Montgomery County Community Development  
Emergency Shelter Grants Program (CFDA #14.231)  

ESG Social Services Application  

Fiscal Year 2020  
(October 01, 2020 to September 30, 2021)  

Application Packet  

Only one proposed application per grant. Proposals will be accepted for consideration from any nonprofit organization. Call 936-442-7752 for more specific details. All applicants must submit one (1) original of the entire packet, including cover sheet, narrative, budget forms, and one (1) copy of the required and supporting documents. Proposals must be submitted to the Montgomery County Community Development Department, 501 N. Thompson, Suite 200 Conroe, Texas 77301, by 4:00 p.m. on Monday, March 30, 2020. No late proposals will be accepted.  

Public Presentation/Hearing  

In order to be considered for ESG SOCIAL SERVICES funding for the proposal must be presented at a public forum. Proposals deemed eligible for funding will be notified of the time and date of the public presentation/hearing by MCCD staff.  

The ESG Social Services Program guidelines are subject to change at any time by the U.S. Department of Housing and Urban Development. All proposals submitted for consideration must comply with the ESG Social Services Program guidelines.  

Note: Information and documents submitted pursuant to this application process are deemed to be public records and will be disclosed accordingly. However, while financial and credit information may be confidential, the County will process requests for this information pursuant to the provisions of the Open Records Act. Additionally, if there are documents or information that you feel should not be released because of trade secret issues, please provide written explanation and identify the document or information in question.
Table of Contents
Background and General Information.................................................................3
Application Instructions..........................................................................................4
   Application Overview..........................................................................................4
   Part I - Application Summary Form......................................................................5
   Part II - Project Narrative ..................................................................................6
      A. Project Summary (minimum one (1) page).....................................................6
      B. Documentation of Eligibility and Compliance (minimum one-half (1/2) page).................................................................................................................6
      C. Agency Information (minimum one (1) page)................................................6
      D. Project Details (minimum two (2) pages).....................................................7
      E. Project Schedule (minimum one-half (1/2) page).......................................8
      F. Acquisition (minimum one-half (1/2) page, state if not applicable).............8
   Part III - Application Budget (minimum of one (1) page plus budget forms)..........9
   Part IV - Documentation......................................................................................10
   Part V - Conflict of Interest (attached document with original signatures).........13
Attachment A: ESG Social Service Projects Program Guidelines..........................15
Conflict of Interest Disclosure Form........................................................................19
Certification for Grants and Contracts.....................................................................20
RESOLUTION .........................................................................................................21
Project Development Budget Summary Form (Social Services)................................22
HUD 30% Income Limit for Montgomery County..................................................23
HUD Fair Market Rents..........................................................................................24
Background and General Information

The Community Development Block Grant (ESG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. ESG funds are used for community development activities that benefit low-income households and persons with special needs.

Homelessness Prevention and Rehousing Assistance: The Emergency Solutions Grant

Formerly known as the Emergency Shelter Grant, the name Emergency Solutions Grant has been coined by HUD to emphasize a shift in the priorities of this funding source, from assisting shelters with operations and case management, to rapidly transitioning homeless persons from shelter into more stable living environments. Eligible activities include the traditional shelter and outreach activities of the older ESG program, but also include more prevention and re-housing activities—short- or medium-term rental assistance, housing relocation or stabilization services such as housing search, mediation, or outreach to property owners, legal services, credit repair, security or utility deposits, utility payments, final month’s rental assistance, and moving costs or other relocation or stabilization activities.

At least 40 percent of ESG funds are dedicated to prevention and re-housing activities. Only 60% of funds awarded to a sub-recipient may be used for shelter operation costs such as utilities, food and supplies.

All ESG sub recipients are required to participate in the Montgomery County Homeless Management Information System (HMIS).

All ESG sub recipients must contribute a 1:1 Match. For every dollar funded by ESG, the agency must put in another dollar from other funding sources to the same project.
Application Instructions

Application Overview

A complete application includes the following items in the following sequence:

1. Part I - Application Summary Form

2. Part II - Project Narrative
   a. Project Summary (minimum one (1) page)
   b. Documentation of Eligibility and Compliance (minimum one-half (1/2) page)
   c. Agency Information (minimum three (1) pages)
   d. Project Details (minimum five (2) pages)
   e. Project Schedule (minimum one (1/2) page)
   f. Acquisition (minimum one (1/2) page, state if not applicable)

3. Part III - Application Budget (minimum of one (1) page plus budget forms)

4. Part IV - Documentation
   a. Articles of Incorporation/Bylaws
   b. State and Federal (IRS) Tax Exemption Determination Letter
   c. List of Board of Directors
   d. Board of Directors’ Authorization to Request Funds
   e. Board of Directors’ Designation of Authorized Official
   f. Board of Directors’ Designation of Contact Person
   g. Organization Chart
   h. Proof of existing DUNS number
   i. Job Description and Resume of the Chief Program Administrator
   j. Job Description and Resume of the Chief Fiscal Officer
   k. Recent Financial Statements and Audit
   l. Signed Conflict of Interest Document
   m. Signed Grants and Contracts Document
   n. Letters of Commitment
   o. Job Descriptions
   p. Letters of Support and Letters of Reference

5. Part V - Conflict of Interest (attached form with original signatures)
Part I - Application Summary Form

Date of Submission: __________________________

Applicant
Agency Name: __________________________________________
Duns #: ________________________________________________
Name of Applicant’s Authorized Official: _____________________
Authorized Official’s Title: _________________________________
Authorized Official’s Email: _______________________________

Original Signature of Authorized Official: ______________________

Type of Organization: ☐ Non-Profit Organization ☐ Faith Based Organization
☐ For Profit Organization ☐ Institution of Higher Education

Organization Address: __________________________________________

Does your organization expend $750,000 or more a year in federal funds? ☐ Yes ☐ No

Contact Person: ____________________________________________
Contact Person’s Title: __________________ Telephone: ____________
Contact Person’s Email: __________________ Fax #: ________________

Proposal
Project Title: ______________________________________________
Address of Proposed Project: __________________________________________
ESG Funds Requested: $ ____________________ Agency Funds: $ ____________
Total Project Funds: $ __________________________
Number of low-income clients to be helped with requested funds: ______________
Brief Description of project: __________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Part II - Project Narrative

A. Project Summary (minimum one (1) page)

Please state the following with regard to your project:

1) The number of low-income persons who will be served by the requested ESG funds; 2) The number of low-income persons your total project serves; 3) The low-income area that will benefit, if applicable.

The narrative should further include the need and seriousness of the problem to be addressed, the length of time the problem has existed, and any previous efforts to address the problem. State why your organization cannot pay for the project itself and why your project should be funded with ESG funds. Describe the goals and objectives of the project, the method of approach, the services or activities to be provided and the costs.

B. Documentation of Eligibility and Compliance (minimum one-half (1/2) page)

Please state your projection of the per-person or per-unit costs of services to be provided with ESG funds. Describe in detail how and why the project is eligible for ESG funding. HUD requires that records and documentation be maintained and reported regarding persons provided assistance throughout the contract period including data showing the size and annual income of the family of each person receiving the benefit. Please state how your organization will comply with these requirements in a timely manner if it is funded. Please identify the staff assigned to these responsibilities.

[See ESG Proposal Guidelines for more information on eligibility]

C. Agency Information (minimum one (1) page)

Background: Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. If the organization is a membership organization, please state the number of members and include a membership list. Describe the type of services provided, locations, the agency’s capabilities, the number and characteristics of clients served, and license to operate if required.

Personnel: Briefly describe the agency’s existing staff positions and qualifications, and state whether or not the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

[Note: Job descriptions for each position requesting ESG funding must be on a separate page and include the essential job duties and responsibilities; the
minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirement, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits and salary]

Financial: Non-profit organizations: The requirements of 2 CFR 200, OMB Circular No. A-122 and the following requirements of 24 CFR part 84 apply to sub recipients receiving ESG Social Service Project funds that are nonprofit organizations and are not governmental sub recipients: 84.2, 84.5, 84.13- 84.16, 84.21, 84.22, 84.26-84.28, 84.30, 84.31, 84.34-84.37, 84.40-84.48, 84.51, 84.60-84.62, 84.72, and 84.73. Governmental and quasi-governmental entities: The requirements of OMB Circular No. A-87 and the following requirements of 24 CFR part 85 apply: 85.6, 85.12, 85.22, 85.26, 85.32-85.34, 85.36, 85.44, 85.51, and 85.52.

Provide a list of all funding sources for your agency, and the amount received from each source. Describe accounting systems, payment procedures, and audit requirements. Identify commitments for ongoing funding and provide letters of commitment for these funds. (Note: Letters of commitment for all matching/other funds should be current; i.e., dated within thirty (30) days of an applications submission for funding.)

[Note: The request of the listing of all funding sources was made by the ESG Advisory Committee. This should be in list form]

Audit Requirements: In accordance with the Office of Management, Budget Circulars A-133 and A-110, and 2 CFR 200 the Federal Government requires that non-federal entities receiving $750,000 or more in federal financial assistance in a fiscal year must secure a single audit. If the organization expends $750,000 or more under only one Federal program, a program-specific audit may be acceptable. Organizations receiving less than $750,000 must secure an outside independent audit, but neither a single audit nor program-specific audit is required.

Insurance/Bond/Worker's Compensation: State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency. Provide a copy of the agency's prior year's Fidelity Bond.

Additional Information: Include any other pertinent information.

D. Project Details (minimum two (2) pages)

Provide the objectives of the program, the number of low - income persons to be served with ESG funds. Discuss your organization's staffing pattern. Describe standards and procedures your organization will use to carry out the activities funded with ESG funds and to insure compliance with the requirements of this federal program. Complete job descriptions are required for all positions to be funded through ESG funds. (Job descriptions for each position requesting ESG funding must be on a separate page and
include the essential job duties and responsibilities; the minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours. benefits and salary.)

E. Project Schedule (minimum one-half (1/2) page)

Discuss the timetable for completion of major tasks/phases and the overall project. If this project is a phase of a larger project, provide a description of all phases, the costs of each phase, and the total project, the year the phases will be constructed and how the construction will be funded. Please identify any deadlines required or necessitated by other funding entities, expiring land options, financing options or project participants.

F. Acquisition (minimum one-half (1/2) page, state if not applicable)

Provide details of any land acquisition necessary for this project, including size of property, zoning designation, flood plain designation, location of property, availability of water and sewer service, costs of providing water and sewer services if not available, the value of property, a list of all taxing jurisdictions, applicable taxes and jurisdictions, current tax rates, any liens and encumbrances. Documentation of current ownership should be provided and an appraisal if available. The results of any existing studies and reports regarding the property should also be included.
Part III - Application Budget (minimum of one (1) page plus budget forms)

Complete and sign the attached ESG Social Service Project Program Budget Proposal forms. In addition, the budget narrative should explain the total project budget in detail. Please explain the budget items in the order that the items are listed in the ESG Social Service Program Budget Proposal forms. Please list each item individually and describe the amount of ESG Social Service funds requested, other/matching funds, and the total project costs for each item. Please identify the unit costs (e.g. $0.10/mile) and the total number of units and the measurement used (e.g.; current market price, hourly rate, linear foot estimate, etc.). Please do not group items together and/or estimate their costs together. Not all items are eligible for ESG Social Service Program funding and staff must be able to determine the eligibility and the reasonable costs for each item in the budget during the review process.

Please distinguish between other funds and matching funds used to leverage ESG Social Service Program funds. It is very important that all unit costs and calculations for items be explained in the budget narrative. The source for unit costs also must be explained (e.g. current market price, hourly rate, estimates, etc.). Private financing arrangements should be discussed in detail in this section.

For other/matching funds, please state the amount and fully identify the source of funding. Letters of commitment for matching funds must be included. Letters of commitment should be on each contributor’s letterhead and include the total amount of matching funds, donated land, labor, or materials to be contributed. In addition, the letter must provide a dollar value for each contribution. The letter of commitment must be signed by an authorized official of the entity. Letters of commitment should be current; i.e.; dated within sixty (60) days of an application's submission for funds.

Please do not change the budget categories on the budget forms. Please check your calculations and cost estimates on the budget proposal forms for correctness. Rows and columns should total correctly and match the cost estimates included in the narrative.
Part IV - Documentation

**Articles of Incorporation/Bylaws:** Articles of Incorporation are the documents filed with the State of Texas which formally establishes a private corporation, business or agency. These documents must be signed and dated and include a government seal or stamp.

**State and Federal (IRS) Tax Exemption Determination Letters:** Nonprofit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State of Texas.

**List of Board of Directors:** A list of the current Board of Directors or other governing body of the organization must be submitted. The list must include the name, telephone number, address, occupation and employer of each member; and must identify the principal officers of the governing body.

**Board of Directors' Authorization to Request Funds:** A written document certifying that the Board of Directors has approved the funding request and authorized the submission of the proposed project.

**Board of Directors' Designation of Authorized Official:** A written document certifying that the authorized person has the permission of the Board of Directors to act for the organization. Documentation of this requirement consists of a signed letter from the chairperson of the governing body providing the name, title, address, and telephone number of the authorized individual. It is the responsibility of the entity to provide Montgomery County with written notice of any changes in an entity’s authorized official within thirty (30) days of the change.

**Board of Directors' Designation of Contact Person:** A written document identifying one contact person for an entity submitting a proposal. It is the responsibility of the entity to provide Montgomery County with written notice of any changes in an entity’s contact person, address, or telephone number within thirty (30) days of the change. The County requests that the contact person be the organization's only liaison with Community Development in order to avoid any miscommunications and duplication of effort.

**Organization Chart:** An organization chart must be provided which describes the organization’s administrative framework and staff positions. Please indicate where the proposed project will fit into the organizational structure and also identify any staff positions of shared responsibility.

**Proof of Existing DUNS number:** Proof of existing DUNS number, whether printed out or copied.

**Job Description and Resume of the Chief Program Administrator:** Job descriptions must be on a separate page and include the essential job duties and responsibilities; the minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits and salary.

**Job Description and Resume of the Chief Fiscal Officer:** Job descriptions must be on a separate page and include the essential job duties and responsibilities; the minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits and salary. Fiscal Officer should be knowledgeable of uniform
administrative requirements and cost principles. The sub recipient shall comply with the policies, guidelines and requirements of 2 CFR 200 - Uniform Administrative Requirements, cost principles, and audit requirements for federal awards.


Recent Financial Statements and Audit: Please provide current year entity budget, balance sheet and audit. Also provide a budget for the period for which ESG Social Service program assistance is requested.

**Applicants will be carefully assessed for capacity and fiscal soundness prior to award.**

In accordance with the Office of Management and Budget Circulars A-133 and A-110 and 2 CFR 200, the Federal Government requires that non-federal entities receiving $750,000 or more in federal financial assistance in a fiscal year must secure a single audit. If the organization expends $750,000 or more under only one Federal program, a program-specific audit may be acceptable. Organizations receiving less than $750,000 must secure an outside independent audit, but neither a single audit nor program-specific audit is required.

Completed and Signed Conflict of Interest Disclosure Form: Please review, sign and submit the form included with this application.

Completed and Signed Certification for Grants and Contracts (Lobbying Certification): Please review, sign and submit the form included with this application.

Letters of Commitment: Letters of commitment for any matching funds should be current; i.e., dated within sixty (60) days of application for ESG Social Service funds. Letters must be signed by a person with the authorization to enter into financial or legal agreements for the organization or agency.

Job Descriptions: Written descriptions for all positions associated with ESG Social Service funding. Job descriptions for each position associated with ESG Social Service funding must be on a separate page and include the essential job duties and responsibilities; the minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits and salary.

Letters of Support and Letters of Reference: Please include only letters of support from persons who will directly benefit from the project or letters from persons with expertise regarding technical aspects of the project. Also include letters of reference from financial institutions, which have provided financing for proposal participants for similar projects.

Fidelity Bond: Please submit proof of insurance.

**Completed Budget Forms**

Note: All applicants must submit material changes in their project descriptions as a written request for changes to the County during the proposal review process. Examples of material changes include, but are not limited to, a change in project site, the number of units/clients to be
produced/served, changes in funding requirements and any changes to the standard required documents.
Part V - Conflict of Interest (attached document with original signatures)

(a) Applicability. In the procurement of property and services by PJs, state recipients, and sub recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

(b) Conflicts prohibited. No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with ESG Social Service Project funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a ESG Social Service Project Program assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the PJ, state recipient, or sub recipient which is receiving ESG Social Service Project Program funds.

(d) Exceptions: Threshold requirements. Upon the written request of Montgomery County Community Development, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the ESG Social Service Projects Program and the effective and efficient administration of the Department's program or project. An exception may be considered only after the following has been provided:

(1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(2) An opinion of the County Attorney that the interest for which the exception is sought would not violate state or local law.

(e) Factors to be considered for exceptions. In determining whether to grant a requested exception after the Department has satisfactorily met the requirements of paragraph (d) of this section, HUD will consider the cumulative effect of the following factors, as applicable.

(1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(2) Whether the person affected is a member of a group or class of low-or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specified activity in question;

(4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;

(5) Whether undue hardship will result either to MCCD or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(6) Any other relevant considerations.

**Owners and Developers.**

(1) No owner, developer or sponsor of a project assisted with ESG Social Service Project funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a ESG Social Service-assisted affordable housing unit in a project. This provision does not apply to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

(2) Exceptions. Upon written request of a housing owner or developer, MCCD may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the ESG Social Service Project Program and the effective and efficient administration of the owner's or developer's ESG Social Service Program-assisted project. In determining whether or not to grant a requested exception, the participating jurisdiction shall consider the following factors:

(I) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(II) Whether the person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted housing in question;

(III) Whether the tenant protection requirements of §92.253 are being observed;

(IV) Whether the affirmative marketing requirements of §92.351 are being observed and followed; and

(V) Any other factor relevant to the participating jurisdiction's determination, including the timing of the requested exception.
Attachment A: ESG Social Service Projects Program Guidelines

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 and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities (up to 7.5% of a recipient’s allocation can be used for administrative activities).

ELIGIBLE RECIPIENTS

ESG is a formula grant program. Eligible recipients generally consist of metropolitan cities, urban counties, territories, and states, as defined in 24 CFR 576.2.

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

BENEFICIARY REQUIREMENTS

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2 (See attached definition for guidelines). For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103par. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

ELIGIBLE PROGRAM COMPONENTS

Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. See 24 CFR 576.101.

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.

Homelessness Prevention

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other 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 576.103.

Rapid Re-Housing

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

Data Collection (HMIS)

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area. More information about using an HMIS is available on the HMIS page.

See 24 CFR 576.107

Administration

Up to 7.5 percent of a recipient's allocation can be used for Administrative activities. These include general management, oversight, and coordination; reporting on the program; the costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings; the costs of preparing and amending the ESG and homelessness-related sections of the Consolidated Plan, Annual Action Plan, and CAPER; and the costs of carrying out environmental review responsibilities.

State recipients must share administrative funds with their subrecipients that are local governments, and may share administrative funds with their subrecipients that are nonprofit organizations.

ESG PROGRAM INCOME LIMITS

- **Extremely Low Income vs. Area Median Income Limits:** The “Extremely Low Income (ELI) families” limits do NOT apply to the ESG or Continuum of Care (CoC) programs. ESG does not use the ELI measure to establish income limits but instead uses the 30% of Area Median Income (AMI) income limits. Please use the 30 percent AMI tables. If ESG recipients/subrecipients were to use the ELI standard, some applicants for ESG assistance might be falsely determined to be eligible for homelessness prevention assistance, when actually their incomes were over 30 percent AMI.

  Under the ESG program, income eligibility is based on the HUD income limits in effect at the time of income verification. Income eligibility is not based on HUD income limits that correspond with the grant year under which the ESG funds were awarded.

- **Rapid Re-Housing Income Requirements:** Please keep in mind for program participants receiving ESG “Rapid Re-Housing” assistance, an income assessment is not required at initial evaluation. At re-evaluation - which must take place not less than once annually for rapid re-housing - the participant's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.

- **Homelessness Prevention Income Requirements:** The ESG Program interim rule limits eligibility for homelessness prevention assistance to individuals and families with incomes below 30 percent of AMI at intake and incomes that do not exceed 30 percent of AMI at re-evaluation, which must take place not less than once every 3 months.
SUB RECIPIENT CONTRACTS/MEMORANDA OF AGREEMENT

All sub recipients must execute an agreement with Montgomery County. The agreement will specify the activities approved to be funded with ESG Social Service Project funds, a project budget, and the general conditions that must be met in order to access ESG Social Service Project funds. Prior to the execution of the agreement, all sub recipients are expected to submit any changes and/or additional documentation that they may have received subsequent to the completion of their application or requested by the County. Any funds spent before an agreement is signed and approved by the Commissioner’s Court cannot be reimbursed from ESG Social Service Project funds. In addition, any consultants such as architects, engineers or other consultants must be hired following procurement guidelines or these approved costs cannot be reimbursed from ESG Social Service project funds.

In the event that a sub recipient should subsequently lose its ability to proceed with the project, makes any material alterations to the project without County approval, or fails to satisfy the representation made in the application, the County reserves the right to terminate all funding and pursue all rights and remedies available to it under the Grant Agreement and/or any other subsequent controlling documents to recover funds.

MONITORING

HUD regulations require the County to conduct reviews of their sub recipient agencies and contractors. Thus, the County may, at any time, inspect and monitor the records and work of the proposed project so as to ascertain the level of project completion, quality of work performed, compliance with the approved plans and specifications, property standards, and program rules and requirements. Any unsatisfactory findings in any of the above-mentioned areas may result in termination of funding and/or the repayment of funding.

At a minimum ESG Social Service Project program records must be retained for not less than five years from the last day of the fiscal year in which the last expenditure report for the sub recipient is submitted to Montgomery County.

MATCH

Recipients must match grant funds with a 1:1 ratio.

For the specific match requirements, see 24 CFR 576.201.
Conflict of Interest Disclosure Form

The ESG Regulations provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the PJ, state recipient or sub recipient and who exercise or have exercised any functions or responsibilities with respect to activities assisted with ESG funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a ESG Social Service Project assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Owners and Developers. No owner, developer or sponsor of a project assisted with ESG Social Service Project funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a ESG Social Service Project-assisted affordable housing unit in a project. This provision does not apply to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

A disclosure of the nature of the conflict must be made at the time a proposal for ESG Social Service Project Program funds is submitted to the Montgomery County Community Development Department.

_____ I certify that no conflict of interest exists between Montgomery County and ____________________________________________________

(Name of Organization)

_____ I certify that a conflict of interest exists between Montgomery County and ____________________________________________________

(Name of Organization)

The nature of the conflict of interest is described below: (Please identify the individual, employment, and the conflict of interest (their affiliation with your organization).

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________

Name of Authorized Organization Official    Title

Signature of Authorized Organization Official    Date
Certification for Grants and Contracts

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall 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.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. The nature of the conflict of interest is described below: (Please identify the individual, employment, and the conflict of interest (their affiliation with your organization).

Executed this day __________________ day of _____________________.

By:

_________________________________________
Name of Authorized Organization Official

_________________________________________
Signature of Authorized Organization Official

_________________________________________
Title of Authorized Organization Official

Covered Action: EMERGENCY SOLUTIONS GRANTS PROGRAM
(Type and identity of program, project or activity)
RESOLUTION

________________________________________________
Agency Name

On the ____ day of _________, ______, at a meeting of the Board of Directors of the ___________________________, held in ___________________________, Montgomery County, Texas, with a quorum of the Directors present, the following business was conducted:

BE IT RESOLVED that the Board of Directors of the above agency do hereby authorize its executive director, ___________________________________, and his/her successors in the office to apply for and request funding from, and negotiate on terms and conditions that he/she may deem advisable, a contract with the office of Montgomery County Community Development for HUD Grant Funds in the amount of $__________.____ (amount asked for in application) for a project that consists of:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

The Board of Directors will secure a fidelity bond covering the full designated ________________, (print name) as the Grant Official, whereas Grant Official is defined as an individual who is hereby authorized to act on behalf of the Agency in financial matters including, but not limited to, the commitment of agency funds.

Further, _____________________________'s (agency name) Board of Director’s agree that in the event of loss or misuse of awarded funds, _____________________________ (agency name) assures that the funds will be returned to Montgomery County in full.

Attest  Signed by the following officers of ___________________________________________

________________________________ _____________
President       Date

________________________________ _____________
Secretary     Date

_______________________________________
Corporate Seal

21
## Project Development Budget Summary Form (Social Services)

**Project Title:** _______________________________  
**Applicant:** ___________________________________________

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Total Project Cost Estimates</th>
<th>Sources of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ESG Funds</td>
<td>Match Funds</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
<td>%</td>
</tr>
<tr>
<td>Street Outreach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL PROJECT COST | SOURCE TOTAL | | |

Also include funding source commitment documentation, with line item budget category breakdown.
### HUD 30% Income Limit for Montgomery County

<table>
<thead>
<tr>
<th>Location</th>
<th>Median</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
<th>7 Person</th>
<th>8 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery County</td>
<td>$ 76,300</td>
<td>$ 16,050</td>
<td>$ 18,350</td>
<td>$ 20,650</td>
<td>$ 22,900</td>
<td>$ 24,750</td>
<td>$ 26,600</td>
<td>$ 28,400</td>
<td>$ 30,250</td>
</tr>
</tbody>
</table>
HUD Fair Market Rents

The FY 2020 Houston-The Woodlands-Sugar Land, TX HUD Metro FMR Area FMRs for All Bedroom Sizes

<table>
<thead>
<tr>
<th>Year</th>
<th>Efficiency</th>
<th>One-Bedroom</th>
<th>Two-Bedroom</th>
<th>Three-Bedroom</th>
<th>Four-Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 FMR</td>
<td>$826</td>
<td>$908</td>
<td>$1,096</td>
<td>$1,485</td>
<td>$1,878</td>
</tr>
<tr>
<td>FY 2019 FMR</td>
<td>$812</td>
<td>$907</td>
<td>$1,104</td>
<td>$1,509</td>
<td>$1,897</td>
</tr>
</tbody>
</table>

Montgomery County, TX is part of the Houston-The Woodlands-Sugar Land, TX HUD Metro FMR Area, which consists of the following counties: Chambers County, TX; Fort Bend County, TX; Galveston County, TX; Harris County, TX; Liberty County, TX; Montgomery County, TX; and Waller County, TX. All information here applies to the entirety of the Houston-The Woodlands-Sugar Land, TX HUD Metro FMR Area.