



EMERGENCY SOLUTIONS GRANT

ELIGIBLE APPLICANTS

Entities interested in applying must meet one of three criteria:

1. Private Nonprofits that have a yearly independent audit and have received ODOC's ESG funds within two (2) grant cycles may directly apply for an ESG grant without sponsorship.
2. Private Nonprofits that have a yearly independent audit but are seeking ESG funding from ODOC for the first time must have a sponsor. After the first funded program year, the private nonprofit has received an audit with no major findings and an ODOC monitoring report with no major findings, the private nonprofit can request permission from ODOC to apply for ESG funding independently with no sponsor.
 - a. Community Action Agencies seeking ODOC ESG funding for the first time that have successful experience with following federal funding regulations, such as CSBG, Weatherization, etc., are exempt from this requirement and allowed to apply without a sponsor.
 - b. Private Nonprofits within the City of Tulsa and Oklahoma City ESG Entitlement areas that have received ESG entitlement funds within the last two (2) grant cycles are also exempt from this requirement and allowed to apply without a sponsor.
 - i. Note: ODOC ESG funds can only serve clients outside of the City of Tulsa and Oklahoma City ESG Entitlement areas.
3. Private Nonprofits that do not have a yearly independent audit and/or have not received ODOC's ESG funds within two (2) grant cycles may seek sponsorship from either a unit of general local government, Community Action Agency (CAA) operating in that jurisdiction, or a private nonprofit that has previous experience with following federal regulations and being an umbrella organization. For example, a local United Way or the Nonprofit arm of a Housing Authority.
 - a. Emergency Shelters that are owned and/or operated by a unit of general local government or a CAA must submit their request for funding through their owner.
 - b. In the occurrence of a sponsor applying on behalf of more than one shelter, separate applications must be submitted for each shelter.

SPONSORSHIP RESPONSIBILITIES

The sponsor (unit of local government or local Community Action Agency) will be the signatory on the contract and the direct recipient of the ESG funds. In turn, there will be a process in which the sponsor receives documentation, such as invoices, to reimburse the non-profit for the services provided as approved in the written application.

The sponsor is responsible for the oversight of the financial reporting, Proof of Match, and Federal Requirements for the sponsored non-profit.

A unit of general local government or CAA may retain housing or administrative funds (not exceeding 3.75% of the total grant) to carry out certain activities. Not all funds used by the unit of general local government or CAA for housing or administrative activities must be used by the non-profit.

A Sponsor/Shelter Agreement must be signed and submitted to ODOC before funds can be released.

ODOC/CD only funds ESG applicants serving non-entitlement areas. Potential applicants only serving program participants within the jurisdictions of the City of Tulsa or the City of Oklahoma City must apply through their respective entitlement communities.

GENERAL PROGRAM REQUIREMENT OVERVIEW

1. These competitive program funds are to be used to provide services to clients who rent their residence (not homeowners) and meet the HUD [definition of homelessness](#) and [at risk of homelessness](#).
2. Grant recipients must be an active participant in their local [Continuum of Care](#).
3. Grant recipients must use their local Continuum of Care HMIS database. The only exception is for Domestic Violence Shelters who must have a comparable client-tracking database approved by ODOC. A comparable database must include the capacity to create reports that can be uploaded into the SAGE Reporting System.
4. Grant recipients must participate in the Continuum of Care Point in Time Count Survey.
5. Grant recipients must provide 100% match of grant funds to be used for services under the ESG program.
6. Grant recipients must be registered for the federal System for Award Management (SAM) system at [sam.gov](#).
7. ODOC ESG grant recipients can only serve ESG program participants outside of the jurisdictions of the City of Tulsa or The City of Oklahoma City entitlement areas.

THRESHOLD REQUIREMENTS FOR THE EMERGENCY SOLUTIONS GRANT

All Emergency Solutions Applicants must meet the threshold criteria listed below. ODOC reserves the right to disqualify any applicant who does not meet one or more of the threshold criteria.

- Applicant/Shelter must have an emergency shelter component or partnership to provide emergency shelter services.
- Access to the Shelter or access to beds must be available 24 hours/7 days/365 days a year.
- Applicant/Shelter must provide documentation of active involvement in Continuum of Care planning and coordination of service efforts.
- Applicant/Shelter must provide documentation that the applicant is a participating member of the Continuum of Care's Coordinated Intake/Assessment.
- Applicant/Shelter must provide required data/reporting through their Continuum of Care HMIS or comparable (DV organizations only) database.
- All outstanding ODOC monitoring findings and audit or unresolved financial/program issues from previously awarded grants must be resolved.
- All required certifications must be received and signed by the appropriate signatory.
- One hundred percent (100%) of contract funds including match must be expended before newly awarded funds can be used.
- Must have a complete set of written policies and procedures in which to manage the Emergency Solutions Grant Program that include:
 - Termination of Participation and Grievance Procedures,
 - a process for participation of Homeless Persons in Policymaking and Operations, and
 - a Confidentiality Policy.
- Must have a current Financial Audit submitted before funds can be requested from grant.
- Must follow all General Record Keeping Requirements, both for financial and client files.
- Must meet all spending timeline requirements: Fifty percent (50%) of awarded funds must be spent by the first six (6) months of the contract; seventy-five percent (75%) must be spent within nine (9) months of the contract and one hundred percent (100%) must be spent by the end of the contract period.
- Must be activated in the System for Award Management (SAM) at [sam.gov](#). Applicant must be clear of any findings and show as eligible for federal contracts and assistance awards.

Emergency Solutions Grant (ESG) Eligible Activities

ADMINISTRATION	3.75% maximum limit. ESG general management, oversight, and coordination.
HMIS	Costs of contributing data to the CoC designated HMIS. For example, purchasing/leasing computers, software licenses, technical support, leasing office space, and salaries for HMIS data entry.
STREET OUTREACH	ACTIVITY ONLY ALLOWED FOR UNSHELTERED HOMELESS PEOPLE.
Essential Services	Costs of engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations of unsheltered homeless people.
EMERGENCY SHELTER	ACTIVITY ONLY ALLOWED FOR HOMELESS FAMILIES AND INDIVIDUALS IN EMERGENCY SHELTERS.
Essential Services	Case management, childcare, education services, employee 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.
Operations	Costs of shelter maintenance (including minor and routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies, and hotel/motel vouchers.
Renovation/Rehab/Conversion	Not allowed for ODOC's annual ESG program.
RAPID RE-HOUSING	ONLY ALLOWED FOR INDIVIDUALS AND FAMILIES THAT MEET PARAGRAPHS (1) OR (4) OF HUD's Homeless Definition.
Rental Housing	Short-term/medium-term rental assistance and payment of rental arrears.
Relocation and Stabilization Services - Financial Assistance	Rental application fees, security deposits, last month's rent, utility deposits, utility payments (including utility arrears), and moving costs.
Relocation and Stabilization Services - Services	Housing search and placement, housing stability case management, mediation, legal services, and credit repair.
HOMELESS PREVENTION	ONLY ALLOWED FOR INDIVIDUALS AND FAMILIES THAT MEET PARAGRAPHS (2), (3), OR (4) OF HUD's "At Risk of Homelessness" DEFINITION AND HAVE AN ANNUAL INCOME BELOW 30% OF MEDIAN FAMILY INCOME FOR THE AREA.
Rental Housing	Short-term/medium-term rental assistance and payment of rental arrears.
Relocation and Stabilization Services - Financial Assistance	Rental application fees, security deposits, last month's rent, utility deposits, utility payments (including utility arrears), and moving costs.
Relocation and Stabilization Services - Services	Housing search and placement, housing stability case management, mediation, legal services, and credit repair.

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