

CITY OF QUINCY, MASSACHUSETTS
REQUEST FOR PROPOSALS (RFP) PACKAGE
EMERGENCY SOLUTIONS GRANT (HESG)
FFY 2013
(Quincy FY July 1, 2013 – June 30, 2014)

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IMPORTANT DATES:

1. **RFP Release:** Monday, December 17, 2012
2. **Public Hearing(s):** 1/9/2013 at 9:30 A.M. & 1/10/2013 at 5:30 P.M.
An agency representative must attend one (1) of the two (2) public hearings, to propose their project and to answer questions from the public.
Both hearings will be held in the first floor meeting room at the Thomas Crane Public Library, 40 Washington Street, Quincy, MA.
2. **Deadline for submission of RFPs:** Thursday, February 14, 2013
Must be received by 4:30 P.M. at the City of Quincy Department of Planning and Community Development, 1305 Hancock Street, Quincy, MA 02169.

Application Checklist for HESG

PROJECT NAME:

AGENCY/DEPARTMENT NAME:

AMOUNT REQUESTED:

To ensure the accuracy and completeness of your application, please review the checklist below and include a copy in your application package. Your application must contain all of the items stated below. Please contact Sean Glennon, Community Development Director, by phone at 617-376-1167 or by e-mail at sglennon@quincyma.gov if you have any questions/concerns regarding these items.

- 1) A description of how the proposed activity complies with the overall goals and objectives of the HESG program.
- 2) A clear, thorough description of the proposed activity and an explanation of the need for the proposed activity.
- 3) A description of your agency's organizational structure and staff qualifications (for those that will be working on the proposed HESG activity).
- 4) A signed and dated Certification and Conditions Participation form.
- 5) A signed Authorization form
- 6) A completed Proposal Form – Activities Checklist
- 7) A completed Proposal Form – Attachment 1
- 8) A completed budget page – Attachment 2

I. GENERAL INFORMATION

Under the Federal HEARTH Emergency Solutions Grant (HESG), the amount of \$163,941 is expected to be allocated to the City of Quincy ((presuming level funding from FFY 2012) during the FFY 2013 program year to provide outreach, emergency shelter, prevention, and rapid re-housing services to individuals and families. Costs to manage a Homeless Management Information System (HMIS) and to provide administrative support are also considered to be eligible expenditures under this program.

PUBLIC NOTICE OF PLAN

A public notice with respect to the release of this RFP and of a Public Hearing regarding HESG was published in The Patriot Ledger on December 14, 2012.

The city developed this Request for Proposal (RFP) package for activities proposed for HUD funded assistance under the HESG.

II. PROGRAMS/PROJECTS/ACTIVITIES PROPOSED TO ADDRESS PRIORITY NEEDS

All agencies and organizations that wish to receive HESG funding must submit one (1) set of their proposal using the attached Proposal Form, or any letter or form that they design, provided that the information requested is furnished to the City.

The city reserves the right to waive any informalities and to request additional information in connection with the proposed activity.

III. PUBLIC HEARING

The city will hold two Public Hearings with respect to HESG. The dates and location of these public hearings may be found on the cover page of this RFP. During this hearing, PCD will give a brief presentation of the HESG program, including an explanation of program requirements and to solicit public input with respect to the program. Upon request, PCD shall make reasonable effort to provide an interpreter to assist those who are hearing impaired and/or a translator to assist those who have limited English proficiency.

IMPORTANT: Those that wish to propose activities for HESG funding (including existing Community Development Block Grant and former Emergency Shelter Grant subrecipients) are required to attend the public hearing to describe the nature and extent of their proposed activity under the HESG. Participation in the public hearing will be one of the criteria that will be used in considering requests for HESG funding.

Proposers must meet both of the following conditions in order to receive HESG funds:

1. **Provide clear descriptions of activities, implementing plans, funding requirements, and goals.** The City of Quincy will continue to follow HUD'S INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM or IDIS, for drawing down and reporting Federally assisted activities. Under the IDIS, the City has to set up

projects and within them, the individual activities or programs, prior to drawing down funds as needed by *each* activity or program. The IDIS requires clear description of activities/programs, implementing plans, funding requirements, goals, and information about completed activities (e.g., outputs and outcomes). HUD's e-SNAPS system will also be an integral internal system for reporting accomplishments.

2. **The agency must report data through an HMIS program that can communicate with other HMIS systems being used in the CoC, and/or the agency must be willing to double-enter data in a CoC-wide HMIS system.**

IV. SELECTION CRITERIA AND PROCESS

- Eligibility of activity and compliance with goals and objectives outlined for HESG;
- Consistency with needs and priorities of the consolidated plan;
- Clear statements of outputs and outcomes of proposed activities in relation to these needs;
- Budgetary requirements; cost-effectiveness or financial feasibility; a realistic financing plan with sources of funds identified and committed;
- Organization's capacity to carry out plan - Relevant experience; financial stability, expertise and experience to develop and manage the proposed project;

RFPs will be opened at the time proposals are due, in the presence of one or more witnesses. A register of proposals, which includes the name of each proposer will be prepared;

RFPs will be evaluated by a Proposal Review Committee composed of staff from PCD. The proposals will be reviewed based on the following criteria, and will be given a score of up to 110 points after bonus points are calculated.

Completeness of Application (Worth up to 15 points)

1. Compliance with the overall goals and objectives outlined for the HESG.
2. The application contains all the required elements.
3. Proposal is consistent with needs and priorities of Consolidated Plan and how well the proposal addresses these needs.

Quality of Proposed Activities (Worth up to 15 points)

4. The program activities are clearly defined and eligible under the HESG for funding.
5. There are measurable outcomes and outputs for the proposed activities.
6. Overall program merit includes coordination with other existing services (non-duplication) and evidence of community support.

Capacity and Experience (Worth up to 60 points)

7. The organization has the experience and staff qualifications to carry out the proposed activities.
8. The organization has demonstrated past experience in complying with federal grant guidelines.

9. The organization has demonstrated an ability to deliver their services effectively.
10. The organization has the ability to submit required documentation in a timely fashion.
11. The organization is a member of the Quincy/Weymouth Board on Homelessness or is collaborating with a member agency through this program.
12. The organization is familiar with and has access to HUD's Homeless Management Information System or a comparable client-level database.
13. The organization is registered with Dun & Bradstreet and with the Central Contractor Registration.

Funding Request (Worth up to 10 points)

14. Operating budget seems adequate for the organizational structure and proposed activity.
15. The organization demonstrated an ability to leverage and raise other funds.
16. The proposed cost of the activity justifies the number of persons who will directly benefit.

BONUS (Worth up to 10 points)

17. The proposal takes into consideration the collaboration of resources with other entities already serving Quincy to be more effective and efficient.

After the proposals are reviewed for minimum requirements and ranked based on criteria, the Proposal Review Committee will determine the most advantageous proposal for the Program. The process may not result in selection of the most qualified proposer offering the lowest cost.

The Proposal Review Committee reserves the right to disclose proposals to any interested party but in no case will disclose proposal contents to competing proposers until the evaluation process is completed. The proposer(s) submitting the proposal(s) considered to be the most advantageous to the Program will be notified of this status within forty-five (45) days from the due date for proposals.

The City of Quincy reserves the right to reject any and all proposals, to waive minor informalities, and to make an award for services as may be deemed to be in the best interest of the Program within the guidelines set forth in this document.

The City of Quincy shall retain the maximum amount allowed under Administration (7.5% of the total HESG grant allocation for each FFY), and therefore, subgrantees will not be able to apply under the Administrative line item. However, subgrantees MAY apply for as much as they would like under the other eligible line items to cover program delivery expenses.

Match Requirements

Organizations must match HESG funds a minimum of 100% from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award.

Applicants may use any of the following as sources of match: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

V. CHANGES TO CITY REQUIREMENTS

The City reserves the right to add to, modify, waive or delete any provisions or conditions stated herein for purposes of executing any agreements, if required by law, or if such changes are deemed necessary and in the best interest of the City.

VI. CONTACT

For assistance with respect to HESG regulations, submission requirements, and other information, please contact:

Sean Glennon, Community Development Director
Department of Planning and Community Development
City Hall Annex, 1305 Hancock Street, Quincy, MA
(617) 376-1167
sglennon@quincyma.gov

CITY OF QUINCY, MASSACHUSETTS
ACTIVITIES PROPOSED FOR HESG FUNDING;
CERTIFICATION AND CONDITIONS OF PARTICIPATION

Our organization accepts the following conditions for receiving and using HESG funds:

1. We shall submit, within 30 days of being notified by the PCD of the city's **preliminary** award of the HESG grant, a revised **performance measurement system form** for **each** program that will receive HESG funds (if required), based on the approved grant amount(s), which will become part of the Agreement or Memorandum of Understanding (MOU). This form will contain updated and additional information or responses relative to the same questions contained in this RFP's proposed program form (especially with respect to expected outputs and outcome);
2. We shall facilitate the execution of a Contract, Agreement, or Memorandum of Understanding (MOU) with PCD that spells out the responsibilities of our organization and the other conditions for receiving and using HESG funds in conformance with all applicable government guidelines, policies and regulations. Our failure to execute such a Contract, Agreement or MOU within a period of time as deemed reasonable by PCD may result in forfeiture of the grant;
3. We shall ensure that our HESG eligible activities benefit individuals and families that are eligible for the program under federal regulations as well as city guidelines (where applicable); oversee the administration of the HUD-assisted program to ensure compliance with the contract, agreement or MOU with the city; ensure that the approved activities are implemented within the approved budgets; send an appropriate representative to meetings, seminars, or training activities organized by the PCD in connection with the HUD funded program; inform, advise or confer with the PCD, *in a timely manner*, on any operational, programmatic, regulatory, or budgetary matters, issues or concerns; and cooperate in all program monitoring and audit activities undertaken by HUD or PCD;
3. We shall submit in a timely manner to the city our invoices (based on the approved budget) to ensure that there will be sufficient funds to pay employees or contractors and cover operational and activity-related costs. We shall ensure: that the invoices are calculated correctly; that the information required by PCD on the invoices (e.g., *contract and purchase order numbers; contract amount, amount billed to date, contract balance*) is indicated on the invoices; and that we submit three copies of the invoices and support documentation We shall reconcile our financial records with PCD and make all necessary adjustments to our internal financial records. After June 30 of the program year, we will advise PCD if there are additional invoices that had not been submitted to PCD for expenses incurred during the contract period and submit those invoices by July 31. We understand that PCD reserves the right to withhold payment of our invoices if we have not submitted the required reports during the invoice period;
4. We (and/or any of our directors, officers, employees, and subcontractors) who are providing the service and necessary administrative, finance and management oversight of HESG assisted activities shall be indemnified by the city against all liabilities and expenses in connection with any claims, actions, suits, charges and judgments whatsoever that arise out of the subrecipient's performance of the services, provided that he/she can show that he/she has acted in good faith,

in the public benefit and in the best interest of the organization;

5. We shall for each unduplicated beneficiary, collect and maintain beneficiary participation information as requested by PCD and other records required to meet program requirements; ensure that these participation forms (or their equivalent) are filled in properly and that beneficiary information is submitted in a timely manner into the Homeless Management Information System (HMIS); and will ensure that the client information collected is kept private and that the use or disclosure of such information, when not directly connected with the administration of the HESG, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian;
6. We shall maintain separate records of HESG funds received and expended; retain these financial records for a period of three (3) years after the termination of all activities funded under this Agreement, or after the resolution of all Federal audits, whichever occurs later;
7. We shall have a clear written procurement policy that we follow and ensure that procurement records are kept; and that we execute agreements with independent contractors (including contractual employees) that contain all HESG and city required provisions. In the procurement of services funded through HESG, we shall ensure that no persons who exercise or have exercised any functions or responsibilities with respect to HESG activities or who are in a position to participate in a decision making process, obtains a personal or financial interest or benefit from a HESG assisted activity. We understand that, upon a written request of the subrecipient, HUD may grant an exception on a case-to-case basis;
8. We shall collect data for outcome indicators;
9. Our obligations as subrecipient shall not end until all close-out requirements are completed; activities during this close-out shall include, but are not limited to: making final payments, and disposing of program assets to the City.
10. We shall recognize the role of the City of Quincy and the HESG program in providing services, including making references to the support provided in all newsletters, publications and promotions;
11. We shall not use HESG or paid personnel for religious activities, to promote religious interests, or for the benefit of a religious organization; or for political activities, lobbying, and nepotism activities.
12. If through any cause, we fail to fulfill in a timely and proper manner our obligations under our Agreement with the city, or if we violate one of the covenants, agreements or stipulations of this Agreement, the city shall have the right to terminate this Agreement hereunder by giving written notice of such termination and re-program the remaining funds that were previously committed to us.
13. We shall not exclude any individual, or otherwise discriminate against any individual on the basis of age, sex, race, creed, color, handicap, national origin, citizenship status, or any other basis prohibited by law.

NAME:

Signature: _____

***THIS SECTION MUST BE SIGNED BY THE APPROPRIATE OFFICER OF
THE ORGANIZATION***

AUTHORIZATION TO SUBMIT HESG PROPOSALS

This is to certify that this proposal as written and the conditions for receiving and using HESG funds were reviewed, accepted and approved by our organization and that the person whose name and signature are shown above has been authorized by our organization to submit this proposal as written for HESG funding.

NAME:

Signature: _____

TITLE:

Date:

**CITY OF QUINCY, MASSACHUSETTS
PROPOSAL FORM
HESG ACTIVITIES**

Please fill in the blanks and attach documents requested for each activity proposed; if a project is composed of more than one type of Activity, each such activity should be identified separately. Use the back page or additional sheets, if necessary.

Organization:

Office Address:

Contact Person:

Tel. No.

Activity Components for FFY 2013 Allocation (Check all that apply)

- Street Outreach*
- Emergency Shelter**
- Homelessness Prevention
- Rapid Re-Housing
- HMIS

***HUD mandated that all HESG grantees collaborate with their CoC members to determine how to allocate program funds for eligible activities. The Quincy/Weymouth CoC was formally consulted by the City of Quincy during a meeting of the Quincy/Weymouth Board on Homelessness, held on February 28, 2012. Overall, the CoC agreed that, of the 5 components of HESG, only Street Outreach should NOT be considered for funding during the RFP process. Therefore, any agency that applies for Street Outreach must present a very strong case as to why this activity should be allowed.**

SUBMISSION REQUIREMENTS

Include Attachment 1 & 2 fully completed in addition to this form.

The City reserves the right to request additional information in connection with the proposed project.

GUIDELINES FOR FILLING OUT THE RFP PROPOSAL FORM PERFORMANCE MEASUREMENT SYSTEM

I. FORM FOR ACTIVITIES PROPOSED FOR HESG FUNDING

Please fill out this form for **each** activity that your organization proposes to undertake with HESG funding assistance. If you need more space, please continue on another form or attach a separate sheet and refer to them on the proposal form.

- a. **ORGANIZATION** – Write the official name of your organization.
- b. **PROGRAM TITLE/ NAME** – Enter a brief title or name for the activity proposed for HESG funding.

FOR MULTIPLE ACTIVITIES - If you are seeking funding for multiple activities, please fill out a *separate form* for **each** proposed activity.

- c. **NEED STATEMENT** – For activities such as housing relocation or financial assistance, describe briefly the nature and extend (quantify magnitude) of the needs and specify the service area that your proposed activity will address.
- d. **GOALS AND ACTIVITIES** - Describe briefly your proposed goal(s) and target clientele relative to the need you identified in the Need Statement. Make sure that your goal can be translated into (or related to) your proposed *Outcome* (see below).
- e. **INPUTS** – Indicate the categories of resources that will be used to achieve the goals.
- f. **OUTPUT 1** – Describe the primary direct products of the proposed activity or program.
- g. **OUTPUT 2** – Describe other program or project outputs.
- h. **OUTCOME** – Describe the expected benefit(s) and outcome(s) from the activities under it, in terms of achieving one of the **OBJECTIVES** (next item below) by **promoting, providing, increasing OR enhancing** one of the following:
- **Accessibility/Availability**
 - **Affordability**
 - **Sustainability**
- i. **OBJECTIVE** - Connect the selected OUTCOME from above to one of these objectives:
- **Creating a Sustainable Living Environment**
 - **Providing Decent Affordable Housing**
 - **Creating Economic Opportunities**
- j. **OUTCOME INDICATOR** – Describe and qualify if possible the benefit or outcome of the proposed program.
- k. **METHODOLOGY** – For the **OUTCOME INDICATOR** (s) you wish to measure, outline your proposed METHODOLOGY for collecting and processing the data.

**ATTACHMENT 1
HESG PROPOSAL FORM**

NAME/ORGANIZATION: _____

QUESTION	RESPONSE
NAME OF ACTIVITY PROPOSED FOR FUNDING	
NEED STATEMENT (Description of Need or problem to be addressed)	
GOAL/ACTIVITY (Proposed solution to need/ problem and program e.g. nature, frequency, etc.)	
INPUT (Resources to be dedicated to or utilized; please attach proposed budget)	
OUTPUT 1 (unduplicated count – persons)	
OUTPUT 2 (service units, e.g. person-hrs or days)	
OUTCOME STATEMENT (relate to one of the Purposes/Objectives below) (Check one):	WILL: have, promote, be provided, OR result in: <i>increased OR enhanced</i> <input type="checkbox"/> Accessibility/Availability <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
PURPOSE/OBJECTIVE (<i>Check one</i>):	<i>For the purpose of:</i> <input type="checkbox"/> Creating a Sustainable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities
OUTCOME INDICATOR(S) - quantify; see RFP for samples	
METHODOLOGY FOR MEASURING OUTCOME (for at least 1 indicator)	

SAMPLE HESG PROPOSAL FORM

NAME/ORGANIZATION: People Helping People

QUESTION	RESPONSE
NAME OF ACTIVITY PROPOSED FOR FUNDING	Emergency Solutions Grant
NEED STATEMENT (Description of Need or problem to be addressed)	There is great need in the City of Quincy to provide emergency shelter; to prevent homelessness and to enable the rapid re-housing of homeless families and individuals, helping them re-enter the labor market more quickly and preventing the further destabilization of neighborhoods.
GOAL/ACTIVITY (Proposed solution to need/ problem and program e.g. nature, frequency, etc.)	To prevent homelessness by providing financial assistance for short-term and medium-term rental assistance; and utility payments.
INPUT (Resources to be dedicated to or utilized; please attach proposed budget)	Financial Assistance and Services
OUTPUT 1 (unduplicated count – persons)	50 unduplicated persons per year.
OUTPUT 2 (service units, e.g. person-hrs or days)	12 units. Each month that services are provided will count as 1 service unit.
OUTCOME STATEMENT (relate to one of the Purposes/Objectives below) (Check one):	WILL: have, promote, be provided, OR result in: <i>increased OR enhanced</i> <input type="checkbox"/> Accessibility/Availability <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability
PURPOSE/OBJECTIVE (<i>Check one</i>):	<i>For the purpose of:</i> <input checked="" type="checkbox"/> Creating a Sustainable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities
OUTCOME INDICATOR(S) - quantify; see RFP for samples	50 persons will be prevented from becoming homeless.
METHODOLOGY FOR MEASURING OUTCOME (for at least 1 indicator)	Initial report if requested; quarterly reports if requested; annual reports.

**CITY OF QUINCY, MASSACHUSETTS
 PROPOSED HUD FUNDED
 HESG PROGRAM – FFY 2013 Allocation**

**ATTACHMENT 2
 BUDGET FORM**

Organization	
Office Address	

BUDGET CATEGORY (a)		FUNDS REQUESTED (b)		
(1) Street Outreach		\$		
(2) Emergency Shelter		\$		
(3) Homelessness Prevention		\$		
(4) Rapid Re-Housing		\$		
(5) HMIS		\$		
TOTAL REQUESTED AMOUNT	A	\$		Total of Column b
TOTAL UNDUPLICATED BENEFICIARIES	B			Output 1 Proposal Form
TOTAL SERVICE UNITS	C			Output 2 Proposal Form
FUNDS REQUESTED/TOTAL UNDUPLICATED BENEFICIARIES				Row A/ Row B
FUNDS REQUESTED/TOTAL SERVICE UNITS				Row A/ Row C

SOURCES OF MATCH:

Expenditure Limits: Combined street outreach and emergency shelter expenditures cannot exceed the greater of:
 - 60% of that federal fiscal year's total ESG grant award, or
 - The amount of the previous FY grant funds committed to homeless assistance activities

NOTE: The City reserves the right to request for additional information about the organization or proposed program

APPENDIX A

BRIEF ON THE HESG PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law in May 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

1. Consolidation of three homeless programs into a single grant program;
2. Changes in HUD's definition of homelessness and chronic homelessness;
3. Increased prevention and rapid re-housing resources; and,
4. Increased emphasis on performance and continuum-wide coordination.

The law revises the Emergency Shelter Grants program and renames the program the Emergency Solutions Grants program.

ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).

The stated objectives of the Emergency Solutions Grants Program are to “increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.” To review additional information on the program’s guidelines, consult the U.S. Department of Housing and Urban Development website at: hudhre.info/esg

HESG may be used for:

Street outreach;
Emergency shelter;
Homelessness prevention;
Rapid re-housing assistance; and
Homeless Management Information System (HMIS)

Homeless Definition

As part of the new regulations, a new definition of Homelessness is defined below:

A person is considered eligible for ESG funding if they meet the definition of homeless. There are four broad categories under the definition of homeless:

- Individuals and families who lack a fixed, regular, and adequate nighttime residence. This includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- Individuals and families who will imminently lose their primary nighttime residence;
- Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under the definition by the U.S. Department of Housing and

Urban Development (HUD);

● Individuals and families who are fleeing, or are 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. For an individual or family to qualify as at risk of homelessness the individual or family must meet two threshold criteria:

1. The individual or family has income below 30 percent of median income for the geographic area; and
2. The individual or family has insufficient resources immediately available to attain housing stability.

The individual or family must also exhibit one or more specified risk factors, which include:

1. moving frequently because of economic reasons;
2. living in the home of another because of economic hardship;
3. being notified that their right to occupy their current housing or living situation will be terminated;
4. living in a hotel or motel;
5. living in severely overcrowded housing;
6. exiting an institution; and
7. living in housing that has characteristics associated with instability and an increased risk of homelessness.

For additional information about the new homeless definition, please refer to the following website:
<http://www.hudhre.info/hearth/>.

APPENDIX B
Emergency SOLUTIONS Grant
Program Components and Eligible Activities

Component 1. Street Outreach (please see note on page 10 about Street Outreach)

1.1 Engagement

- initial assessment of needs and eligibility
- providing crisis counseling
- addressing urgent physical needs (meals, blankets, clothes, or toiletries)
- actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs
- cell phone costs of outreach workers

1.2 Case Management

- using the centralized or coordinated assessment system
- conducting the initial evaluation, including verifying and documenting eligibility
- counseling
- developing, securing and coordinating services
- obtaining 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 of domestic violence, dating violence, sexual assault, and stalking
- developing an individualized housing and service plan, including planning a path to permanent housing stability

1.3 Emergency Health Services

- assessing a program participant's health problems; developing a treatment plan
- assisting program participants to understand their health needs
- providing or helping participants obtain emergency medical treatment
- providing medication and follow-up services.

1.4 Emergency Mental Health Services

- crisis interventions
- the prescription of psychotropic medications
- explanation about the use and management of medications
- combinations of therapeutic approaches to address multiple problems

1.5 Transportation

- Transporting unsheltered people to emergency shelters or other facilities
- The cost of a program participant's travel on public transportation
- mileage allowance for service workers to visit program participants
- purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle
- travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

1.6 Services to Special Populations (Homeless Youth, DV, HIV/AIDS)

- engagement
- case management
- emergency health services
- emergency mental health services
- transportation

Component 2. Emergency Shelter

2.1 Essential Services

a. case management

- using the centralized or coordinated assessment system
- conducting the initial evaluation, including verifying eligibility
- counseling
- developing, securing, and coordinating services
- obtaining 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 of domestic violence, dating violence, sexual assault, and stalking
- developing an individualized housing and service plan, including planning a path to permanent housing stability

b. child care

- child care costs
- meals and snacks
- comprehensive and coordinated sets of appropriate developmental activities

c. education services

- screening, assessment and testing
- individual or group instruction
- tutoring
- provision of books, supplies and instructional material
- counseling
- referral to community resources

- d. employment assistance & job training
 - classroom, online, and/or computer instruction
 - on-the-job instruction; and
 - job finding / skill building
 - employment screening, assessment, testing
 - special training and tutoring
 - reasonable stipends to program participants in employment assistance and job training programs
 - books and instructional material
 - counseling or job coaching
 - referral to community resources

- e. outpatient health services
 - assessing a program participant's health problems and developing a treatment plan
 - assisting program participants to understand their health needs
 - providing directly or assisting program participants to 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

- f. legal services
 - hourly fees for legal advice and representation by attorneys
 - client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - filing fees and other necessary court costs

- g. life skills
 - budgeting resources
 - managing money
 - managing a household
 - resolving conflict
 - shopping for food and needed items
 - improving nutrition
 - using public transportation
 - parenting

- h. mental health services
 - crisis interventions
 - individual, family or group therapy sessions
 - prescription of psychotropic medications
 - combinations of therapeutic approaches to address multiple problems

- i. substance abuse treatment services
 - client intake and assessment
 - outpatient treatment for up to thirty days
 - group and individual counseling
 - drug testing

- j. transportation
 - cost of a program participant's travel on public transportation
 - mileage allowance 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

- k. services for special populations
 - case management
 - legal services
 - child care
 - education services
 - life skills training
 - mental health services
 - substance abuse treatment services
 - employment assistance and job training
 - outpatient health services
 - transportation

2.2 Rehabilitation & Renovation

- a. labor
- b. materials
- c. tools
- d. other costs for renovation, including soft costs
- e. major rehabilitation of an emergency shelter
- f. conversion of a building into an emergency shelter

Notes:

Under Major Rehabilitation and Conversion, the minimum period of use must be 10 years.

Under "Other Renovation", the minimum period of use must be 3 years.

2.3 Shelter Operations

- a. maintenance (including minor or routine repairs)
- b. food
- c. rent
- d. security
- e. furnishings
- f. equipment
- g. supplies necessary for operations
- h. fuel
- i. insurance

- j. utilities
- k. hotel or motel voucher for families or individuals (vouchers are only eligible when no appropriate emergency shelter is available)

2.4 Assistance Required under “URA”

- a. Costs of providing Uniform Relocation Assistance, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds*

**Persons that receive URA assistance are not considered “program participants” for the purposes 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.*

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 grant award
- The amount of the previous FFY allocation committed to homeless assistance activities

**Component 3. Homelessness Prevention (same activities as Component 4)
&
Component 4. Rapid Re-Housing**

Financial Assistance Services

- a. Moving costs
- b. Rent application fees
- c. Security deposit (equal to no more than 2 months rent)
- d. Last month's rent
- e. Utility deposit
- f. Utility payments (up to 24 months per participant, per service; including up to 6 months of arrearages, per service)

Services

- a. housing search & placement
 - Assessment of housing barriers, needs and preferences
 - Development of an action plan for locating housing
 - Housing search 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

- b. housing stability case management
 - Using the centralized or coordinated assessment system 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

- c. mediation
 - Time and/or services associated with mediation activities

- d. legal services
 - 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

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

- e. credit repair
 - Credit Counseling
 - Other related services

Note: Assistance CANNOT include the payment or modification of a debt.

General Component Notes: 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 shelter or housing conditional upon the receipt of services.

Short and Medium Term Rental Assistance Chart

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

Component 5. HMIS

5.1 Hardware, Equipment and Software Costs

- a. Purchasing or leasing computer hardware
- b. Purchasing software or software licenses
- c. Purchasing or leasing equipment, including telephones, faxes, and furniture

5.2 Staffing: Paying salaries for operating HMIS

- a. Data collection
- b. Completing data entry
- c. Monitoring and reviewing data quality
- d. Completing data analysis
- e. Reporting to the HMIS Lead
- f. Training staff or comparable on using the HMIS or comparable database
- g. Implementing and complying with HMIS requirements.

5.3 Training and Overhead

- a. Obtaining technical support
- b. Leasing office space
- c. Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS
- d. Paying costs 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
- e. Paying staff travel costs to conduct intake
- f. Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead.

5.4 Additional Eligible Costs (ONLY for recipients that are ALSO the HMIS Lead Agency)

- a. Hosting and maintaining HMIS software or data
- b. Backing up, recovering, or repairing HMIS software or data
- c. Upgrading, customizing, and enhancing the HMIS
- d. Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems
- e. Administering the system
- f. Reporting to providers, the Continuum of Care, and HUD
- g. Conducting training on using the system or a comparable database, including traveling to the training