

Notice of Funding Availability
Request for Application
Office of Economic Opportunity
Emergency Solutions Grants Program, CFDA #14.231
Program Year 2018 (July 1, 2018-June 30, 2019)

Overview

The Emergency Solutions Grants (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.

The purpose of this Notice of Funding Availability (NOFA) is to request applications for the Program Year (PY) 2018, which has a period of performance of July 1, 2018-June 30, 2019. Eligible entities already providing ESG Program services or similar services within the state of South Carolina are encouraged to apply for funding. This is a competitive grant requiring 100 percent match funds. Requirements and more details of this funding opportunity are contained in this NOFA.

A. Program Description

The Emergency Solutions Grants (ESG) Program is authorized by subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The program authorizes the U.S. Department of Housing and Urban Development (HUD) to make grants to states and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance. In addition to the aforementioned statutes, applicable regulations and grant requirements include, but are not limited to, 24 CFR Part 576 – Emergency Solutions Grants Program, 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, grant agreement between the South Carolina Office of Economic Opportunity (OEO) and the successful applicant, ESG Handbook, OEO Fiscal Guidance and Procedural Manual, and Technical Memoranda issued by HUD or OEO.

OEO is awarded the ESG Program, Code of Federal Domestic Assistance (CFDA) #14.231 for the state of South Carolina, and serves as the pass-through entity for this grant. The ESG Program is comprised of five components: 1) street outreach, 2) emergency shelter, 3) homelessness prevention, 4) rapid re-housing assistance, and 5) Homeless Management Information System (HMIS).

Street outreach funds may be used for the costs of providing essential services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing or critical services, and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility. Eligible activities include engagement activities, case management, emergency health services, emergency mental health services and transportation.

Emergency shelter funds may be used for the costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Homelessness prevention funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

Rapid re-housing assistance funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

HMIS funds may be used to help pay the costs of contributing to the HMIS designated by the Continuum of Care (COC) for the area including an equitable portion of the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

All applicants must refer to 24 CFR Part 576-Emergency Solutions Grants Program for more detailed information regarding the ESG Program.

Through a competitive application process, OEO intends to enter into a grant agreement with successful applicants for providing ESG Program component services throughout the 46 counties of South Carolina.

This is a competitive grant requiring 100 percent matching funds. Successful applicants will receive funding through a cost-reimbursement payment method.

B. Federal Award Information

The period of performance for the ESG 2018 Program Year is July 1, 2018, through June 30, 2019. Private nonprofit organizations are welcome to apply for the ESG Program for PY 2018. Entities who have previously been awarded an ESG Program grant with OEO are also welcome to apply. All applicants are required to obtain a certification of approval from the unit of general purpose local government for the geographic area in which those activities will be carried out. In addition, several other certifications are required to be submitted as part of the application to meet eligibility requirements, which are listed in Section D. Application and Submission Information, of this NOFA.

OEO intends to enter into a grant agreement with successful applicants for providing ESG Program component services throughout the 46 counties of South Carolina. This is a competitive grant requiring 100 percent matching funds. Successful applicants will receive funding through a cost reimbursement payment method.

The total amount of funding is currently not known. However, for PY 2017, HUD awarded \$2,543,187 to the state of South Carolina, of which \$2,352,591 was made available for funding.

No applicant may request more than \$350,000 as follows:

Description	
Street outreach and emergency shelter components (cumulative)	\$100,000
Homelessness prevention, rapid re-housing and HMIS components (cumulative)	\$250,000
Maximum grant application amount	<u>\$350,000</u>

C. Eligibility Information

Eligible applicants include all private nonprofit organizations that provide services to the homeless and those at risk of becoming homeless. For profit organizations and units of local government are not eligible to apply. An entity who has previously been awarded the ESG Program grant may re-apply. Only one application may be submitted by an eligible entity. All applicants must also submit supporting documentation to meet the eligibility requirements listed below.

Failure to provide such required documentation proving eligibility will render the applicant ineligible and the applicant will not be considered for the ESG Program.

The eligibility requirements are as follows:

1. Be a 501(c)(3) organization;
2. Obtain certification of approval from the unit of general purpose local government for the geographic area in which those activities will be carried out;
3. Be registered with the System for Award Management (SAM). The applicant's SAM's registration is required to be maintained, kept active and in good standing for the duration of the grant agreement;
4. Have written policies and procedures (fiscal, program, human resources);
5. For applicants meeting the \$750,000 federal funds expenditure threshold, the applicant must be in compliant with 2 CFR §200.512, and a copy of the entity's single audit report must be provided. For applicants that do not meet this \$750,000 threshold, a copy of the applicant's audited or compiled financial statements must be provided. If the applicant has not had its financial statements audited or compiled by a certified public accountant (CPA), it must certify that it will have its financial statements audited or compiled by a CPA the next fiscal year and provide a copy of the current unaudited financial statements;
6. Not owe federal debt;
7. Not be debarred or suspended at the federal or state level;
8. Provide all required certifications and documents listed at Section D. Application and Submission Information of this NOFA;
9. Must be an active member or is currently pursuing membership in its local COC, and participate in the coordinated entry system. Participation in the coordinated entry system is required of all successful applicants;
10. And, all applicants are required to provide matching contributions equal to 100 percent of the amount awarded should the applicant be successful. Contributions identified as match for the ESG Program must not be used as match for any other grant, program or award. Failure to identify match contributions equal to the amount requested in the application, or submit the required certification for such contributions to be used as match will immediately render the applicant ineligible. All match contributions must be in compliance with 2 CFR §200.306 – Cost sharing or matching and 24 CFR §576.201 – Matching requirement. Examples of allowable match funds include donations of cash, buildings or materials and services contributed by volunteers. All funds identified as match such as donations and in-kind services may also be used as match to fulfill this requirement.

D. Application and Submission Information

- a. OEO has designated the individual below as the official contact for purposes of this NOFA. The official contact is the only authorized contact for this NOFA and, as such, handles all related communication on behalf of OEO. Applicants, prospective applicants and other interested parties are advised that any communication with any other employee(s), including appointed officials, of OEO or personnel under contract with OEO about this NOFA is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

Name: Gregg McConkey
Address: Office of Economic Opportunity
1205 Pendleton Street, Columbia, SC, 29201
Phone: 803-734-2454
Email: gregg.mcconkey@admin.sc.gov

Please ensure that email screening software, if used, recognizes and accepts emails from the official contact. All questions regarding this NOFA or the application process must be directed to the official contact.

- b. The NOFA is available in electronic format from the official contact and on OEO's website at www.oeo.sc.gov under the Resources and Forms tab. Paper copies of all documents are also available from the official contact upon request.
- c. The application, including all required certifications and supporting documentations listed in the NOFA, comprise a completed application. All documents submitted as part of the application must include an original signature, where applicable.
- d. Only one completed application may be submitted per eligible entity. A completed application with all required supporting documentation and certifications may be submitted electronically via email to the official contact noted above, or by submitting a hard copy or electronic copy (CD-ROM or thumb drive) to the official contact. All submissions must include an original signature where applicable. If any of the required supporting documentation is not compatible with Microsoft Office Word or Microsoft Office Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format. OEO's official contact will notify the applicant of receipt of the application through a confirmation email.
- e. Each applicant is required to be registered in SAM before submitting an application, provide a valid unique entity identifier in the application, and continue to maintain an active SAM registration with current information at all times during which the applicant has an active grant agreement, application or plan under consideration by OEO as the pass-through entity for the ESG Program. Failure to meet the SAM requirement will result in the applicant being disqualified and ineligible for the ESG Program.
- f. Documents and certifications that must be included with the application to meet the eligibility determination include the following:
 1. Single Audit Certification;
 2. Most recent single audit report, audited financial statements, compiled financial statements. If the applicant has not had its financial statements audited or compiled, then a copy of the unaudited financial statements must be submitted;
 3. Written policies and procedures (fiscal, program, human resources);
 4. Organizational chart;
 5. Board of Directors roster, which must specifically identify the director representing the homeless population;
 6. Federally negotiated indirect cost rate agreement, if applicable;
 7. Provide calculation of Modified Total Direct Costs if applicant will charge the de minimis rate;
 8. Letter of commitment from the Board of Directors;
 9. Certification from unit of general purpose local government;
 10. Endorsement letter from the applicant's local COC or proof that the applicant has applied to become a member of its local COC;
 11. IRS Federal 501(c)(3) tax exempt letter;
 12. Nonprofit registration letter from the South Carolina secretary of state;
 13. DHEC inspection, if applicable;
 14. And, fire inspection(s), if applicable.

Any supporting documentation or certification required to be submitted must be in effect and active throughout the period of performance. If a supporting document or certification is active at the time of application, but will expire prior to the issuance of a grant agreement, the successful applicant must provide an updated document and/or certification.

- g. Listed below are important dates and deadlines. A deadline includes the date and time by which OEO must receive the application or appeal. Postmarks by the deadline are not acceptable. Refer to section D. Application and Submission Information, item d as to how and in what format the application or appeal may be submitted. Failure to meet the time and date of the deadline will result in the application or appeal neither being reviewed

nor considered. OEO may amend the schedule as needed. Any changes will be made by means of an addendum to this NOFA and will be posted on OEO's web page.

NOFA Released	April 20, 2018
Applicant Conference	April 26, 2018
Applications Deadline	May 21, 2018, 5 p.m. Eastern Time
Intent to Award Announcement	June 6, 2018, 5 p.m. Eastern Time
Appeals Deadline	June 18, 2018, 5 p.m. Eastern Time

An applicant may withdraw its application any time before the May 21, 2018, 5 p.m. deadline by notifying the official contact via email at gregg.mcconkey@admin.sc.gov.

- h. Applicants are advised that all materials associated with this NOFA are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act and all rules, regulations and interpretations resulting from them. If an applicant deems that certain information required by this NOFA is confidential, the applicant must label such information as "CONFIDENTIAL." In the last section of the application, the applicant must reference where the information labeled as confidential is located in the application. For each subsection so referenced, the applicant must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of the prospective harm to the competitive position of the applicant that would result if the identified information were to be released, and the reasons why the information is legally exempt from release pursuant to S.C. Code Ann. §30-4-40.
- i. Applicants must include a disclosure statement concerning any current business relationships within the past three years that pose a conflict of interest. A conflict of interest exists when a relationship exists between the applicant and a public official (including an elected official) or state employee that may interfere with fair competition or may be adverse to the interest of the state. OEO will determine whether any disclosed conflict of interest poses a substantial advantage to the applicant over the competition, decreases the overall competitiveness of this NOFA, or is not in the best interest of the state. In the absence of any conflict of interest, an applicant must affirm such in the disclosure statement: "[name of applicant] has no current business relationship (within the past three years) that poses a conflict of interest, as defined in OEO's Fiscal Guidance and Procedural Manual, Section 11 Pre-Awards, page 10, Conflict of Interest and in compliance with 2 C.F.R. §200.112."
- j. OEO will hold an applicant conference, where potential applicants may ask questions about the application process, program and eligibility requirements, and any questions the potential applicant may have regarding this NOFA. OEO will give a brief review of the ESG Program and components. Hard copies of the application will also be available at this conference.

E. Application Review Information

- a. It is the intent of OEO to conduct a comprehensive, fair and impartial evaluation of applications received in response to this NOFA. When evaluating applications, OEO will use the attached score evaluation form shown under item f below.
- b. An evaluation team, consisting of at least three individuals, will be designated to evaluate applications submitted in response to this NOFA. The contents of all submitted applications, including any confidential information, will be shared with the evaluation team. Only applications found to be responsive, complying with all instructions and requirements described herein, will be reviewed, rated and scored. An application that fails to meet the eligibility requirements or significantly deviates from the requirements of this NOFA will be rejected. Attempts by an applicant or representative(s) of an applicant to contact or influence any member of the evaluation team may result in disqualification of the application.
- c. All applications must comply with the requirements specified in this NOFA. To be eligible for evaluation, the application must be received by OEO on or before the due date and time, the submission must meet the

application format requirements, the submission must follow the required application outline, and the submission must be complete. Failure to follow instructions or satisfy these minimum submission requirements will result in the application being deemed ineligible and the application rejected.

- d. Applications meeting the minimum submission requirements, including eligibility requirements, will be evaluated according to the established criteria. The criteria are the objective standards that the evaluation team will use to evaluate the merits of the applications. Only the criteria listed in item f below will be used to evaluate eligible applications.
- e. To ensure coverage throughout the state of South Carolina, applicants will first be sorted by the regional Continuum of Care where they are or should be reporting to and ranked against those applicants falling within that region, which is as follows:
 - SC Upstate Continuum of Care: Abbeville, Anderson, Cherokee, Edgefield, Greenville, Greenwood, Laurens, McCormick, Oconee, Pickens, Saluda, Spartanburg and Union.
 - Eastern Carolina Homelessness Organization (ECHO) – Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Lee, Marion, Marlboro, Sumter and Williamsburg.
 - Midlands Area Consortium for the Homeless (MACH) – Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chester, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Orangeburg, Richland and York.
 - Lowcountry Homeless Coalition – Beaufort, Berkley, Charleston, Colleton, Dorchester, Hampton and Jasper
- f. All applications will be scored based on the following criteria, and may receive up to a maximum of 250 points:

Criteria	Maximum Points
<p>Prior Performance</p> <ul style="list-style-type: none"> • Submitted required documents timely, up to 20 points. • Agency has not had any monitoring report findings for the three prior program years, up to 15 points. • Agency has not had any repeat findings in the prior three program years, up to 15 points. • Findings were resolved and submitted timely for the three prior program years, up to 10 points. • Submitted timely and accurate RFR during the prior three program years, up to 15 points. • Submitted timely and accurate match documentation during the previous three program years, up to 15 points. • All funds awarded in the three prior program years were expended, up to 10 points. 	100
<p>Applicant Capacity</p> <ul style="list-style-type: none"> • Demonstrate prior organizational experience in administering ESG or related homeless assistance programs in prior three years, up to 15 points. • Organization provided evidence of appropriate internal controls, up to 10 points. 	40

<ul style="list-style-type: none"> Demonstrates ability to commit matching funds for project during the three previous program years, up to 15 points. 	
<p>Fiscal Capacity</p> <ul style="list-style-type: none"> Financial ratios show applicant has financial ability to operate on a cost-reimbursement basis, up to 20 points. Applicant has a financial management and accounting system in place to track and record program expenditures, up to 20 points. Applicant has appropriate internal controls in place, up to 20 points. 	60
<p>Proposed Project</p> <ul style="list-style-type: none"> Proposal illustrates an understanding of the ESG Program, up to 10 points. Proposal illustrates how the applicant will work with ESG Program partners in providing services, up to 10 points. Proposal demonstrates that services match target population, up to 10 points. Proposal complies with applicable federal and state regulations, ESG Handbook, OEO Fiscal Guidance and Procedural Manual, up to 10 points. 	40
<p>Other</p> <ul style="list-style-type: none"> Organization may receive bonus points for unique or an under-served geographic area, up to 10 points. 	10

- g. Upon completing the evaluation process of all eligible applications, the evaluation team will submit the rankings of all applications to the director of OEO. The final selection of a successful applicant is at the discretion of OEO's director. Any applicant selected will be so notified by email or U.S. mail and offered an opportunity to negotiate an agreement with OEO. A risk assessment of the successful applicant will be performed, and will be made part of the negotiations. Additional grant conditions may be placed on the successful applicant depending on the results of the risk assessment. Such negotiations may, but will not automatically, result in a grant agreement. Awards will not be made to any agency that has been suspended or debarred from receiving federal funds. In addition, OEO may refuse to award a grant agreement to any who has an outstanding federal debt shown on the SAMS system. Once the grant agreement has been signed by the director of OEO, it will be sent by mail to the selected successful applicant. This will become the authorizing document for the grant, pending appropriate approval and accepting signature of the grant by the successful applicant, at which point the successful applicant will become a subgrantee.
- h. All unsuccessful applicants will be notified by email or U.S. mail at the discretion of OEO, about the outcome of the evaluation and applicant selection process.
- i. If an applicant desires to appeal the selection made as a result of this NOFA, such appeal should be made to OEO. The appeal should be sent to:

Johnnie Davis
Office of Economic Opportunity

1205 Pendleton Street
Columbia, SC 29201

All appeals must be in writing, addressed to the OEO contact person listed above, and received by the OEO contact person no later than 5 p.m., June 18, 2018. All appeal letters must include the grounds of the appeal and the relief requested with enough particularity to give notice of the issues to be decided. Appeal letters that do not meet the requirements of this section will not be considered. The appeal letter(s) meeting the requirements will be evaluated for merit without the request for additional materials or modifications. Following the appeal review, the OEO appeals team will make a recommendation to the director of OEO, who is the final authority on all appeals. A written notice of the results of the appeal will be sent to the appellant within one week from the date of the recommendation. The decision made by the director of OEO shall be final and conclusive.

F. Federal Award Administration Information

Successful applicants will be so notified by email or U.S. mail and offered an opportunity to negotiate an agreement with OEO. Such negotiations may, but will not automatically, result in a grant agreement. Notification of intent to award does not authorize the entity to begin performance. The grant agreement signed by OEO (grantee) and the successful applicant (subgrantee) is the authorizing document.

Any supporting documentation or certification required to be submitted must be in effect and active prior to the issuance of a grant agreement and must be in effect throughout the period of performance.

All required reports, invoices and other documentation, must be sent to the grantee in a manner acceptable to the grantee, to comply with HUD standards for participation, data and reporting under the HMIS. “Acceptable to the Grantee” means that the work product was submitted within the required time frame and completed in accordance with generally accepted accounting principles and is consistent with the approved budget and the grant agreement. Subgrantee also agrees to comply with the Office of Management and Budget requirements for Universal Identifier and Central Contractor Registration and Reporting award and Executive Compensation Information at 2 CFR 25, Appendix A to Part 25 – Award Term, and 2 CFR Part 170, Appendix A to Part 170 – Award Term.

Successful applicants will be required to submit the Request for Reimbursement (RFR) and Match Report to OEO at least once quarterly, and may be submitted as often as monthly. All supporting documentation must be submitted such as invoices, bills, timesheets, cancelled checks, bank statements, etc. In addition, each time a RFR is submitted to OEO, the current Data Completeness Report Card must be attached to the RFR.

Successful applicants will be required to complete the Contract and Subcontract Activity Report and submit it to OEO no later than Nov. 1, 2018. OEO will provide additional information regarding this report before the deadline. This report is required to fulfill the minority business enterprise and women’s business enterprise reporting requirement of HUD.

G. Federal Awarding Agency Contact

OEO has designated the individual below as the official contact for purposes of this NOFA. The official contact is the only authorized contact for this NOFA and, as such, handles all related communication on behalf of OEO. Applicants, prospective applicants and other interested parties are advised that any communication with any other employee(s), including appointed officials, of OEO, or personnel under contract with OEO about this NOFA is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

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H. Other Information

- a. OEO reserves the right to correct inaccurate notices resulting from clerical errors. This may include, in extreme circumstances, revoking the notice of the right to negotiate an award already made to an applicant and subsequently offering the right to negotiate an award to another applicant. Such action on the part of OEO shall not constitute a breach of agreement on the part of OEO since the agreement with the initial applicant is deemed to be void *ab initio* and of no effect as if no contract ever existed between OEO and the applicant.
- b. Unless expressly authorized by OEO, all services hereunder shall be provided by the subgrantee directly and no sub-contract for the provision of such services shall be entered into by the subgrantee. Authorized subcontracts under this grant shall be in writing, attached to this grant and shall be subject to the terms of this grant. The subgrantee shall be responsible for the performances of all subcontracts.
- c. Below are links applicants may go to for additional information.
 - Office of Economic Opportunity
<http://oeo.sc.gov/>
 - Access to the Electronic Code of Federal Regulations website to view the 24 CFR Part 576 – Emergency Solutions Grants Program, and 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>
 - U.S. HUD Exchange website for ESG Program information
<https://www.hudexchange.info/programs/esg/>