



City of Pittsburgh and Allegheny County Economic Development

Emergency Solutions Grants (ESG) Program

Introduction

INTRODUCTION

The interim rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants Program.

Eligible activities include the shelter and outreach activities of the current ESG program, but also include more homelessness prevention and rapid re-housing activities- rental assistance, housing relocation or stabilization services, credit repair, security deposits, utility arrearage payments, and moving costs or other relocation or stabilization activities, as allowable per federal and local policies. Prevention and re-housing activities can serve people who are homeless or at risk of homelessness.

Definition of Homelessness

HUD's existing definition of homelessness includes people living in places not meant for human habitation (the streets, abandoned building, etc.), living in an emergency shelter or transitional housing facility, and, although it is not specifically described in the McKinney-Vento statute, facing the loss of housing within the next seven (7) days with no other place to go and no resources or support networks to obtain housing.

The HEARTH Act adds to this definition to include situations where a person is at imminent risk of homelessness or where a family or unaccompanied youth is living unstably. Imminent risk includes situations where a person must leave his or her current housing within the next 14 days with no other place to go and no resources or support networks to obtain housing. Instability includes families with children and unaccompanied youth who: 1) are defined as homeless under other federal programs (such as the Department of Education's Education for Homeless Children and Youth program), 2) have lived for a long period without living independently in permanent housing, 3) have moved frequently, and 4) will continue to experience instability because of disability, history of domestic violence or abuse, or multiple barriers to employment.

ELIGIBLE PROGRAM COMPONENTS

1. Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

2. Emergency Shelter

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.

3. Prevention

Housing relocation and stabilization services and rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs may include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

4. Rapid Re-Housing

Housing relocation and stabilization services and rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

5. Data Collections (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. HMIS Participation is a requirement of ESG recipients.

However, domestic violence shelters cannot participate in HMIS but must use a comparable database to provide aggregate reports.

MATCH

Sub-recipients are required to match 100 percent of their grant request, which can include cash resources provided any time after the start date of the contract. Match contribution must meet all requirements that apply to ESG funds, and must be expended in accordance with the regulatory guidance.

Match may be obtained from any source including federal (other than the ESG Program), state, local and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

1. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The matching requirement may be met by one or both of the following:

1. **Cash contributions.** Cash expended for allowable costs, as defined in the Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the sub-recipient or third party contractor.
2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the sub-recipient's or third party contractor's ESG Program, provided that if the sub-recipient or third party contractor had to pay for them with grant funds, the costs would have been allowable.
 - a. Noncash contributions may also include the purchase value of any donated building. To determine the value of any donated material or building, or of any lease, the sub-recipient or third party contractor must use a method reasonably calculated to establish the fair market value.
 - b. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the sub-recipient's or third party contractor's organization. If the sub-recipient or third party contractor does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
 - c. Some noncash contributions are real property, equipment, goods, or services that, if the sub-recipient or third party contractor had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the sub-recipient or third party contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.



City of Pittsburgh and Allegheny County Economic Development

Emergency Solutions Grants (ESG) Program

Shelter Operations
and
Street Outreach

Applications are due:

- **Monday, April 25, 2016 by 3:00 PM.**

- Submit applications to:

Tammy Pifer, Project Manager
Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

2016 EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM PROPOSAL APPLICATION CHECKLIST

Please review your completed application and note that the following items **must be submitted with each proposal.** Please check if they are attached.

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROFESSIONAL CERTIFICATION</u> -Attachment B (For General Construction Only) Verifies feasibility and accuracy of scope of budget (engineer's or architect's seal should be affixed to original application) with the exception of project management or acquisition projects. Original signature <u>in blue ink</u> is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | GENERAL APPLICATION DESCRIPTION – Identify legal name of applicant, contact information, verification of non-profit status, proposed activity type and population to be served |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>MAP OR SKETCH OUTLINING PROJECT AREA</u> - Site location is required for monitoring and record keeping purposes. Street names must be legible. All projects require a map. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROPOSAL CERTIFICATION</u> -Certifies that the statement and application requirements are correct and contain no misrepresentation or falsification. Signed by an authorized official of the organization. Original signature in blue ink is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>BOARD RESOLUTION</u> -If your agency has a Board of Directors, a copy of the Resolution authorizing the submission of this application for funding is required. If the Board of Directors does not meet until after the application deadline, please submit a copy of the resolution and a letter stating when the Board will meet and forward final copy once approved. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>AUDIT OR FINANCIAL STATEMENT</u> -One (1) copy of your Agency's most recent audit or financial statement is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>AGENCY'S CURRENT OPERATING BUDGET</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | PROGRAM/PROJECT BUDGET |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>MATCHING FUNDS SOURCES & DOCUMENTATION</u> - A letter or supporting documentation must be submitted verifying this commitment |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROOF OF INSURANCE</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>COMPLETE STAFFING CHART</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>JOB DESCRIPTIONS</u> - Include for all staff that will be working on ESG, both current and proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | ORIGINAL APPLICATION with copy of most recent audit or financial statement and six (6) complete copies of the application package with no audit or financial statement. |

**CITY OF PITTSBURGH / ALLEGHENY COUNTY
EMERGENCY SOLUTIONS GRANTS PROGRAM
2016 FUNDING YEAR
EMERGENCY SHELTER AND STREET OUTREACH APPLICATION**

PLEASE TYPE OR PRINT LEGIBLY

Legal Name of Applicant _____

Legal Address of Applicant _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Telephone # _____ Fax # _____

Email Address: _____

Agency Federal Tax I.D.# _____

DUNS # _____ CCR # _____

To obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number go to (www.hud.gov/offices/adm/grants/duns.cfm)

To obtain a CCR number, you must first have a DUNS number, and then register in the Central Contractor Registration (CCR) (www.ccr.gov/startregistration.aspx)

501(c)(3) IRS non-profit status? Yes _____ No _____

If so, please attach a copy.

Please submit one (1) copy of your most recent audit or financial statement.

*Amount of ESG funds requested \$ _____

Project Name: _____

***Documentation of each matching source should be included as an attachment to the application.**

1. Number of units and beds designated for the Emergency Solutions Grant (ESG) Program

2. Describe target population and services to be provided.

3. Individuals and families to be served:

- a. Daily average sheltered _____
- b. # homeless adults sheltered annually (unduplicated) _____
- c. # homeless children sheltered annually (unduplicated) _____
- d. Total # homeless persons sheltered annually (b+c) _____
- e. Total #homeless households sheltered annually _____

4. Subpopulations to be served (estimated numbers)

- a. Chronically homeless _____
- b. Severely Mentally Ill _____
- c. Chronic Substance Abuse _____
- d. Persons with HIV/AIDS _____
- e. Other Disability _____
- f. Veterans _____
- g. Homeless and Runaway Youth _____
- h. Victims of DV (adults & children) _____

5. Briefly discuss eligibility requirements for your program, including intake process, requirements for entering the program, etc.

6. Briefly discuss shelter requirements-maximum length of stay, hours of operation, requirements of participants upon entry, access for persons with disabilities, house rules, supportive service requirements, reason's for dismissal, termination/eviction process, appeals procedures.

7. Please complete ESG STAFFING CHART (Attachment B). Please attach all relevant job descriptions to this application.

8. Describe the involvement of homeless persons in carrying out this program: Note that by ESG regulations, and "to the maximum extent practicable, the recipient or sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining and operating facilities assisted under ESG, in providing services assisted under ESG..." This involvement may include employment or volunteer services."

9. Describe the involvement of at least one homeless or formerly homeless person(s) that participates in the policy-making function within your organization. If your agency does not have a homeless or formerly homeless person participating in the policy-making decision, please describe your future intentions of adhering to this ESG requirement.

10. Please describe what supportive services are offered to clients: life skills, case management, mental health services, outpatient health services, housing and job search services, etc.

11. Collaboration – Please describe how your program and agency participate in the local Continuum of Care.

12. Please describe connections between your agency and others in the Continuum that will allow for a person or family experiencing a crisis in housing to be re-housed quickly and stably.

PROJECT BUDGET – EMERGENCY SHELTER

A). Shelter Operations: Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, staff travel and supplies necessary for the operation of the emergency shelter.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Personnel			
Rent			
Utilities			
Repairs/Maintenance			
Equipment			
Security			
Food/Furnishings			
Insurance			
Staff Travel			
Consumable Supplies			
Other(specify)			
TOTAL			

B) Essential Services: Eligible costs associated with case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, etc.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Education Services			
Case Management			
Employment Counsel			
Substance Abuse Counsel			
Mental Health Services			
Child Care			
Job Training/Placement			
Legal Services			
Outpatient Health Serv.			
Other (specify)			
TOTAL			

C). Major Rehabilitation, Conversion, or Renovation: Costs associated with improvements to a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 to 10 years, depending on the cost. Note: Property acquisition and new construction are **ineligible** ESG activities.

Please provide the following information about the facility to be renovated/rehabilitated/converted:

1. Property Address _____

2. Description of Building (i.e., type of building, size, number of stories, number of rooms, general condition)

3. Describe in detail the type of renovations / rehabilitation needed and the estimated cost for each work item. Include at least one contractor estimate and professional certification. (For example, install 5 new aluminum windows approximately 30"x60"- estimated cost \$1,250.00)

4. Construction schedule:

Estimated start date _____

Estimated completion date _____

5. Attach proof of site control (i.e. deed, long term lease)

6. Attach a current Occupancy Permit for all existing facilities

7. Building permit must be provided for all rehabilitation projects upon contract finalization

8. Matching Fund Amount _____ Source _____

PROJECT BUDGET – STREET OUTREACH

A). Street Outreach Essential Services: These services are related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, critical services and providing them with urgent, non-facility based care. Eligible costs include engagement, case management, emergency health and mental health services and transportation.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Case Management			
Emergency Health Serv.			
Mental Health Services			
Transportation			
Engagement			
Other (specify)			
TOTAL			

PROPOSAL CERTIFICATION

THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

I certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed or construction begun on the proposed project.

Signature of Authorized Official (**Please use blue ink**)

ATTACHMENT A

**PROFESSIONAL'S CERTIFICATION
(CERTIFICATION NEEDED FOR RENOVATION PROJECTS)**

The purpose of the Professional's Certification Attachment is to have on record a statement from an engineer, architect or construction professional that the work is feasible and the costs are fair.

1. PROJECT NAME _____
2. PROJECT LOCATION _____
3. TOTAL PROJECT COST _____

I, _____, a professional _____, in the Commonwealth of Pennsylvania do hereby certify that the proposed work for the above named project is feasible and the costs itemized hereto are fair and reasonable estimates of the project costs.

Signature

Date

(SEAL)

