

**FUNDING REQUEST FORM
BERKS COUNTY & CITY OF READING
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
FFY2019**

Assistance in completing this request is available by calling the Berks Redevelopment Authority at 610-478-6325 between the hours of 8:00 a.m. and 5:00 p.m. Please answer all questions applicable to your project as specifically as possible (print or type). The request form and supporting documentation must be received by the Berks Redevelopment Authority, Services Center - 14th Floor, 633 Court Street, Reading, PA 19601.

The City Community Development Department and the County Redevelopment Authority requests the applicant's attendance at the 2019 Action Plan Public Hearing.

All projects funded by the ESG Program must be consistent with the City & County Comprehensive and Joint Consolidated Plans.

I. GENERAL INFORMATION

- A. Date: _____
- B. Submitted By: _____ Title: _____
- C. Organization: _____
- D. Address: _____

- E. Telephone: _____ FAX: _____
- F. Contact Person: _____
- G. Contact Person Telephone: _____
- H. DUNS Number: _____ IRS Tax Number: _____
- I. Email: _____
- J. Total Budget: _____ Amount Requested: _____
- K. Project Name: _____
- L. Brief Description of Project: _____

- M. Project Service Area: _____
- N. Project Location: _____

II. CHECKLIST OF REQUIRED DOCUMENTS

Organizations currently being funded by the ESG Program do not need to submit documents No. 2, 3, 4, 7, 8, 9, or 10 if they are on file in the Berks Redevelopment Authority Office and they have not been changed since initially submitted.

- _____ 1. Narrative data on project and applicant
- _____ 2. Articles of Incorporation and Bylaws
- _____ 3. State and Federal Tax Exemption Determination letters
- _____ 4. List of Board of Directors
- _____ 5. Board of Directors' authorization to request funds
- _____ 6. Board of Directors' designation of authorized official
- _____ 7. Organizational chart
- _____ 8. Resume of program administrator
- _____ 9. Resume of fiscal officer
- _____ 10. Financial statement and most recent audit
- _____ 11. Copy of most recent strategic plan or similar planning document.
- _____ 12. Performance Measurement Form.
- _____ 13. Current Salary of Executive Director

III. NARRATIVE

The County and City do not require a particular format for this section however, the narrative may be typewritten and not exceed 10 pages.

A. Project Summary

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Comprehensive Plan and Consolidated Plan, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule. Include the proposed budget, specifying line item costs such as personnel, supplies, equipment, travel, etc. Discuss the intended staffing pattern, and finally other sources of funding sought and secured.

B. Performance/Outcome Measurement

Human Service agencies are in the midst of a major shift from focus on activities to a focus on results. The potential benefits of this shift to a focus on outcomes are broad. Agencies will have invaluable information for increasing the quality of their programs. Program participants will receive services that are shown to produce positive results.

Using your organization's planning document, please provide appropriate performance/outcome measurements for the project you are requesting funds for.

C. Organization Information

Background

Include the length of time the organization has been in operation, the date of incorporation, the purpose of the organization, and the type of corporation. Describe the type of services provided, the organization's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

Personnel

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

Financial

Describe the organization's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the organization's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Audit Requirements

The Organization is informed that if funded by the ESG Program, the Organization may be subject to the audit requirements of OMB Circular A-133.

Insurance/Bond/Worker's Compensation

State whether or not the organization has liability insurance coverage, in what amount, and with what insuring organization. State whether or not the organization pays all payroll taxes and worker's compensation as required by Federal and State Law. State whether or not the organization has fidelity bond coverage for principal staff who handle the organization's accounts, in what amount, and with what insuring organization.

Additional Information

Include any other pertinent information.

IV. STANDARD REQUIRED DOCUMENTS

A. Articles of Incorporation/Bylaws

Articles of Incorporation/Bylaws Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or organization.

B. Non-profit determination

Non-profit organizations must submit tax-exempt determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

C. List of the 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 or affiliation of each member and must identify the principal officers of the governing body.

D. Authorization to Request Funds

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

E. Authorized Official

Documentation must be submitted of the governing body's action authorizing the representative of the organization to negotiate for and contractually bind 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 each authorized individual.

F. Organizational Chart

An organizational chart must be provided which describes the organization's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of shared responsibility.

G. Resume of the Chief Program Administrator

H. Resume of the Chief Fiscal Officer

I. Financial Statement and Audit

V. BUDGET SUMMARY

Provide financial data requested below. Costs should be based on the best information available at the time of the request.

Total estimated cost of project: \$ _____

Amount of funds requested: \$ _____

Amount of required matching funds (\$1.00 for \$1.00): \$ _____

It is important to try to obtain funds to offset the demand for the limited amount of ESG Program funds. If the project requires a renewal of funds every year, the County and City cannot guarantee that renewal.

A. List the amount and source of other funds that will be used in addition to the ESG Program funds being requested.

B. If ESG Program funds are needed to secure matching funds from another source, state the source and the amount of funds to be matched.

VI. CERTIFICATION

This funding request for ESG Program funds was discussed at a public meeting held on (date) _____ and was approved by the Governing Body on (date) _____.

Signature Title

Deadline for completed request and supporting documentation is June 30, 2018 and must be sent to:

For **City** ESG Funding –
City of Reading Community Development Office
City Hall Office 3-12
815 Washington Street
Reading, PA 19601

For **County** ESG Funding -
Berks County Redevelopment Authority
Services Center - 14th Floor
633 Court Street
Reading, PA 19601

For Municipal Staff Use Only

Project #	Date Received:
Eligible:	Regulation:

The following document is being provided for informational purposes only and is applicable for City of Reading ESG Applications

**CITY OF READING
EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
FISCAL YEAR 2019**

GRANT REVIEW SCORING GUIDE

Rating Factor 1: Capacity & Experience (20 Points)

Sub factor 1: Agency & Staff Experience with Grant Administration

Sub factor 2: Program Sustainability Outlook

CONSIDERING FACTORS

- Does the Agency have experienced staff familiar with administering federal or state funded programs?
- Does the Agency have Local, State, or Federal licenses/certificates?
- Is the Agency experienced in carrying out the proposed program/activity?
- Does the proposed program seem to fit in with the Agency’s Mission Statement?
- Does the Agency demonstrate that they have the staff experience and proper level of staffing and the availability to carry out the project?

Evaluate how well the Agency demonstrates the ability to successfully implement and manage publicly funded (Federal, State, and local) projects in a timely manner, consistent with funding requirements AND the Agency’s experience working with similar programs (e.g., housing programs, emergency shelters, outreach, etc.) or programs with similar activities (e.g., case management, assessments, performance reporting, etc.).

Rating Factor 2: Addressing the Need/Extent of the Problem (20 Points)

Sub factor 1: Prevention Focus

Sub factor 2: Consistent with Adopted Consolidated Plan/Priority Need

Sub factor 3: Identifying and Addressing a Community Need

CONSIDERING FACTORS

- Does the proposed program provide preventative support/activities to program participants?
- Does the proposed program address root causes and long term conditions versus a “Band-Aid” approach?
- Does the proposed program directly or indirectly support homeless prevention efforts?
- Are current local statistics, Agency statistics, or other evidence provided to document and support the proposed programs approach to addressing community need and gaps in service?
- Is a target population and their unique service needs clearly identified?

– Is the proposed program designed to improve client well-being through a collaborative approach and coordinated access to resources?

Evaluate how well the proposed project addresses community need while working collaboratively to address gaps in services and root causes in an effort to assist homeless persons to permanently escape homelessness and prevent those at risk of homelessness from becoming homeless.

Rating Factor 3: Collaboration (20 Points)

Sub factor 1: Incorporation of a Cross Sector Engagement Strategy

Sub factor 2: Partnerships and Collaborations

Sub factor 3: Outreach and Referrals

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CONSIDERING FACTORS

- Does the Agency actively refer clients to other needed services?
- Does the proposed program include coordination efforts between multiple sectors including: Education, Faith-Based, Arts, Media, Government, Non-Profits, Business, Entertainment, Sports and Neighborhoods?
- Does the Agency collaborate with other agencies to provide comprehensive services?
- Does the Agency have an effective client outreach strategy?
- Will the proposed program help meet needs and promote increased self-sufficiency?
- Did the Agency provide details of any formal agreements and history of partnerships in the community?
- Is the Agency demonstrating that they are not working in a silo and have established true partnerships throughout the City?

Evaluate the outreach activities and how effective the project will be in reaching the target population. How are any barriers described, and how will they be addressed? Evaluate the degree of Agency participation within the local community, including its collaborative efforts with other agencies and committees. Is the Agency a member of Berks Coalition to End Homelessness? Does the Agency participate in CoC related activities? ESG grant recipients are required to participate in the Coalition.

Rating Factor 4: Accomplishments & Program Evaluation (20 Points)

Sub factor 1: Standardized Client Intake and Eligibility Process

Sub factor 2: Standardized Methods and Tools to Evaluate Progress

CONSIDERING FACTORS

- Can the Agency provide information about the number of clients served in previous years?
- How did the Agency perform in terms of numbers served?
- Does the Agency's method of tracking accomplishments extend over a reasonable period of time?
- Does the Agency's tracking method sound reasonable and efficient?
- Is the Agency proposing activities that will help clients move toward self-sufficiency after they receive the service?
- Can they clearly define how clients will be benefitted and reach self-sufficiency after receiving proposed services?
- Does the Agency have verifiable accomplishments?
- Does the Agency track accomplishments over time?
- Is there a strong link between the outcomes, project goals, and services provided?
- Does the Agency enter data directly into HMIS, or does an outside Agency assist?
- If the Agency enters data into HMIS, have they had any issues in the system or issues with reporting requirements to an Entitlement Jurisdiction?
- Does the Agency staff have the familiarity and capacity to screen clients in the HMIS system?

Evaluate the effectiveness of how proposed program outcomes and performance will be measured. Are the methods and tools used to evaluate progress clearly described? Are long-term goals verifiable and attainable, and will the program be impactful and effective in meeting needs and gaps in services?

Annual Performance Reports (APRs), as submitted to the City and reflected in HUD CAPER reports, will be available to the review panel. Meeting targeted number of clients to be assisted, as reflected in public reports, will be evaluated at the time of the review.

Rating Factor 5: Financials (20 Points)

Sub factor 1: Clear and Efficient Budget

Sub factor 2: Leveraging Sources (Private, Federal, State, Local, and In-Kind)

CONSIDERING FACTORS

- Does the proposed program identify other sources of funding?
- If the requested ESG funding is not awarded can the Agency still implement the program?
- Does the budget reflect awarded funding or pending funding from other sources?
- Is there a reasonable amount of committed funding to cover the costs of the proposed program with or without the requested ESG funds?
- In the past was the project funded with other funding, if so why did it stop?

Evaluate if project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population. Does the project leverage other Federal, State, local, or private resources? Does the

Agency provide evidence of sustainable funding? Evaluate project sources and costs to determine if they are reasonable and well supported.

Rating Factor 6: Performance & Risk Assessment (20 Points)

Sub factor 1: Implementation-Soundness of Approach

Sub factor 2: Monitoring Results & Timeliness

CONSIDERING FACTORS

- How will the proposed services be implemented?
- Who will implement the proposed services?
- Will the Agency rely on any outside Agencies in order to implement the proposed program?
- If the Agency will rely on outside Agencies, are there solid commitments to this program?
- If the Agency will rely on outside Agencies, how will they monitor these Agencies?
- What will be the frequency and duration of the proposed services?
- Has the Agency had any issues with expending all their past or current funding?
- Are there any serious performance issues in past grants awarded to the Agency?
- Are there any inconsistencies between the Agency’s answers and the performance reports from the HUD CAPER report?

Evaluate any relevant performance benchmarks. Is there a plan for dealing with any perceived barriers or challenges such as lack of affordable housing units? If the project is unable to meet a benchmark, is there a plan for what the project can offer in the first year and how it can move closer to meeting or exceeding the target in the second year? Are the methods and tools used to evaluate progress clearly described? If proposing rapid re-housing, has the Agency demonstrated a plan to addressing private-sector housing constraints?

Rating Factor 7: Project Innovation (30 Points)

Sub factor 1: Project Innovation

CONSIDERING FACTORS

- Does the proposed program introduce an innovative approach, idea, process, project, etc. that clearly changes or improves the services proposed/provided?
- Does the proposed program go beyond the usual approach?
- If the proposed program was previously funded, what is the added value to the current proposal?

Evaluate the proposed program for an approach that goes beyond the same service model already being used in the community by the applicant or another service provider. For applicants requesting funding for an existing program, innovation should not be based only on the expansion of client

Please Note - The City will ask the Berks County CoC for their 2019 City of Reading ESG funding recommendations. In addition, the City Community Development Department staff will use the scoring template in its review of the City ESG applications.

numbers, locations, or new activities and may include changes to the service delivery model designed to enhance results. Does the project application include sufficient information to clearly demonstrate an innovative approach?

Rating Factor 8: Grant Submittal (10 Points)

Sub factor 1: Application Comprehension/Completeness

CONSIDERING FACTORS

- Were there any confusing statements in the application by the applicants that could not be explained?
- Were all concerns and questions answered by applicant(s)?
- Is the proposed program clear and accurate?
- What the applicant able to clear up any concerns or questions regarding the application?
- Did the applicant answer all the questions in the application?