January 30, 2015

Request for Proposals (RFP) for Homeless Services under Fiscal Year 2015-2016 Emergency Solutions Grant Funding

Eligibility and Instructions

To: Providers of Service and Shelters for the Homeless in the City of Youngstown and Mahoning County, OH

From: City of Youngstown, Community Development Agency

Purpose: This application process allows eligible Emergency Solutions Grant (ESG) provider agencies to apply for 2015–2016 ESG funds should any become available. The goal of this homeless assistance program is to provide services to people who are homeless, or otherwise fit HUD's definitions of homelessness. It is widely recognized that homelessness is not due to just a lack of shelter; it also involves a variety of unmet needs and underlying economic, physical, and social challenges. To the extent that homelessness encompasses a wide range of conditions, the City of Youngstown through the guidance of the Community Development Agency, supports the Continuum of Care concept as an effective approach to addressing the needs of people who are homeless. The Continuum of Care process, which was initiated by HUD in 1994, should continue to work with the City to promote a comprehensive and strategic approach that ultimately improves coordinated housing and the service delivery system intended for the homeless and persons at risk of homelessness. The Continuum of Care approach should also effectively plan to provide a balance of emergency, transitional, permanent housing, and service resources to address the needs of people who are homeless so that they can make the critical transition from homelessness to jobs, independent living, and/or permanent housing.

Program Summary

The Emergency Solutions Grant (ESG) program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 113711378).

On May 20, 2009, President Barack Obama signed into law a bill reauthorizing McKinney-Vento funding. That legislation was known as the HEARTH (Homeless Emergency and Rapid Transition to Housing) Act. McKinney-Vento authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of government and territories for 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 homeless prevention and rapid re-housing assistance. The Emergency Solutions Grant (ESG) program builds upon the existing Emergency Shelter Grants program, but places a greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the **expansion of the homelessness prevention component** of the program and the addition of a new **rapid re-housing assistance component.**

General Provisions: In general, ESG funds can be used for five (5) program components, i.e., street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS. However, in accordance with the McKinney-Vento Act, some restrictions apply to the amounts that can be spent on the street outreach and emergency shelter component.

Table 1

FY 2014	**$274,997**
Less 60% of grant amount ($164,998) **MAXIMUM** Shelter/Outreach	**$109,349**
Equals **Minimum** for HP/RRH/ and Admin	$109,999
Less administration (7.5% of $274,997= $20,625	**$20,624**
Equals **MINIMUM** for HP/RRH	**$145,024**

Other Requirements

Inspection of Housing Units

Subrecipients who provide rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy; agencies must adhere to minimum habitability standards as they are listed. CDA anticipates that this requirement will only be applicable to households being newly housed. However, this may change upon HUD's release of further ESG regulations.

Coordination with Continuum of Care (CoC) Planning Efforts

Subrecipients must coordinate with the local CoC to ensure that ESG activities are aligned with the CoC's strategies for preventing homelessness and ending homelessness. The impact of persons receiving ESG assistance will ultimately be

reported by CoC's through required point-in-time counts and through other data collected by HUD.

Coordination with Other Providers
Subrecipients must coordinate with other local organizations that are planning and carrying out activities related to prevention and rapid re-housing, including Federal Emergency Management Agency (FEMA) Boards, local agencies responsible for administering and implementing ten-year plans (and other plans) to end homelessness, and agencies that administer mainstream resources such as Temporary Assistance to Needy Families (TANF).

Subrecipients should ensure that program participants are enrolled in all applicable mainstream resources. Subrecipients must carefully assess how ESG funds can be used in conjunction with other funds from the Recovery Act to prevent homelessness and rapidly re-house homeless persons, and plan a coordinated approach to serving similar target populations. Federal agencies that received funding for serving persons who are homeless or unstably housed include the U.S. Department of Health and Human Services, Education, Homeland Security, and Labor.

Confidentiality: Subrecipients must develop and implement procedures to ensure that confidential information obtained pursuant to this program is maintained and access is restricted in accordance with the requirements of the Public Information Act.

Appeals Process
The subrecipient may terminate assistance to a program participant who violates program requirements. Subrecipients may resume payments to a program participant who was previously terminated. Subrecipients must develop a formal process that recognizes the rights of individuals receiving assistance to due process of law. In terminating assistance to a program participant, the process must at a minimum consist of: (1) written notice to the program participant containing a clear statement of the reasons for termination; (2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) prompt written notice of the final decision to the program participant.

Compliance with Fair Housing and Civil Rights Laws: Subrecipients must comply with all applicable fair housing and civil rights requirements in 24 CFR Part 5.105(a).

New federal requirements: After May 20, 2011, any emergency shelter that receives ESG funds and serves families with children under the age of 18 will be prohibited from denying admission to any family based on the age of any child under age 18. Continuum of Care must evaluate the outcomes of ESG grantees within their boundaries. ESG grantees must participate in the Consolidated Plan for the geographic area covered by the Continuum of Care.

EMERGENCY SOLUTIONS GRANT PROGRAM COMPONENTS and ACTIVITIES

TREET OUTREACH COMPONENT – Serves unsheltered homeless individuals and families with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, by providing them with essential services that include engagement, case management, emergency health services, emergency mental health services, and transportation. Also serves Special Populations (homeless youth, homeless persons with HIV/AIDS, and homeless victims of domestic violence and stalking, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of Section 576.101:

Overarching Principles

Eligible Program Participants: Unsheltered individuals and families, meaning those who qualify under paragraph (1) (i) of the definition of "homeless".

Overview of Eligible Activities: Essential services are those provided to eligible participants and are provided on the street, or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible. Essential services must be included under the street outreach component in the interim rule to be eligible costs with ESG funds.

Street Outreach Eligible Costs Overview

- ✓ Engagement
- ✓ Case Management
- ✓ Emergency Health Services
- ✓ Emergency Mental Health Services
- ✓ Transportation
- ✓ Services to Special Populations

Eligible Outreach Activities

Essential Services

Engagement: Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

- Initial assessment of needs and eligibility
- Providing crisis counseling

- Addressing urgent physical needs
- Actively connecting and providing information and referral
- Cell phone costs of outreach workers

Case Management: Intended for assessing housing and service needs, and arranging / coordinating / monitoring the delivery of individualized services.

- Using the centralized or coordinated assessment system
- Initial evaluation/verifying and documenting eligibility
- Counseling
- Developing/securing/coordinating services
- Helping obtain Federal, state, and local benefits
- Monitoring/evaluating participant progress
- Providing information and referral to other providers
- Developing an individualized housing/service plan

Emergency Mental Health Services: Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or appropriate healthcare facility.

- Crisis Intervention
- Prescription of psychotropic medications
- Explain the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Emergency Health Services: Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility.

- Assessing participants' health problems and developing treatment plans
- Assisting participants to understand their health needs
- Providing or helping participants obtain appropriate emergency medical treatment
- Providing medication and follow-up services

Transportation: Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.

- Transporting unsheltered people to emergency shelters or other service facilities
- Cost of a participant's travel on public transit
- Mileage allowance for outreach workers to visit participants

- Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance of the vehicle
- Costs of staff to accompany or assist participants to use public transportation

Services to Special Populations: Otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

1. **EMERGENCY SHELTER COMPONENT** – Serves homeless (refer to 576.2 for "homeless means") individuals and families staying in shelters by providing them with essential services that include 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, and transportation. Funds can also be used for renovating buildings to be used as emergency shelter for homeless individuals and families, and operating shelters. Also serves Special Populations (homeless youth, homeless persons with HIV/AIDS, and homeless victims of domestic violence and stalking, so long as costs of providing these services are eligible under paragraphs (a) (1) (i) through (a) (5) (x) of section 576.102: Emergency Shelter Component.

Overarching Principles

Eligible Program Participants: Individuals and families who are **homeless.**

Overview of Eligible Activities: Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible. ***Emergency Shelter*** means 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. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency Solutions grant may continue to be funded under ESG.

Shelter Eligible Costs Overview

- ✓ Essential Services
- ✓ Renovation

- ✓ Shelter Operations
- ✓ Assistance Required under Uniform Relocation Act (URA)

Eligible Shelter Activities

Essential Services to persons in emergency shelters

Case Management: Assessing, arranging, coordinating, and monitoring individualized services

- Using the centralized or coordinated assessment system
- Initial evaluation including verifying and documenting eligibility
- Counseling
- Developing, securing, and coordinating services, including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Providing ongoing risk assessment and safety planning with victims
- Developing an individualized housing and service plan

Child Care: Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18.

- Child care costs
- Meals and snacks
- Comprehensive and coordinated sets of appropriate development activities

Education Services: Instruction or training to enhance participant's ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.

- Educational services / skill building
- Screening, assessment and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies and instructions material
- Counseling
- Referral to community resources

Employment Assistance and Job Training: Services assisting participants to secure employment and job training programs.

- Classroom, online, and/or computer instruction
- On-the-job instruction
- Job finding and skill building programs and activities
- Books and instructional material

- Employment screening, assessment, or testing
- Structured job seeking support
- Special training and tutoring, including literacy training and pre-vocational training
- Counseling or job coaching
- Referral to community resources

Outpatient Health Services: Direct outpatient treatment of medical conditions provided by licensed medical professionals.

- Assessing health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventive and non-cosmetic dental care

Legal Services: Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.

- Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs

Legal Services: Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.

- Child support
- Guardianship
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Appeal of veterans and public benefit claim denials
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

Life Skills Training: Critical life management skills necessary to assist the program participant to function independently in the community

- Budgeting resources
- Managing money
- Managing a household
- Resolving conflict

- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

Mental Health Services: Direct outpatient treatment of mental health conditions by licensed professionals.

- Crisis interventions
- Individual, family, or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Substance Abuse Treatment Services: Substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors.

- Client intake and assessment
- Outpatient treatment for up to thirty(30) days
- Group and individual counseling
- Drug testing

Transportation: Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.

- Cost of program participant's travel on public transportation
- Mileage allowances for service workers to visit participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle
- Travel costs of staff to accompany or assist program participants to use public transportation

Services for Special Populations: Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence and related crime/threats, and people living with HIV/AIDS in emergency shelters.

- 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

Rehabilitation and Renovation: NOTE - *This activity is not a City of Youngstown Consolidated Plan priority*
Rehabilitation and Renovation: Renovating buildings to be used as emergency shelter for homeless families and individuals.

- Labor
- Materials
- Tools
- Other costs for renovation, including soft costs
- Major rehabilitation of an emergency shelter
- Conversion of a building into an emergency shelter

Rehabilitation and Renovation: Minimum Period of Use

	Use Requirement	Building Valuation
Major Rehabilitation	10 Year * **Recorded deed or use restriction required**	If rehab cost exceed 75% of the value of the building **before rehab**
Conversion	10 year	If rehab costs exceed 75% of the value of the building **after rehab**
Other Renovation	3 Year	If rehab costs are 75% or less of the value of the building **before rehab**

Shelter Operations – Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate.

- Maintenance (including minor and routine repairs)
- Rent
- Security
- Fuel
- Insurance
- Food
- Furnishings
- Equipment
- Supplies necessary for the operation of the emergency shelter
- Hotel or motel voucher for family and individual *

***Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available**

URA (Cost) – This cost refers to assistance required under the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA) as described in subpart E of the interim regulations.

- Costs of providing URA assistance under 576.408 including relocation payments and other assistance to persons displaced by a project assisted with ESG funds*

*** Persons who receive URA assistance are not considered "program participants" for the purpose of this part of ESG, and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services for the purposes of this part under ESG.**

Additional Considerations for Street Outreach and Emergency Shelter

Minimum Period of Use

- ✓ **Street Outreach:** Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.

- ✓ **Emergency Shelter:** Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.

  Example: If the recipient commits to providing street outreach for an entire year, or if the recipient contracts with a subrecipient to provide street outreach services for an entire year, then the specified street outreach services must be provided for the entire one-year period.

Expenditure Limits

Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the ***greater of***:

- ✓ **60% of that Federal fiscal year's total ESG award or;**

- ✓ **The amount of FY 2010 grant funds committed to homeless assistance activities. This amount excludes ESG funds expended**

on administrative activities and homelessness prevention activities.

2. HOMELESSNESS PREVENTION

and

3. RAPID RE-HOUSING

Overarching Principles

Eligible Program Participants Homelessness Prevention: Individuals and families who are **at imminent risk, or at risk of homelessness**, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI.

Eligible Program Participants Rapid Re-Housing: Individuals and families who are **literally homeless**, meaning those who qualify under paragraph (1) of the definition of homeless. (Rapid re-housing is a HUD priority)

Overview of Eligible Activities

Eligible activities include short-and-medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible

Defined Purpose

Homelessness Prevention:

- To **prevent** persons from becoming homeless in a shelter or an unsheltered situation
- To help such persons **regain stability** in their current housing or other permanent housing

Eligible Participants: Extremely low income individuals and families (household income below 30% of family AMI) **at risk of becoming homeless** and **moving into an emergency shelter or place not meant for human habitation.**

Homelessness Prevention – Eligible Activities:

1. Housing Relocation and Stabilization Services
2. Short – and – medium – term Rental Assistance

Defined Purpose

Rapid Re-Housing:

- To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then;
- To help such persons **achieve stability** in that housing

Eligible Participants: Literally homeless individuals and families (currently living in an **emergency shelter** or **place not meant for human habitation**

Rapid Re-Housing – Eligible Activities

1. Housing Relocation and Stabilization Services
2. Short – and – medium – term Rental Assistance

Eligible Homelessness Prevention and Rapid Re-Housing Activities

Housing Relocation and Stabilization Services:

Financial Assistance

- **Moving costs**
  - Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
- **Rental application fees**
  - Application fee that is charged to ***all*** applicants by the owner
- **Security deposits**
  - Equal to no more than two (2) months' rent
- **Last month's rent**
  - paid to the owner of housing at the time security deposit and first month's rent are paid
- **Utility deposit**
  - Standard utility deposit required by the utility company (i.e., gas, electric, water/sewer) for ***all*** customers
- **Utility payments**

- Up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewer), including up to six (6) months of arrearages, per service.

Eligible Homelessness Prevention and Rapid Re-Housing Activities (Continued)

Housing Search and Placement: Eligible Costs:

- Assessment of housing barriers, needs, and preferences
- Development of an action plan for locating housing
- Housing search and outreach to and negotiation with owner
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

Housing Stability Case Management – Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability: **Eligible Costs:**

- Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation
- Counseling
- Developing, securing, and coordinating services including Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan

Mediation: Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside: **Eligible Costs:**

- Time and/or services associated with mediation activities

Legal Services – Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing: **Eligible Costs:**

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation, at hearings, and counseling
- Filing fees and other necessary court costs

- Subrecipient's employees' salaries and other costs necessary to perform the services if the subrecipient is a legal services provider and performs the services itself

Legal Services – Legal representation and advice may be provided *: **Eligible Costs:**

- Landlord/tenant matters
- Child support
- Guardianship
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- Appeal of veterans and public benefit claim denials

*The services must be necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing.

Credit Repair – Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems *: **Eligible Costs:**

- Credit Counseling
- Other related services

* Assistance cannot include the payment or modification of debt

Homelessness Prevention and Rapid Re-Housing
Housing Relocation and Stabilization Services
Requirements and Restrictions

- Participants must meet with a case manager at least once a month for the duration of assistance, except where funding under VAWA or FVSP prohibits the recipient or subrecipient from making a shelter or housing conditional upon the receipt of services.

- Participants must be assisted, as needed, in obtaining:

  ✓ Appropriate supportive services like medical or mental health treatment or services essential for independent living.

  ✓ Mainstream benefits like Medicaid, SSI, or TANF

Homelessness Prevention and Rapid Re-Housing
Short – and – Medium Term Rental Assistance

Types of Rental Assistance	Length of Assistance
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3 year period, including any payment for last month's rent

Homelessness Prevention and Rapid Re-Housing
Short – and – Medium –Term Rental Assistance

- Tenant Based Rental Assistance

  ✓ Program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance.

- Project Based Rental Assistance

  ✓ Recipients or sub recipients identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

Requirements and Restrictions

- Compliance with FMR (fair market rent) limits and Rent Reasonableness
- Compliance with Minimum Habitability Standards
- Rental Assistance Agreement and Lease Standards

  ✓ The rental assistance agreement must set forth the terms under which rental assistance will be provided.

  ✓ Each participant receiving rental assistance must have a legally binding, written lease *(between the owner and participant)* for the rental unit, unless the assistance is solely for rental arrears.

  ✓ Project-based rental assistance leases must have an initial term of one year.

- Cannot Use with Other Subsidies

  - ✓ No rental assistance can be provided to a household receiving rental assistance from another public source for same time period *(except for 6 months arrears)*

  - ✓ Rental assistance may not be provided to a participant who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance)

Example – Persons living in public housing units, using housing choice vouchers, or residing in project based assisted units, ***cannot*** receive monthly rental assistance under ESG.

- Late Payments

  - ✓ The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.

  - ✓ The subrecipient must make timely payments to owners in accordance with the rental assistance agreement.

  - ✓ The subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it occurs.

- Maximum Period of Use

  - ✓ The total period for which any program participant may receive the services must not exceed 24 months during any 3-year period

- Discretion to Set Cap

  - ✓ The recipient may also set a maximum dollar amount and maximum period for which a program participant may receive any of the types of assistance or services described within the regulatory maximum.

4. HMIS – Overarching Principles

Overview of Eligible Activities

- Recipients and subrecipients: All may pay the costs of contributing to data to the CoC's HMIS

- Recipients and subrecipients that use comparable databases:

  - ✓ Victim service providers and legal service providers may use ESG funds to pay the costs of establishing and operating a comparable database.

- Recipients that are HMIS Lead Agencies:

  - ✓ Recipients that have been designated the HMIS Lead Agency by the CoC may pay the costs of establishing, hosting, customizing, and updating the HMIS.

Participation Requirement

1. The HEARTH Act makes **HMIS participation** a statutory requirement for ESG recipients and subrecipients

2. Victim service providers ***cannot***, and Legal Services Organizations ***may choose to not, participate*** in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.

Eligible Costs for Recipients and Subrecipients

Hardware, Equipment, and Software Costs:

- Purchasing or leasing computer hardware
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, faxes, and furniture

Staffing: Paying salaries for operating HMIS, including:

- Data collection
- Completing data entry
- Monitoring and reviewing data quality
- Completing data analysis
- Reporting to the HMIS lead
- Training staff on using HMIS or comparable database
- Implementing and complying with HMIS requirement

Training and Overhead

- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone, service, and high-speed data transmission necessary to operate or contribute data to HMIS

- Paying cost of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lease, if the recipient or subrecipient is not the HMIS Lead.

Any additional eligible costs are costs for recipients that are also the lead agency; this is not the case for our jurisdiction since CDA (the recipient) is not the HMIS Lead Agency.

Comparable Database Costs for Victim Services Providers or Legal Services Providers

If the subrecipient is a victim services or legal services provider that use a comparable database, it may use DEG funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data

Comparable Database Eligible Costs:

- Costs for activities already defined under this component that allow for the establishment and operation of a comparable database are permitted.

Information entered into a comparable database must not be entered directly into or provided to a HMIS.

HMIS General Restrictions

Activities funded under this component must comply with HUD's standards on participation, data collection, and reporting under a local HMIS. This includes compliance with:

- ✓ 2004 HUD Data Standards and Technical Notice
- ✓ March 2010 Revised Standards Notice

Additional information, including links to the aforementioned standards and notices, can be found in the ESG HMIS User Guide

Administrative Activities

CDA may use up to 7.5% of its ESG grant for payment of administrative costs related to planning and execution of ESG activities. This **does not** include costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those administrative costs are eligible as part of such activities.

Eligible Costs Overview

- ✓ General Management / Oversight / Coordination
- ✓ Training on ESG Requirements
- ✓ Consolidated Plan
- ✓ Environmental Review

General Management, Oversight, and Coordination

Costs of overall program management, coordination, monitoring, and evaluation

- Travel costs incurred for monitoring of subrecipients
- Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and adult services
- Other costs for goods and services required for administration of the program, including rental and maintenance (but not purchase) of office space
- Staff salaries, wages, and related costs of staff engaged in eligible program administration activities

Other Eligible Costs

Training on ESG Requirements

- Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings

Consolidated Plan

- Costs of preparing and amending the ESG and homelessness related sections of the Consolidated Plan in accordance with ESG requirements and 24 CFR part 91

Environmental Review

- Costs of carrying out the environmental review responsibilities under Part 576.407

Indirect Costs

- ✓ ESG grant funds may be used to pay indirect costs in accordance with OMB Circular A-87 (2 CFR part 225), or A-122 (2 CFR part 230), as applicable

- ✓ Indirect costs may be applied to each eligible activity using the direct cost base specified in the approved cost allocation plan.

Indirect costs charged to an activity with an expenditure limit: calculate as follows

- ✓ Indirect Costs + Direct Costs = Total Costs
- ✓ Total Costs are then compared to the Expenditure Limit

576.2 Definitions

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals; **or**

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; **and**

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as "homeless" under section 387 of the Runaway and Homeless Youth Act (42 USC 5723a), section 637 of the Head Start Act (42 USC 9832), section 41403 of the Violence Against Women Act of 1994 (42 USC 14043e-2), section 330(h) of the Public Health Service Act (42 USC 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 USC 2012), or section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 USC 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **and**

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary residence:

(ii) has no other residence; **and**

(iii) lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

At Risk of Homelessness means:

(1) An Individual or family who:

(i) has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) does not have sufficient resources or support networks, e.g. family, friends, faith-based or other social networks, immediately available

to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless definition" in this section; **and**

(iii) meets **one** of the following conditions:

A. Has moved because of economic reasons two or more times during the 60 days immediately preceding application for homeless prevention assistance;

B. Is living in the home of another because of economic hardship;

C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the US Census Bureau;

F. Is exiting a publicly funded institution, or system or care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution; **or**

G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as defined by the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 USC 5723a(3)), section 637(11) of the Head Start Act (42 USC9832 (11), section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)), section 330(h)(5)(A)) of the Public Health Service Act (42 USC 254b(h)(5)(A), section 3(m) of the Food and Nutrition Act of 2008 (7 USC 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 USC 1786(b)(15)); **or**

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2)), and the parent(s) or guardian(s) of that child or youth is living with her or him.

Emergency Shelter Means: *Emergency shelter* means 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.

Emergency Solutions Grant Applications

- ✓ All proposals are subject to the Standard Conditions and Terms specified in this RFP
- ✓ Awarding of funds is contingent upon continued Federal funding

CDA will accept collaborative applications; however, collaborative applications will have to demonstrate that collaboration is occurring and services are not being duplicated. CDA's decision on whether two or more organizations constitute a Collaborative shall be final.

To be considered as a collaborative, the application must include two or more organizations that will use Emergency Solutions Grant funds to provide services to the target population as part of the Continuum of Care. If a unit of general local government is one of the organizations, this will not be considered a collaborative application.

CDA intends for collaborative applications to be an effort among organizations who serve the homeless population to coordinate services and prevent duplication of services. CDA further encourages organizations serving homeless persons or those at risk of homelessness to carefully design a service delivery framework which makes the

most efficient use of limited resources in the community. An example of this would include one organization providing the Intake and Assessment portion, another organization providing Case Management and Essential Services, and one or more organizations providing a Housing Search and Placement services. The understanding is that if each provider specializes in a particular element, applicants and clients will receive services in a shorter time frame and become stably housed or re-housed in a shorter period of time. If an ESG applicant organization plans to utilize another organization to provide a service such as child care or credit repair, the organization providing child care or credit repair would **not be considered a collaborative partner**, but instead would be considered a **subcontractor**. Agencies must indicate in their application/budget, the desire to utilize such contracted services.

DUNS Number

HUD requires a DUNS number to track some federally-funded projects. The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government that essentially tracks how federal money is distributed. Most large organizations, libraries, colleges, and research universities already have a DUNS number. Ask your grant manager or chief financial officer to provide your organization's DUNS number. If your organization does not have a DUNS number, use the Dun and Bradstreet (D&B) online registration to receive one free of charge. See http://www.fedgov.dnb.com/webform/. The following information is needed to obtain a DUNS number:

- Name of organization
- Organization address
- Name of CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

Ineligible Activities

Rehabilitation activities funded through ESG cannot increase the square footage of the structure involved and must occur within the existing structure. (Refer to Section 504 of the Rehabilitation Act of 1973, as amended, as provided in 24 CFR 8.23 (1) or (b). Further, ESG funds shall not be utilized for permanent housing; acquisition of real property; new construction; addition of square footage, property clearance or demolition; direct payments to individuals; to support inherently religious activities such as worship, religious instruction, or proselytization; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

ESG funds shall not be used for application for Federal funds or unprogrammed funds. ESG funds shall not be used for recruitment or on going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the subrecipient organization.

Match Requirement

ESG subrecipients must match their award amount with **an equal amount** or greater amount of resources other than ESG funds. Therefore, ESG applicant organizations must demonstrate access to resources that may be used as match **after** the date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant. ESG funds received from units of local government may not be used to match State ESGP funds. Supportive Housing Program and Community Development Block Grants from the U.S. Housing and Urban Development Department may be used as match sources. Match resources may include:

- **Donated Supplies:** Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
- **Cash Donations or Grants:** Private donations or grants from foundations, nonprofits, or local, State, and Federal sources. A single grant may serve as the required match.
- **Value of Donated Building:** The fair market value of a donated building in the year that it is donated. The building must be proposed for ESG-related activities and must not currently be in use for these activities. The narrative should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. The application must include documentation from a licensed real estate salesperson, broker or licensed appraiser as to the fair market value of the property.
- **Rent or Lease:** Rent paid for space currently used to provide services to the homeless. *Include the source of funds used to pay rent.* The fair market rent or lease value of a building owned by or space that is donated (rent-free) to the applicant organization is also an acceptable match resource. To document fair market value, the application must include a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of building, square footage, value per square foot, and total lease or rent value based on 12-month occupancy.
- **Salaries:** Any staff salary paid with general operating funds or grant funds (CSBG, CDBG, United Way, etc.). The position(s) used as match must be involved in ESG-related activities and the hours utilized for match must be for hours worked for ESG-related activities. For each position include the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.
- **Volunteers:** Time and services contributed by volunteers, with a value not to exceed $5 per hour.

APPLICATION SUBMISSION REQUIREMENTS

Applicant Eligibility and Intent

To be eligible for funding, all applicants must submit an "Email of Intent" to the Continuum of Care Director, Andrelita D. Paramore, at aparamore@ccregional.org. The email must contain an attached letter that certifies the applicant meets the standards of membership as established or amended by the Mahoning County Homeless Continuum of Care. If the "Email of Intent" is not received by February 6, 2015, the applicant will not be eligible to apply for any ESG funding.

Completed applications must be submitted to the Community Development Agency (CDA) no later than 2:00 p.m. on Friday March 6, 2015. Applications received after the deadline will not be accepted or considered (no exceptions). Applications submitted via fax or electronic mail will not be accepted.

Submission Instructions:

1. Submit one (1) original and four (4) additional copies. The original ***and*** the copies must include all supporting documents. The copies must be clearly marked as such on the first page of the proposal.
2. Hold the application together with a single staple, paper clip, or binder clip. Do not spiral bind, enclose in a two or three hole-punched binder, utilize dividers, or staple individual sections of the application.
3. The application must be computer generated. Hand written applications will not be accepted. Use only 11 point font with black ink.
4. Applications must indicate a response to all questions and include all information that is requested. Maps, supporting data, and other pertinent documentation should be included when relevant.
5. For hand delivery, courier, Federal Express, or U.S. mail submission, the applicant is responsible to make sure the application is received by the Community Development Agency on time.

Submit application (original and copies) in a sealed envelope or envelops addressed to:

Mark Williams
Community Development Agency
City Hall Annex, 2nd Floor Room 205
9 West Front Street
Youngstown, OH 44503

Direct your questions regarding ESG to Mark Williams at (330) 742-9763 or mlwilliams@cityofyoungstownoh.com