



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 6/13/2024

**File ID:** TMP-4268

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**Department:** Community Development

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to submit an application to the Alabama Department of Economic and Community Affairs (ADECA) for FY2024 Emergency Solutions Grants (ESG) Program funds.

Resolution No.

**Finance Information:**

**Account Number:** 515520

**City Cost Amount:** \$ 0

**Total Cost:** \$ 0

**Special Circumstances:**

**Grant Funded:** \$ 500,000.00

**Grant Title - CFDA or granting Agency:** ESG - ADECA

**Resolution #:** NA

**Location: (list below)**

**Address:** City Wide

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:** Application to ADECA to receive 2024 ESG funding.

**RESOLUTION NO. 24-\_\_\_\_\_**

**WHEREAS**, the United States Department of Housing and Urban Development has awarded the State of Alabama a grant under the Stewart B. McKinney Homeless Assistance Act, and

**WHEREAS**, the City of Huntsville, Alabama is eligible to apply for a portion of these funds from the State of Alabama Department of Economic and Community Affairs (ADECA).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor of the City of Huntsville be authorized, requested and directed to make application to the Alabama Department of Economic and Community Affairs for Emergency Solutions Grant Funds, including all understandings and assurances contained therein; to act in connection with the submission of the application and to provide such additional information as may be required. Said Application being substantially similar in words and figures to that document identified as “Application to the Alabama Department of Economic and Community Affairs (ADECA) for FY2024 Emergency Solutions Grants (ESG) Program,” consisting of a total of fifteen (15) pages, with the date of June 13, 2024, appearing on the margin of the first page, together with the signature of the President or President Pro-Tem of the City Council, a copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 13th day of June, 2024.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 13th day of June, 2024.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**STATE OF ALABAMA  
ALABAMA DEPARTMENT OF ECONOMIC AND  
COMMUNITY AFFAIRS (ADECA)**

**FY2024 GRANT APPLICATION FORM  
for  
EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM**

**EMAIL ONE (1) COPY OF GRANT APPLICATION AND  
HAND DELIVER OR MAIL ONE (1) ORIGINAL GRANT APPLICATION  
AS FOLLOWS:**

**EMAIL ONE (1) COPY OF GRANT APPLICATION TO:**

**[dave.veatch@adeca.alabama.gov](mailto:dave.veatch@adeca.alabama.gov)**

**Telephone: (334) 353-0288**

**AND EITHER**

**HAND DELIVER GRANT APPLICATION TO:**

**Alabama Department of Economic and Community Affairs (ADECA)  
Attn: Community and Economic Development Division, Special Programs Unit  
401 Adams Avenue, Suite 524, Montgomery, Alabama 36104**

**OR**

**MAIL GRANT APPLICATION TO:**

**Alabama Department of Economic and Community Affairs  
Attn: Community and Economic Development Division, Special Programs Unit  
Post Office Box 5690, Montgomery, Alabama 36103-5690**

**ESG GRANT APPLICATIONS, BOTH DIGITAL AND PAPER  
COPIES, MUST BE RECEIVED BY ADECA ON OR BEFORE  
FRIDAY, JUNE 28, 2024, AT 12:00 NOON.  
LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**ADECA Website: [www.adeca.alabama.gov](http://www.adeca.alabama.gov)**

**NAME OF ESG GRANT APPLICANT:**

**City of Huntsville, Department of Commu**

**STATE OF ALABAMA  
EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM  
PROGRAM YEAR 2024 GRANT APPLICATION**

**A.1. Applicant:** City of Huntsville Madison  
Name County

Applicant's Unique Entity Identifier: ZBCLKNT6JWT4 \_\_\_\_\_

Mayor/Chair/Authorized Official: Tommy Battle \_\_\_\_\_

Title: Mayor \_\_\_\_\_

E-mail Address: [tommy.battle@huntsvilleal.gov](mailto:tommy.battle@huntsvilleal.gov) \_\_\_\_\_

Applicant's Address: P.O. Box 308 \_\_\_\_\_

Huntsville, AL 35804 \_\_\_\_\_

Telephone: 256-427-5400 \_\_\_\_\_

Contact Person: Scott Erwin \_\_\_\_\_

Title: Community Development Department Manager \_\_\_\_\_

Address: P.O. Box 308 \_\_\_\_\_

Huntsville, AL 35804 \_\_\_\_\_

Telephone: 256-427-5400 \_\_\_\_\_

E-mail Address: [scott.erwin@huntsvilleal.gov](mailto:scott.erwin@huntsvilleal.gov) \_\_\_\_\_

**Required Application Documents Checklist:**

- Original ESG Grant Application mailed or hand delivered, and 1 Exact Copy emailed.
- Cover Letter (must be signed by board chairperson/president or chief elected official).
- Resolution (local unit of government applicant (see A.2.).
- Declaration of Debt explanation, if applicable (see A.4.).
- IRS 4168C / IRS Determination Letter (**nonprofit applicant &/or nonprofit second-tier subrecipients**; see A.10.).
- Form 990 (previous year's) (**nonprofit applicant &/or nonprofit second-tier subrecipients**; see A.10.).
- Letter from CoC (regarding agencies' membership, use of the coordinated assessment system, and reporting in HMIS/comparable database; see A.11 and B.4.).
- Maintenance of Effort Documentation, if applicable (**local unit of government only**; see A.14.).
- Sample Intake Forms (for each agency providing direct assistance; see B.2.).
- Match Commitment Letters (on agencies' letterhead; see B.5.).
- Summary of Past Volunteer Hours/Donations (see B.5.).
- Most Recent Annual Budget (for each agency providing direct assistance; see B.6.).
- Copies of Deeds, Cost Estimates, Appraisal of the Current Value of the Building (if applicable see B.6.).

**NOTE: FAILURE TO SUBMIT ANY OF THE ABOVE DOCUMENTS WILL RESULT IN DISMISSAL OF THE ENTIRE GRANT APPLICATION FROM FUNDING CONSIDERATION.**

**Other Documents Checklist:**

- Voluntary Board Member List (**nonprofit applicant &/or nonprofit second-tier subrecipients**; see A.10.).
- Minutes of most recent Board meeting (**nonprofit applicant &/or nonprofit second-tier subrecipients**; see A.10.).
- Letter 147C from the IRS (**nonprofit applicant only**; see A.12.).
- SAM.gov registration (**applicant only**; must show expiration date; see A.13.).
- Emergency Shelter Insurance Documentation (see A.15.).
- Audit and Audit Certification (**applicant only**; see A.16.).
  - Copy of most recent audit attached.
  - Audit Certification attached.
- Indirect Cost Documentation, if applicable (see A.17.).
  - Copy of approved Indirect Cost Rate.
  - Certification to Use 10% De Minimis Indirect Cost Rate, if applicable.
- IRS Form W-9 (**applicant only**; see A.18.)
- ADECA ESG Budget Forms (see B.6.).
- Schedule of Spending (see B.7.).

**NOTE: FAILURE TO SUBMIT ANY OF THE ABOVE DOCUMENTS WILL RESULT IN A DEDUCTION OF TWO (2) POINTS PER MISSING DOCUMENT FROM THE APPLICANT'S TOTAL SCORE.**

**A.2. Resolution # \_\_\_\_\_ (local unit of government only)**

**A.3. Second-Tier Subrecipient Status:**

Does the ESG grant applicant appear as a second-tier subrecipient on any other ESG grant application for the same program year?

Yes  No

If yes, then this ESG grant application is ineligible for consideration. An ESG grant applicant may not be listed as a second-tier subrecipient in another ESG grant application. However, a second-tier subrecipient may be listed as a second-tier subrecipient in more than one ESG grant application.

**A.4. Declaration of Debt:**

- a. Does the applicant owe money to the state or federal government?  
 Yes  No
- b. If the answer to “a” is “yes,” is a repayment arrangement in place?  
 Yes  No
- c. Have any disallowed costs resulted from an ADECA audit of the applicant?  
 Yes  No
- d. If the answer to “c” is “yes,” has a resolution been finalized?  
 Yes  No

If the answer to any question above is “yes,” attach an explanation.

**A.5. 2020 Population of Service Area:** Maddison County: 388,153; Huntsville City: 215,006; Morgan County- 123,421; Limestone County: 103,570

**A.6. House District: 4,10,19,20,21**  
**Senate District: 3,4,7**  
**Congressional: 5**

**A.7. ESG Eligible Activities to be Carried Out:**

(check each activity proposed in this application)

- X   Street Outreach
- X   Emergency Shelter
- X   Homelessness Prevention
- X   Rapid Re-housing

**A.8. Total Amount of ESG Funds Requested: \$500,000.00**

Administration:	<u>\$20,000.00</u>
Street Outreach:	<u>\$125,000.00</u>
Emergency Shelter:	<u>\$175,000.00</u>
HMIS:	<u>\$25,000.00</u>
Homelessness Prevention:	<u>\$85,000.00</u>
Rapid Re-housing:	<u>\$70,000.00</u>

**Total Amount of Match/Local Funds to be Provided: \$500,000.00**

Is a match waiver requested?  Yes  No

If "yes," provide the amount of the waiver request and explain the need for the waiver.  
\$ \_\_\_\_\_

**A.8. Brief Description of the Project:** For each governmental entity or nonprofit agency that will provide direct services, provide the following information (copy and paste the information headings for as many agencies as needed):

Agency: See attached \_\_\_\_\_

Contact information: \_\_\_\_\_

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

Amount Requested:

Administration	\$	_____
Street Outreach:	\$	_____
Emergency Shelter	\$	_____
HMIS	\$	_____
Homelessness Prevention	\$	_____
Rapid Re-housing	\$	_____

Problem areas addressed: \_\_\_\_\_

Service area: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Estimated number of persons to be served: \_\_\_\_\_

Number of persons served during the last calendar year: \_\_\_\_\_

Amount and sources of matching funds: \_\_\_\_\_

**A.10. Verification of Private Nonprofit Organization Status:**

For all private nonprofit organizations acting as the ESG grant applicant or a second-tier subrecipient, confirm that those organizations meet each of the following criteria:

- Is currently recognized by the IRS as a secular or religious organization described in section 501 (c) of the Internal Revenue Code of 1986:  
 Yes  No
- Is exempt from taxation under subtitle A of the Code:  
 Yes  No
- Has an accounting system:  
 Yes  No  
Identify the accounting system: systems vary by agency; identified on attachment
- Has a voluntary Board:  
 Yes  No



Provide documentation identifying the officers and members of the Board, as well as their affiliation and term. Also, provide the Minutes of the most recent Board meeting.

- Practices nondiscrimination in the provision of assistance:  
 Yes  No

Additionally, provide an **IRS Determination Letter** and **the most recent Form 990** for each private nonprofit organization (acting as the ESG grant applicant or a second-tier subrecipient). If the current Form 990 is not available, please explain.

**A.11. Membership in Continuum of Care:**

For each private nonprofit organization (acting as the ESG grant applicant or a second-tier subrecipient), provide a letter from the local CoC regarding the ESG grant applicant's or the second-tier subrecipient's membership, use of the coordinated assessment system, and reporting in HMIS/comparable database. Combined letter attached

**A.12. Employer Identification Verification Letter:**

If the ESG grant applicant is a nonprofit agency, provide a copy of **Letter 147C** from the IRS. To request a copy, call 1-800-829-4933. If the ESG grant applicant has not received a prior ESG grant award from ADECA, the Letter 147C must be dated for the current year.

**A.13. System for Award Management:**

Provide documentation of the ESG grant applicant's current registration at [www.SAM.gov](http://www.SAM.gov).

**A.14. Maintenance of Effort:**

If the ESG grant applicant is a **local unit of government**, were ESG funds provided to the second-tier subrecipient(s) from the general fund during the immediately preceding twelve-month period?

- Yes  No  N/A (**nonprofit applicants only**)

If the answer is "yes," attach the ESG grant applicant's annual budget, and a detailed explanation of the amount(s) provided and how it was used by each applicable second-tier subrecipient for street outreach and emergency shelter services.

**A.15. Emergency Shelter Documentation:**

For each agency requesting emergency shelter funds for facility-based services, confirm the following:

- The agency meets HUD's definition of an emergency shelter. (*Emergency shelter is any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.*)  
 Yes  No
- The agency complies with the prohibition against involuntary family separation requirement.  
 Yes  No

- The facility is insured. *(Submit insurance documentation.)*  
 Yes  No

**A.16. Audit Information:**

Include a copy of the most recent audit or a professionally prepared financial statement.

YEAR:

Attach the Audit Certification.

**A.17. Indirect Cost Documentation:**

Does the ESG grant applicant have an approved indirect cost rate?

Yes  No

If yes, provide documentation of the federally approved indirect cost rate.

If no, will the ESG grant applicant use the 10% de minimis rate?

Yes  No

If yes, attach the **Certification of Election to Charge 10% Federal De Minimis Indirect Cost Rate.**

In order to use the 10% de minimis rate, the ESG grant applicant cannot have received a negotiated indirect cost rate. If the ESG grant applicant is a Governmental Unit, then it must not receive more than \$35 Million in direct federal funding in order to be eligible to use the 10% de minimis rate.

*See: 2 C.F.R. 200.414(f); 2 C.F.R. 200, App. VII paragraph D(1)*

- A.18. Provide a completed IRS Form W-9 for the ESG grant applicant. (The ESG grant applicant's name must be identical on the IRS Form W-9, [www.SAM.gov](http://www.SAM.gov) registration, and Letter 147C.)**

I HEREBY CERTIFY that the information provided in this ESG grant application is complete, true, and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

6/13/2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**B.1. Identification of Homeless Assistance Needs**

20 Points

ESG grant applicants will identify and describe the service area. Identify the homeless assistance needs in the service area including the needs of other eligible clientele, such as victims of domestic violence. Specifically, address the needs of the unsheltered homeless persons in the service area. Use quantifiable data, specific to the service area, to the maximum extent possible. Data should include the number of individuals and families served during the last calendar year.

**Maximum of 5 text pages.**

## **B.2. ESG Grant Applicant's Strategy to Address Homeless Problems**

20 Points

ESG grant applicants will describe the reasons for addressing specific homeless problems. Describe the strategy for addressing homeless problems. Include specific data quantifying the types of assistance or services provided to homeless individuals and families or those persons at risk of homelessness during the last calendar year. **Estimate the number of persons to be assisted in relation to the types of assistance to be provided.** Provide and explain the strategy for targeting funds to the neediest persons, or to the geographic or functional areas where funds may have the greatest impact. Submit samples of intake forms for each agency that will provide services.

**Only submit intake forms that capture information relative to eligibility for ESG grant assistance.**

For each service-provider agency (subrecipient and second-tier subrecipient) that previously received ESG grant funds and served a multi-county service area, provide the following information for the most recent ESG grant project:

- The year the ESG grant project was funded;
- The amount of ESG grant funds received;
- The number of requests for ESG grant assistance received per county; and
- The number of persons/households provided with specific ESG grant assistance per county (for example, the number of persons/households that received street outreach, emergency shelter, homelessness prevention, and rapid re-housing assistance per county).

If no requests for assistance were received from other counties in the service area, provide detailed information regarding ESG-specific outreach and engagement in those counties.

If the agencies haven't previously received ESG grant funds, provide information regarding outreach and engagement for current services in all counties included in the service area.

**Maximum of 7 text pages.**

### **B.3. Capacity and Coordination**

20 Points

ESG grant applicants will describe their federal grant management and administrative capacity, especially that of all second-tier subrecipients, if any. Information regarding capacity should include details about the following: new personnel; new or substantially changed operational or financial systems; and if the ESG grant applicant or the agencies receive funds directly from the U.S. Department of Housing and Urban Development (HUD), a list of HUD-funded programs and the results of the most recent HUD monitoring for each program. Provide specific details regarding direct or related experience with service provision to homeless individuals and families or those at-risk of homelessness. ESG grant applicants will provide their plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons and with mainstream resources for which program participants may be eligible.

ESG grant applicants will provide details regarding the progress of any open ESG grant projects. Provide specific details regarding the following:

- The grant agreement number and award amount;
- The total amount of funds expended per grant;
- The total amount of reimbursement requested per grant;
- The total amount of match applied per grant;
- If the expenditure rate is on track with the Schedule of Expenditures previously submitted to ADECA; and
- An explanation of the steps to be taken to align the expenditure rate with the Schedule of Expenditures, if applicable.

**Maximum of 5 text pages.**

#### **B.4. Participation in a Continuum of Care**

20 Points

ESG Grant applicants will demonstrate a thorough understanding of the “continuum of care” concept and explain how the services provided by it or its second-tier subrecipients are in line with this concept. This will include information concerning membership in an existing Continuum of Care Homeless Coalition. The ESG grant applicant will explain its level of participation and that of the second-tier subrecipient(s) in the continuum regarding continuum initiatives, activities, and programs. Include a list of the local continuum’s strategies or goals for serving the homeless. Provide information to show how services provided by the ESG grant applicant and/or second-tier subrecipients address the strategies/goals of the local continuum. Describe each ESG Grant applicant’s and second-tier subrecipient’s active participation in the continuum’s coordinated assessment system.

Include a letter from the local CoC regarding each ESG Grant applicant’s and second-tier subrecipient’s membership, use of HMIS, and use of the coordinated assessment system.

**Maximum of 5 text pages (charts and CoC letter not included in page limit).**

## **B.5. Match**

10 Points

Points will be given based on the clarity of proposed match. Match (in-kind or cash) must be explained as to how its use relates to the activities allowed under the McKinney-Vento Homeless Assistance Act, as amended. Match must be verified to include resolutions and letters detailing sources of funds. If match is provided from the city or the county, then the source of funds (general fund) must be identified. Letters from banks, organizations, or donors specifying donated items must be provided. Volunteer hours and fundraising efforts must be discussed in enough detail to establish validity. The service area or activities for which volunteer hours are used must be clearly indicated. If a match waiver is requested, provide detailed information to justify the need for a waiver.

**Matching funds/services must be spent on/used for ESG-eligible activities and must benefit the ESG grant program participants.**

**If the ESG grant application is approved to receive funding, matching funds/services must be applied in proportion to the amount of ESG grant funds expended.**

**Maximum of 5 text pages (graphs/charts not included in page limit).**

## **B.6. Budget**

10 Points

The budget narrative must consist of a thorough explanation of activities involved with the request. Each budget activity (Administration, Street Outreach, Emergency Shelter, HMIS, Homelessness Prevention, and Rapid Re-Housing) must give a detailed description of costs. The ESG grant applicant's budget must be the aggregate of all second-tier subrecipient budgets.

The ESG grant applicant will submit a budget form for that applicant and each second-tier subrecipient, if applicable.

**NOTE: Budgets submitted with the ESG grant applications do not require signatures nor dates.**

Each agency for which funds are requested must submit its most recent annual budget that shows the source and amount of other funds received.

If renovation, rehabilitation, or conversion activities are included in the project, provide copies of cost estimates, the current appraised value of the building, and deeds, as applicable.

**The budget narrative is limited to 7 text pages (graphs/charts not included in page limit).**



## **B.7. Schedule**

ESG grant applicants will provide a flow chart or timeline showing the schedule of necessary project elements, with a start date and an end date for each project element. The following percentages should be included on the flow chart or timeline: 30%, 50%, and 70%. Activities applied for in the ESG grant application must be completed and closed out within eighteen (18) to twenty-one (21) months after the receipt of the ESG grant award from ADECA.