



Request for Proposals (RFP)

Homeless Services under Emergency Solutions Grant

Funding

Eligibility and Instructions 52nd Fiscal Year (2026, through 2028)

To: Providers of Service and Shelters for the Homeless in the City of Youngstown

From: City of Youngstown, Community Development Agency

Purpose: This application process allows eligible Emergency Solutions Grant (ESG) provider agencies to apply for 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 Home Management Information System (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.

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

- 1. STREET 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

2. 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 exceeds 75% of the value of the building <u>before rehab</u>
Conversion	10 year	If rehab costs exceed 75% of the value of the building <u>after</u>

		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 2026 grant funds committed to homeless assistance activities. This amount excludes ESG funds expended on administrative activities and homelessness prevention activities.**

3. HOMELESSNESS PREVENTION

and

4. 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**
 - o Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
- **Rental application fees**
 - o Application fee that is charged to **all** applicants by the owner
- **Security deposits**
 - o Equal to no more than two (2) months' rent
- **Last month's rent**
 - o paid to the owner of housing at the time security deposit and first month's rent are paid
- **Utility deposit**
 - o Standard utility deposit required by the utility company (i.e., gas, electric, water/sewer) for **all** customers
- **Utility payments**
 - o 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.

5. 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:

- ✓ 2017 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;

(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 USC 9832 (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

Community Development Division will accept collaborative applications; however, collaborative applications will have to demonstrate that collaboration is occurring and services are not being duplicated. Community Development Division'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.

Community Development Division intends for collaborative applications to be an effort among organizations who serve the homeless population to coordinate services and prevent duplication of services. Community Development Division 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/UEI Number

HUD requires a DUNS number to track some federally-funded projects. The DUNS number is a unique nine-character number and the UEI number is a unique twelve-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/UEI 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/UEI Number, use the Dun and Bradstreet (D&B) online registration to receive one free of charge. For an UEI Number visit SAM.gov. See <http://www.fedgov.dnb.com/webform/>. The following information is needed to obtain a DUNS number/UEI 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 ongoing 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

Applications must be submitted by 2:00 P.M. on Tuesday, March 31, 2026.

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 two (2) 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 at CPED on time.

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

**Debra Byrd
Compliance Director
Community Development Division
City of Youngstown
Youngstown City Hall / 4th Floor
26 S. Phelps Street
Youngstown, OH 44503**

Questions regarding ESG should be sent, via email only, to:
dbyrd@youngstownohio.gov



CITY OF YOUNGSTOWN
Department of Community Planning and Economic Development

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

Fiscal Year, July 1, 2026 through June 30, 2027
Program Years 2026 through 2028 (2 Year Application)

Application Certification: To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, Federal, State, and Local laws and regulations if applicant is approved to receive funding.

Project Title: _____

Applicant Organization: _____

Organization's Authorized Signatory (print): _____

Signature/Date: _____

ESG26 Application/Proposal: Due Tuesday, March 31, 2026, before 2:00 P.M.

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**** FILL OUT ALL SECTIONS BEFORE SUBMITTING TO COMMUNITY
DEVELOPMENT DIVISION****

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ESG Application Table of Contents

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- XVII. COC Collaborations
- XVIII. HMIS
- XIX. Discharge Planning
- XX. Contractual Obligations
- XXI. Attachment Checklist

ESG26 Application/Proposal: Due Tuesday, March 31, 2026 before 2:00 P.M.

**** FILL OUT ALL SECTIONS BEFORE SUBMITTING TO CDD****

CDD Staff Only: Timely /all forms sections are included/complete

Yes

No

Submission Date:

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I. BASIC AGENCY INFORMATION

Applicant Organization:		
Agency DUNS and UEI Number:	Agency Federal ID Number:	
System for Award Management (SAM) Registration Cage Code:	501(c) 3? <input type="checkbox"/> Yes <input type="checkbox"/> No	Faith Based Org? <input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Contact (Executive Director):		
Agency Contact Phone, Fax & Email:		
Agency Mailing Address (City, State, Zip / 9 DIGIT ZIP REQUIRED)		

II. PROJECT INFORMATION

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III. PROJECT NARRATIVE

Describe the specific purpose of the project, identifying the problems the project is intended to help solve.

Include:

- (1) **WHAT** the project will do.
- (2) **WHO** the project will serve.
- (3) **WHY** the project is needed.
- (4) **WHERE** the project will operate.
- (5) **WHAT** ESG funds will be spent on.

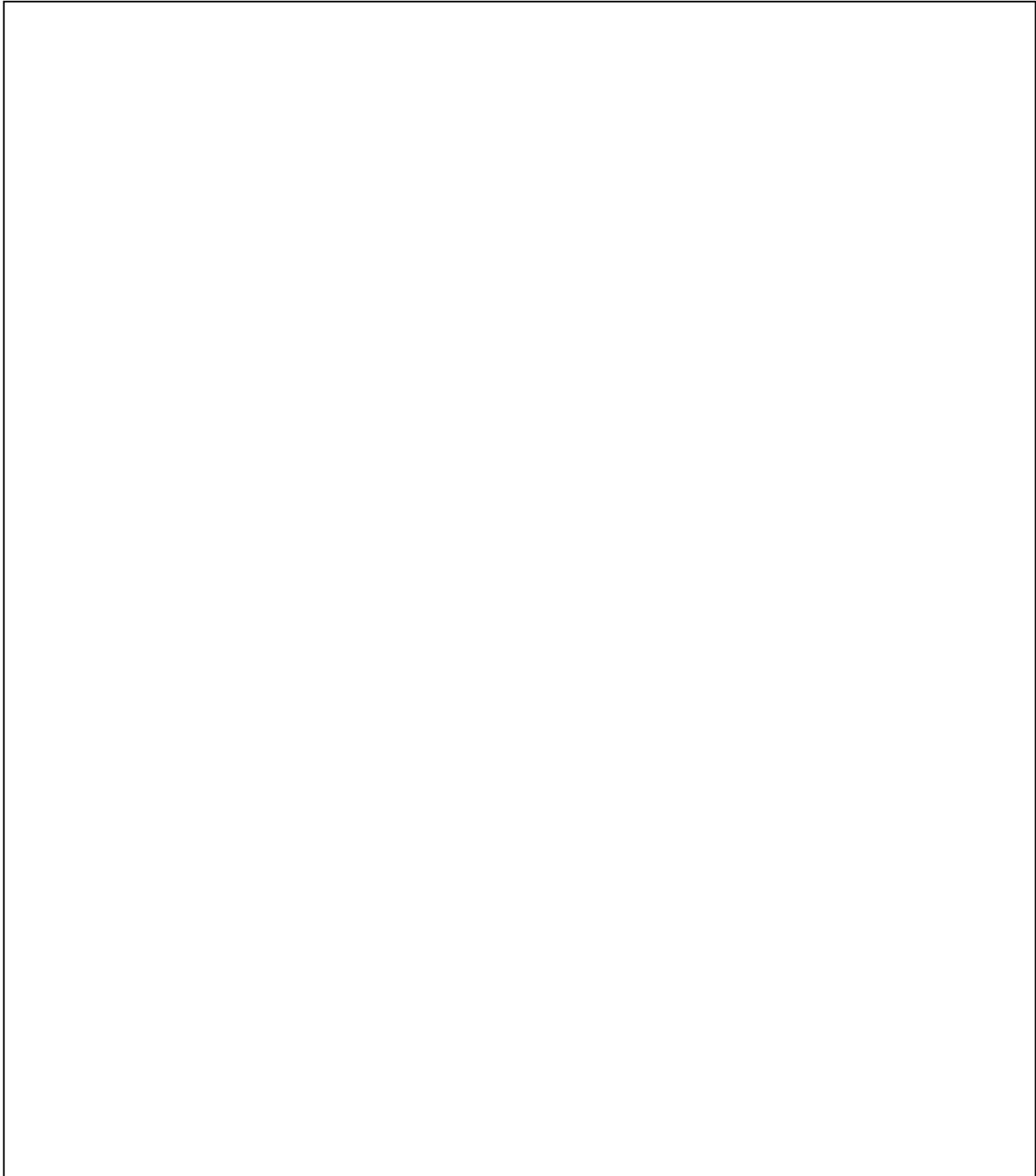
PROJECT NARRATIVE (Continued)

[Empty rectangular box for project narrative content]

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IV. TIMELINE

Provide a timeline for the expenditure of funds and a projection of the number of individuals to be assisted. Provide a brief demographic description of the clients and/or specific sub-populations to be served by the proposed funding.



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V. PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) has instituted performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG and HOME. Information obtained on the local level will be reported to HUD, which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives (suitable living environment, decent housing, and economic opportunity), and three outcomes (availability/accessibility, affordability, and sustainability). The outcome/objective sets that apply to the ESG grant program are listed below. Please choose the outcome/objective combination that applies to your agency's proposed ESG activity.

<p>1. Activities that increase access to shelter or a service that will improve the beneficiary's living environment (e.g. Emergency shelter, Transitional housing, Street outreach for chronically homeless persons, or essential services such as mental health counseling and substance abuse treatment).</p> <p><input type="checkbox"/> Objective: Suitable Living Environment Outcome: Availability/Accessibility</p>
<p>2. Housing Activities focused primarily on making the housing units affordable (e.g. homeless prevention assistance or deeply subsidized rehabilitation of rental units designed to lower the rental payments for extremely low-income persons)</p> <p><input type="checkbox"/> Objective: Decent Housing Outcome: Affordability</p>
<p>3. Housing activities focused primarily on improving the quality of, or access to, housing rather than affordability (e.g. Construction or rehabilitation of rental units earmarked for homeless persons with mental illness).</p> <p><input type="checkbox"/> Objective: Decent Housing Outcome: Availability/Accessibility</p>

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VI. ANTICIPATED PROJECT OUTCOMES

Complete the chart below to describe the most significant outcome(s) this project is expected to have on its participants for Fiscal Year 2026-2027. Tell how many homeless families or individuals will realize each outcome and how each outcome will be measured. Copy the chart and attach to describe additional outcomes.

Outcomes: Outcomes are not the activities of the agency, but the benefits for the participants. What will be the benefits for the client? Why is this project being done? Examples of outcomes include number of clients that achieved a practical level of self-sufficiency, number of clients placed in permanent jobs with living wage; number of homeless that moved into permanent housing. Include only major project outcomes supported by the requested ESG funds.

Major Tasks: Outline the major tasks/activities to be conducted by this project (e.g. Place homeless families into a transitional housing unit, provide case management with essential services needed to regain stability and self-sufficiency within 8 months; prevent families from being evicted from their homes by providing rental assistance & other essential services & provide job training/placement for homeless, etc.).

Outputs: Quantifiable products of each of the major tasks described (e.g. # of homeless families or individuals placed in transitional housing, number of clients provided with case management, number of families or individuals provided rental assistance, etc.).

Outcome Measurements: How will you measure outcomes? What follow-up tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?

Outcome #1 –Describe how participants will benefit and how many are expected to realize this outcome.	
Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks

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Outcome Measurements: Describe evaluation tools, methods and benchmarks to measure achievement of this outcome:

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VII. ANTICIPATED PROJECT OUTCOMES (Continued)

Outcome #2 —Describe how participants will benefit and how many are expected to realize this outcome.	
Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: Describe evaluation tools, methods and benchmarks to measure achievement of this outcome:	

Outcome #3 —Describe how participants will benefit and how many are expected to realize this outcome.	
Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: Describe evaluation tools, methods and benchmarks to measure achievement of this outcome:	

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PROJECT SITE

(Complete if project is for physical improvements such as renovations, rehabilitation or conversion of shelters.)

A. Site Control: Indicate below the status of the project site and attach documentation of site control: (lease agreement, purchase option or property deed)	
<input type="checkbox"/>	Applicant owns property: Date acquired:
<input type="checkbox"/>	Lease. Expiration Date:
<input type="checkbox"/>	Option to purchase. Expiration Date:
<input type="checkbox"/>	Other, describe:

B. Zoning: Project structure type is: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other:	
NOTE: If zoning is not known, contact the Zoning Office at (330) 742-8842 .	
1. What is current zoning classification of project site?	2. Is site zoned correctly for the proposed activity? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "NO", provide an explanation of efforts and timetable to change zoning or obtain variance:	

C. Appraisal: If funding request is for property acquisition, has appraisal been done within the past 18 months?

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<input type="checkbox"/>	Yes: (must attach copy of appraisal)
<input type="checkbox"/>	No: If appraised value not known, what is the source of acquisition cost estimate?

VIII. RELOCATION

(Complete if project is for physical improvements such as renovations, rehabilitation or conversion of shelters.)

Does project require temporary / permanent relocation or moving of occupants of a structure?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, project is subject to The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) .	
A. How many units are vacant?	How long have these units been vacant?
B. How many units are occupied? _____	
Requires: <input type="checkbox"/> Temporary and/or <input type="checkbox"/> Permanent Displacement?	
C. How many of the occupied units are:	
Owner-occupied: _____ Renter-occupied: _____ Business-use: _____	

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D. What is the projected total relocation cost? \$ _____

Describe relocation plans, including timetable, notifications to seller and occupants:

IX. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

Federal regulations require that all facilities and/or services assisted with CDBG/ESG/HOME/ funds be accessible to the disabled, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats between 17-19 inches from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

A. For Physical Improvement/Development Projects:

Will completed project meet ADA accessibility standards for the disabled?

Yes

No

B. For Service Programs (Direct Services):

Is the facility, in which program is carried out in compliance with ADA accessibility standards for the disabled?

Yes

No

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C. If you responded “No” in “A” or “B” above, describe accessibility problems and method to address problems, including funding and timetable:

X. EMPLOYMENT AND CLIENT PARTICIPATION

A. Non-Discrimination: Do you notify the public that you do not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?		
<input type="checkbox"/> Yes, currently	<input type="checkbox"/> Not currently	<input type="checkbox"/> Willing to adopt practice

XI. PROPOSED ESG BUDGET:

Provide a budget detailing how your agency intends to use the Emergency Solutions Grant funds.

Do not use budget forms other than those provided; CDD will reject all other budget presentations.

Important Note: Agencies must obtain written authorization from CDD before securing contracted client services that the funded agency proposes to pay with ESG funds.

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STAFF POSITIONS_(ESG - funded)

If applicable, please indicate below the total number of staff positions (including titles), which are included under the “Salaries and Fringes” portion of the Project Budget. Also, please show which positions or percentage of salary that would be reimbursed with ESG funds.

Position	Amount of Salary	% Reimbursed with ESG Funds

XII. MATCHING FUNDS

ESG Funding **requires** a match with an equal amount of funds, which **cannot** be other ESG funds or federal monies (with the exception of Community Development Block Grant funds and Community Services Block Grant funds). Please identify the public and private sources and amounts of proposed matching funds:

Source:	\$

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Value of Donated Building	\$
Value of Donated Materials	\$
Value of any Lease on Building	\$

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Salary paid to staff of the grantee or fees paid to a nonprofit and/or Time and Services contributed by volunteers to carry out the ESG Program. Volunteer rates are determined at the rate paid comparable employee	\$
--	----

XIII. PROPOSED REVENUE SOURCES

Total Program Budget	Actual 2025 Budget	2026 ESG Funding Requested	Anticipated 2027 Funding Request
ESG			
Other Federal (List)			
1.			
2.			
3.			
State and Local Government			
Private			
Organizational Contributions (List Sources)			
1.			
2.			
3.			
Other (Specify)			
1.			
2.			
3.			
Total Project Revenues:			

XIV. COMMITTED FUNDS

Identify sources and amounts of committed funds for current program year for this project. **(Documentation of committed funds must be submitted with application.)**

Source	Funding Amount	Budget Line Item Covered by Funds

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XV. RECEIPT OF PRIOR EMERGENCY SOLUTIONS GRANT MONIES

A. Has this project received any Emergency Shelter Grant, Emergency Solutions Grant, or Homelessness Prevention and Rapid Re-Housing funds in the past?
 Yes No

If Yes, please describe past experience, including year of award and dollar amount:

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XVI. DETAILED ORGANIZATIONAL INFORMATION

A. Background: Include the length of time the agency has been in operation, date of incorporation, the mission statement, goals, and objectives.

B. Organizational Capacity: Describe all services and programs offered and an overview of your agency's general service delivery system. If a license to operate your agency is necessary, include a copy of the license in your attachments.

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C. Staffing: Identify agency's current principals, including Board of Directors, officers, administrators, and senior staff.

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D. Agency Financial Information:

Answer the following questions to describe your organization's overall financial management system. Add other details as needed.

- a. What system does your agency have in place to provide effective control and accountability of all organizational funds, property, and other assets?
 - b. Explain how your agency's financial system permits the accurate, complete, and timely disclosure of financial results in accordance with the requirements of the City of Youngstown and/or HUD.
 - c. How does your agency ensure that resources are used for authorized purposes and in a manner that is consistent with applicable laws, regulations and policies?
 - d. What system does your agency use to ensure that resources are protected against waste, mismanagement, or loss?
 - e. What system does your agency use to guarantee that the information on the source, amount, and use of resources is secured, up-to-date, and recorded?
 - f. Explain your agency's separation of duties system.
 - g. Explain your agency's formal system of authorization and supervision. Is this system adequate to provide control over assets, liabilities, receipts, and expenditures? Does your system include maintenance of a policy manual that specifies approval authority for financial transactions and guidelines for controlling expenditures? Does the system include written procedures for recording of transactions as well as an accounting manual and a chart of accounts?
1. Grant funds will be paid to your agency based on actual expenditures made before your "request for funds" (reimbursement). Explain the cash management procedures your agency will use to comply with this standard.
 2. Has your agency filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization? If yes, provide detailed explanation.

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XVII. COC COLLABORATIONS

Provide a description of all affiliations with sponsoring organizations or agencies, including, but not limited to, affiliations with religious organizations:

XVIII. HMIS

Provide a statement from the HMIS administrator indicating that your agency has participated in HMIS, as required. If your agency is not currently using HMIS, you must include a statement expressing your intended participation, including a date.

XIX. DISCHARGE PLANNING

Indicate whether your agency has established a discharge policy and procedures. Does your organization have established procedures to link clients to housing and other resources necessary to address barriers to self-sufficiency? Please explain.

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XX. CONTRACTUAL OBLIGATIONS

Selected contractors must be prepared to meet the following conditions and enter into a final contract containing these provisions:

1. Selected contractors shall certify that their insurance coverage, including liability, errors and omission, and workers' compensation is in accordance with Ohio law and that such coverage will remain in effect throughout the period of the proposed contractual agreement.
2. Selected contractors shall agree to maintain financial records in accordance with Generally Accepted Accounting Principles, so as to substantiate all expenditures made in connection with this proposal and/or any subsequent contract.
3. Selected contractors shall certify that they will comply with all federal and state laws applicable to employment and that services will be rendered without invidious discrimination.
4. Selected contractors shall agree to comply with all applicable federal, state, and local statutes, regulations and procedures with respect to project development, administration and reporting, including, but not limited to 24 CFR Part 576, Final Rule.

NOTE: Audit Requirement - In accordance with the Office of Management and Budget 2 CFR Part 200 (formerly A-133 and A-110), the Federal Government requires that non-profit organizations receiving \$750,000 or more in federal financial assistance in a fiscal year must secure an OMB (single audit).

XXI. ATTACHMENT CHECKLIST

Your application will be considered incomplete if the comprehensive list of attachment documents is not included at submission.

A. Articles of Incorporation and Bylaws

Documents recognized by the State as formally establishing a private corporation, business or agency.

B. List of Board of Directors

A list of the **current board of directors** or other governing body of the agency 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.

C. Organizational Chart

An organizational chart should describe the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure. This should identify any staff positions that share responsibility for the project.

D. Resume of Chief Program Administrator

E. Resume of Chief Fiscal Officer

F. Authorization (from board of directors) for agency official to administer funds

G. Most recent Audit/Financial Statement

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- H. **IRS Non-Profit Determination Form**
- I. **Supplemental pages for answering questions, if applicable.**
- J. **Conflict of Interest Form**
- K. **Documentation of Committed Funds. (e.g.: award letter, letter from lender, etc.)**
- L. **Certificate of Consistency with local Continuum of Care (CoC): To obtain a certificate, you must contact: Colleen Kosta / 330.740.7900 Ext. 8193**

- M. **Homeless Management Information System (HMIS) Participation:**
Certification from the Mahoning County Homelessness Continuum of Care whether grantee is currently participating or the date when participation will commence. **All Grantees of the Emergency Solutions Grant, except for victim service providers, are required by the US Department of Housing and Urban Development to enter all homeless client demographic information into HMIS.**

ESG26 Application/Proposal: Due Wednesday, March 31, 2026 before 2:00 P.M.

**** FILL OUT ALL SECTIONS BEFORE SUBMITTING TO CDD****

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CERTIFICATION

If funded, your project is subject to one or more of the following regulations under Title 24:

- General Provisions and Expenditure Limits (576.100-109)**
- Award and Use of Funds (576.200-203)**
- Reallocations (576.300-304)**
- Program Requirements (576.400-408)**
- Grant Administration / Recordkeeping and Reporting Requirements (576.500-501)**
- CFR Part 578**
- Uniform Administrative Requirements / 2 CFR 200**

I certify that I have the legal authorization to submit this proposal on behalf of or as a representative of the group or agency indicated within this application. To the best of my knowledge and belief, information contained in this application is true and correct. I understand that the proposal submitted will not be reviewed by the Community Development Agency unless the proposal package is fully completed and submitted on time. I further understand that if funded, my organization must keep detailed records and must meet all applicable guidelines as required by the Community Development Agency during the program year of 2026-2028.

Print Name _____

Signature _____

Title _____

Date ____/____/____

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Emergency Solutions Grants (ESG) Program Components Quick Reference

Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services and supports under the five program **components**: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity.* **Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.**

Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity type: Essential Services	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services 	<ul style="list-style-type: none"> • Emergency Mental Health Services • Transportation • Services for Special Populations

Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 • Services for Special Populations 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

Activity types:

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103

Activity types:

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Component. These activities are designed to fund ESG recipients’ and subrecipients’ participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107

Activity type: HMIS

Eligible costs:

- Contributing data to the HMIS designated by the CoC for the area;
- HMIS Lead (as designated by the CoC) costs for managing the HMIS system;
- Victim services or legal services provider costs to establish and operate a comparable database.

***Administrative Activities. § 576.108**

Eligible costs are broadly categorized as follows:

- General management, oversight, and coordination
- Training on ESG requirements
- Consolidated Plan
- Environmental review