eligible costs are broadly categorized as follows:
- General management, oversight, and coordination
  - Training on ESG requirements
  - Consolidated Plan
  - Environmental review

## Appendix D - Homeless Definition



# Homeless Definition

**ELIGIBILITY BY COMPONENT**  
(Emergency Solutions Grants Program)

<b>Street Outreach</b>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SO:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul> <p>SO projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> <li>• Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter</li> </ul>
<b>Emergency Shelter</b>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 2 – Imminent Risk of Homelessness</li> <li>• Category 3 – Homeless Under Other Federal Statutes</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul>
<b>Rapid Re-Housing</b>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul>
<b>Homelessness Prevention</b>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> <li>• Category 2 – Imminent Risk of Homelessness</li> <li>• Category 3 – Homeless Under Other Federal Statutes</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul> <p>Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.</p> <p>HP projects have the following additional limitations on eligibility with homeless and at risk of homelessness:</p> <ul style="list-style-type: none"> <li>• Must only serve individuals and families that have an annual income below 30% of AMI</li> </ul>

**Appendix E - Applicable Requirements for Rental Assistance or  
Housing Relocation and Stabilization Services  
ABOUT THIS RESOURCE**

This matrix is designed to provide ESG recipients and subrecipients with a quick reference for assessing which ESG standards apply when providing rental assistance or housing relocation and stabilization services under the Rapid Re-Housing or Homelessness Prevention components of the ESG program. Recipients and subrecipients should always refer to the program regulations to ensure that they are in compliance with all requirements.

Standard	Rental Assistance	Housing Relocation and Stabilization Services	
		Financial Assistance	Services
<b>Fair Market Rent</b> <i>24 CFR 576.106(d)</i>	X		
<b>Rent Reasonableness</b> <i>24 CFR 576.106(d)</i>	X		
<b>Housing Standards</b> <i>24 CFR 576.403(c)</i>	X	X	X
<b>Lead-based paint requirements</b> <i>24 CFR 576.403(a)</i>	X	X	X <sup>1</sup>
<b>Lease between the program participant and landlord</b> <i>24 CFR 576.106(g)</i>	X		
<b>Rental assistance agreement between the landlord and recipient or subrecipient</b> <i>24 CFR 576.106(e)</i>	X		
<b>Maximum Amounts and Periods of Assistance (24-month cap in 3-year period)</b> <i>24 CFR 576.105(c) &amp; 576.106(a)</i>	X	X	X <sup>2</sup>
<b>Participation in HMIS</b> <sup>3</sup> <i>24 CFR 576.400(f)</i>	X	X	X
<b>Prohibition of use with other subsidies</b> <i>24 CFR 576.104(d) &amp; 576.106(c)</i>	X <sup>4</sup>	X	
<b>Recordkeeping and Reporting Requirements</b> <i>24 CFR 576.500</i>	X	X	X

<sup>1</sup> When providing *homelessness prevention services only* assistance – housing search and placement, housing stability case management, mediation, legal services, and credit repair – to keep a program participant *in the same unit*, a lead-based paint assessment is not required.

<sup>2</sup> Housing stability case management services cannot exceed 30 days during the period the program participant is seeking permanent housing. In addition, these services cannot exceed 24 months, not including the previous 30 days, during the period the program participant is living in permanent housing (*24 CFR 576.105(b)(2)*).

<sup>3</sup> Excludes victim service providers and legal service providers, which must maintain a comparable database.

<sup>4</sup> A one-time payment of rental arrears of the tenant’s portion of the rental payment is permitted while the program participant is receiving another subsidy for rent.

The following chart provides a list of the eligible activities under each category of assistance, within the Rapid Re-Housing and Homelessness Prevention components.

<b>Rapid Re-Housing and Homelessness Prevention Components</b>		
<b>Rental Assistance</b>	<b>Housing Relocation and Stabilization Services</b>	
<b>Eligible activity types:</b>	<b>Financial Assistance</b>	<b>Services Costs</b>
<ul style="list-style-type: none"> <li>• Short-term rental assistance</li> <li>• Medium-term rental assistance</li> <li>• Rental arrears</li> </ul> <p>◦ Rental assistance can be project-based or tenant-based.</p>	<p><b>Eligible activity types:</b></p> <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month’s Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	<p><b>Eligible activity types:</b></p> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

## **CHECKLISTS, APPLICATION, FORMS, AND CERTIFICATIONS**



## PROPOSAL CHECKLIST

Please include this checklist with your proposal. Mark the box next to each item enclosed.

- Proposal Summary
- Detailed Narrative
- Detailed Budget
- Budget Narrative

Required Documents - The following documents must be submitted before this request can be processed. Mark as enclosed each document included. Note as pending any item that will not be available until later.

ENCLOSED   PENDING

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Articles of Incorporation   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Bylaws  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Documentation that certifies that the agency is a certified not-for-profit 501(C)(3)  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Organization's budget for fiscal year 2024 and 2025   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Organization's independently audited financial statements for the past two fiscal years.<br>If an independent audit has not been conducted for those years, a printout from your accounting system or an accountant's compilation is acceptable.                                    |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | A completed Form W-9: <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | A resolution or certified copy of the minutes of the organization's governing body reflecting approval of the organization's entry into a contract with the Mobile County Commission and of the expenditures described in the program statement.<br><b>Availability Date:</b> _____ |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | FFATA Report Form   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Certification Forms   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Written certification of participation in an existing HMIS  |

**APPLICATION FORM 1**  
**Proposal Summary**

Date: \_\_\_\_\_

Legal Name of the Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

UEI Number: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Name and Title of Person Authorized to execute contracts on behalf of the Organization -

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Agency Director Email Address: \_\_\_\_\_

If previous recipient, complete the following -

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

Name of the Program: \_\_\_\_\_

Completion Status: \_\_\_\_\_

Legal Name of the Organization: \_\_\_\_\_

Applicant Status:      New Applicant                    Previous Recipient

Summary of proposed program:

\_\_\_\_\_  
Location of Proposed Site or Service Area (PLEASE BE SPECIFIC) -

Address: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Amount of Agency Match (*must be equal to or exceed amount requested*): \_\_\_\_\_

Source of Agency Match: \_\_\_\_\_

Program Status:      Ongoing Support                    New Program

Quantify the number of proposed households or persons to be served with ESG funding.

Households \_\_\_\_\_                   Persons \_\_\_\_\_

Authorized signature only -

Submitted by: \_\_\_\_\_

Name (Print)

\_\_\_\_\_  
Signature

NOTE: Mobile County staff may contact you for additional information. Submitting a request does not guarantee funding.

**APPLICATION FORM 2**  
**Detailed Narrative**

Provide a brief program narrative for each of the following

A. Organizational Capacity: Summarize the organization's background/programmatic capacity. (Description should include number of units and beds if applicable.)

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B. Project Description: Describe the proposed project's activities, facility, and organization's capacity for proposed program/project.

---

C. Scope of Services: Describe how you will provide new services or expand existing services.

---

D. Client Need: Does your organization or proposed service fill a unique niche among clients who are not currently served, or are underserved?

---

E. Community Need: Describe community need for the proposed project/program. How will it fill a gap in the homeless services for Mobile County?

---

F. Target Population: Describe the number for persons to be served and characteristics (i.e. 50 families at risk of homelessness, 25 homeless single adult females with children, etc.).

---

**INSTRUCTIONS FOR BUDGET AND BUDGET NARRATIVE**

- Detailed Budget: The budget form must be completed in detail with amounts rounded to the nearest dollar. A separate narrative should accompany it providing justification and detailing the basis for determining the cost of the items included in each budget category. Costs will be judged on what is allowed in accordance with the grant and reasonableness based on the budget and program narrative.

The budget should cover only the period for which this project will be funded.

The cost of each item listed under the various budget categories should be shown. The cost of all items listed in each major budget category should be inserted in the "Total" space.

Whenever the space for any budget category is inadequate to permit listing of all items, the notation "See Continuation Sheet" should be entered. Only the category total and subtotal should be inserted, and all items in the category should be listed on a continuation page.

Indicate funding request and match ability on Budget and Match Form.

The Budget Narrative should include activities, the related annual ESG costs, matching costs, matching sources, total costs, and an explanation on how costs were computed.

**FEDERAL SUPPORT** - Report other Federal funds received. When other Federal funds will be available for financing of components or parts of the project, the applicant should indicate and explain. This should be interpreted broadly and include notice of any related activities supported by other Federal programs.

**Director** and **Financial Officer** must certify budget as submitted.

\_\_\_\_\_  
Print/Type Name of Director

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Financial Officer

\_\_\_\_\_  
Financial Officer Signature

\_\_\_\_\_  
Date

**\*\*Entire Budget must be submitted to Mobile County Commission\*\***

**APPLICATION FORM 3**  
**Detailed Budget and Match Form**

Complete the ESG Application Budget located at <https://www.mobilecountyal.gov/grants/requests-for-proposalsapplications/>. Submit along with completed application form.

**APPLICATION FORM 4**  
**Budget Narrative**

**A. *Street Outreach***

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**B. *Emergency Shelter*** (For budgeting purposes please indicate total funding need. For reporting purposes costs will have to be identified to indicate essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.)

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- C. **Rapid Re-Housing** (For budgeting purposes please indicate total funding need. For reporting purposes costs will have to be identified as Rental Assistance, Financial Assistance, and Services Costs.)

- 
- D. **Homelessness Prevention** (For budgeting purposes please indicate total funding need. For reporting purposes costs will have to be identified as Rental Assistance, Financial Assistance, and Services Costs.)



**E. HMIS**

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**F. Administrative**

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**G. Federal Support**

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## FFATA REPORT

### Federal Funding Accountability and Transparency Act of 2006 (FFATA)

The FFATA requires that all Federal program recipients (or awardees) report award information on any first-tier subawardees (or subrecipients) totaling \$25,000 or more, and, in some cases, to report information on the names and total compensation of the five most highly compensated executives of the subrecipients. Further information regarding this subaward reporting can be found at [www.fsrs.gov](http://www.fsrs.gov). This Act also requires all potential subrecipients to acquire and provide a Unique Entity Identifier (UEI) number by applying online at [www.SAM.gov](http://www.SAM.gov).

Please fill out the items below for proposed projects using ESG funds:

Subrecipient Name: \_\_\_\_\_

Subrecipient Address: \_\_\_\_\_

Federal EIN: \_\_\_\_\_ UEI Number: \_\_\_\_\_

Please mark your answers below:

Does your agency receive more than 80% of its funding (revenue) from the Federal Government?

- If No - STOP.** You do not need to proceed with this FFATA report.
- If Yes - Go to the next question.

Does your agency receive more than \$25M annually from the Federal Government?

- If No - STOP.** You do not need to proceed with this FFATA report.
- If Yes - Go to the next question.

Is the executive compensation information already available through reporting to the SEC?

- If YES - STOP.** You do not need to proceed with this FFATA report.
- If NO** – Please list the names & compensation of the 5 most highly compensated officers:

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____

Total Compensation of Officers:           \$ \_\_\_\_\_

**CERTIFICATION FORMS**



**CERTIFICATION FOR A DRUG-FREE WORKPLACE  
2024 ESG PROGRAM APPLICATION**

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- A. Every person or agency awarded a contract or grant by the Mobile County Commission for the provision of services shall certify to the County that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it and its subcontractors shall provide a drug-free workplace by doing all of the following:
- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
  - 2) Establishing a drug-free awareness program to inform employees about all of the following:
    - a) The dangers of drug abuse in the workplace;
    - b) The person's or organization's policy of maintaining a drug-free workplace;
    - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - d) The penalties that may be imposed upon employees for drug abuse violations.
  - 3) Posting the statement required by Section A.1) of this certification in a prominent place at the person's or organization's main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.
- B. Persons or agencies shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of Sections A. 1) through 3). Persons or agencies and subcontractors shall be individually responsible for their own drug-free workplace programs.
- C. This certification submitted to the Mobile County Commission is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the person or agency knowingly rendered an erroneous certification, in addition to other remedies available, the Mobile County Commission may terminate the contract for default.

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Name of Agency

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Signature of Authorized Signing Official/Representative

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Date

---

Print/Type Name of Authorized Signing Official/Representative



**CERTIFICATION REGARDING COMPLIANCE WITH  
CIVIL RIGHTS ACT AND AMERICANS WITH DISABILITIES ACT  
2024 ESG PROGRAM APPLICATION**

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The organization listed below certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review. (See 28 CFR 35)

It is further certified that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

---

Name of Agency

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Signature of Authorized Signing Official/Representative

-----  
Date

---

Print/Type Name of Authorized Signing Official/Representative



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED  
DEBARMENT, INELIGIBILITY, AND OTHER RESPONSIBILITY MATTERS  
2024 ESG PROGRAM APPLICATION**

1. By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b) Have not within a three-year period preceding this award, been convicted of nor had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification;
  - d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
  - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
  - f) Will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
2. "Principals", for the purposes of this certification, means officers, directors, owners, Individuals defined as Homeless under the following categories are eligible for assistance, and persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in paragraph (1) of this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this certification. The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
5. This certification submitted to the Mobile County Commission is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the Mobile County Commission may terminate the contract for default.

-----  
Name of Agency

\_\_\_\_\_  
Signature and Printed Name of Authorized Signing Official/Representative

\_\_\_\_\_  
Date



**CERTIFICATION REGARDING LOBBYING  
2024 ESG PROGRAM APPLICATION**

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By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

- 1) Agency shall not use, and shall require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by the Mobile County Commission to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of Federal, state, or local government. The term “influence or attempt to influence” shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.
- 2) Agency acknowledges that Federal funds received from the Mobile County Commission for individual program(s) have been provided pursuant to a Federal grant, and shall comply with the laws set forth at 31 U.S.C. Section 1352 and 2 CFR Part 200.
- 3) Agency shall disclose any funds from any other source which have been paid by the Agency or its principals and agents within the last year to influence or attempt to influence decisions of the Federal government by completing, signing, and submitting Standard Form LLL, “Disclosure of Lobbying Activities”. Agency understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.
- 4) Agency shall require the language of this certification be included in the award documents for all subawards at all tiers (including subagreements, subcontracts, subgrants, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification submitted to the Mobile County Commission is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the agency rendered an erroneous certification, in addition to other remedies available, the Mobile County Commission may terminate the contract for default.

---

Name of Agency

---

Signature of Authorized Signing Official/Representative

-----  
Date

---

Print/Type Name of Authorized Signing Official/Representative



**CERTIFICATION REGARDING SECTION 504 OF  
THE REHABILITATION ACT OF 1973  
2024 ESG PROGRAM APPLICATION**

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Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. HUD regulations implementing Section 504 contain accessibility requirements for new construction and rehabilitation of housing as well as requirements for ensuring that the programs themselves are operated in a manner that is accessible to and usable by persons with disabilities. Both individual units and the common areas of buildings must be accessible under Section 504.

Section 504 states that "no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subject to discrimination under" any program or activity that receives Federal financial assistance. Requirements common to these regulations include program accessibility, effective communication with people who have hearing or vision disabilities, and accessible new construction and alterations (See 24 CFR Part 8). Additional information and guidance concerning compliance with any of these requirements may be obtained through the HUD web page: <http://portal.hud.gov/hudportal/HUD?src=/programdescription/sec504>.

**Signature and Certification:**

**The undersigned certifies that it has read and understands all of its obligations under the Section 504 requirements. The undersigned acknowledges that this certification will be relied upon by the Mobile County Commission in its review and approval of proposed funding and any misrepresentations of information or failure to comply with any conditions stated in this certification could result in disqualification of the application, disallowance of reimbursement requests, or termination of ESG contract. The undersigned also agrees to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information, and employees therein to Mobile County Commission for reviewing compliance with Section 504 requirements.**

- Good faith self-certification**
- Not in compliance with Section 504/ADA requirements, but seeking ESG funds to address Section 504 issues**
- Not in compliance with Section 504/ADA requirements, but in compliance with County-approved Compliance Plan**

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Authorized Signing Official/Representative