

**COUNTY of ONONDAGA**  
**COMMUNITY DEVELOPMENT DIVISION**  
**REQUEST for PROPOSALS**

**FEDERAL FISCAL YEAR 2019 EMERGENCY SOLUTIONS GRANT**

The Onondaga County Community Development Division (the Division) invites interested agencies to apply for Emergency Solutions Grant (ESG) funding to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. The US Department of Housing and Urban Development (HUD) has yet to announce the actual FY2019 ESG allocation. The Division expects approximately \$150,000 in ESG funds to be available. ESG funds are available under this proposal to support five activities: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing Assistance, and data collection through the Homeless Management Information System (see Attachment A). Funds for Street Outreach and Emergency Shelter activities must be capped at no more than 60% of the total allocation.

All activities must conform to the interim rule revising the regulations for the Emergency Shelter Grants program at 24 CFR, Part 576. The requirements for the ESG program can be found at:

[https://www.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRule&ConPlanConformingAmendments.pdf](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf)

All ESG program participants must meet the homeless definition found in the Final Rule:

[https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

Additional information regarding the ESG program can be found online at [www.Hudexchange.info](http://www.Hudexchange.info).

All ESG sub recipients are statutorily required to contribute data to the local Homeless Management Information System.

**DUE DATE**

**All proposals must be submitted electronically** to Susan Boyle (SusanBoyle@ongov.net) and received no later than midnight, **Friday March 29, 2019**. Also one hard copy with original signature(s) must be mailed to the Division, postmarked no later than **Friday March 29, 2019**. When submitting electronically, agencies are encouraged to request a reply to confirm successful transmission.

## SELECTION OF PROPOSALS

**Only proposals submitted electronically by the due date noted above will be considered.**

Priority will be given to:

Homeless & Housing Coalition of CNY agency members in "good standing" as defined in HHC Operational Guidelines, Article III;

Providers located in Onondaga County;

Projects that prevent homelessness or seek to promptly return those who are literally homeless to stable housing;

Organizations having a history of active participation in the local HMIS;

Projects that appear to have the capacity to directly or indirectly influence one or more Continuum of Care Strategic Planning Objectives noted in the Syracuse/Onondaga County 2016 Consolidated Application, Section 3A, and;

Projects that appear to have the capacity to directly or indirectly influence one or more Goals outlined in the 2016 "Plan to End Homelessness."

Projects will be required to participate in the CoC's Coordinated Entry process as defined by HUD CPD Notice 17-01 issued January 2017.

## CONTENTS OF PROPOSALS

Limit 6 pages not including budget. Please use size 12 font, left and right margins set at 1 inch.

Be sure to include:

**AGENCY NAME**, address, and sponsoring agency if applicable. Identify project location if different from agency address. Contact person name, phone and email, Executive Director name, phone and email, and organization DUNS number. Agency Federal SAMS Registration must be active.

**PROJECT NAME and ACTIVITY TYPE** (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, HMIS). One activity per proposal, no more than 3 proposals may be submitted per agency.

**AGENCY HISTORY** (brief) of providing service to target population and community.

**PROJECT DESCRIPTION.** Description must include: a description of the service(s) to be delivered; the process that will be used to document homeless status; a commitment to participate in the local HMIS by meeting or exceeding minimum data standards for ESG as defined by HUD; a description of need for proposed services. To the extent possible, local data sources should be used to demonstrate need. Include at least one (but no more than three) quantifiable project outcome(s). For each outcome, note at least one (but no more than two) indicators to gauge progress toward meeting the associated outcome. Note the anticipated number of project beneficiaries annually and at any point in time.

**TIME FRAME** (projects supported with FY2019 funds will commence 1/1/20 and conclude no later than 6/30/2021).

**BUDGET**, including amount of ESG funds requested, explicit description of use of ESG funds, and explicit description of the source(s) of required MATCHING funds (match is minimum 100% of ESG request). See Attachment A for information on eligible match sources.

**CERTIFICATION** signed and dated by agency executive or their designee, attesting to the accuracy of all information contained in the application.

### **CONTRACT TERM**

**Contracts will begin January 1, 2020 for FY2019 funds.** ESG funds *must* be spent within 18 months (June 30, 2021). Timely expenditure of funds is essential. Failure to spend funds within the contract period may result in fund recapture and future ineligibility.

*ESG grant recipients must be trained on HMIS referrals and must input timely, complete and accurate information to the System. Specific reports generated with System data must be submitted quarterly.*

#### **FOR FURTHER INFORMATION, CONTACT:**

**Susan Boyle: Deputy Director of Community Development**  
**Email: [SusanBoyle@ongov.net](mailto:SusanBoyle@ongov.net)**  
**Phone: 315-435-3558**  
**Agency website: [www.ongov.net/cd](http://www.ongov.net/cd)**

#### **MAIL HARD COPY TO:**

**Onondaga County Community Development**  
**Attn: 2019 ESG**  
**421 Montgomery St., 11<sup>th</sup> Fl.**  
**Syracuse, NY 13202**

## Matching Funds

The requirements for matching ESG funds are described in section 576.201 of the [ESG Interim Rule](#), and the requirements for documenting matching contributions are described in section 576.500(o).

**In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG, so long as the following conditions are met:**

-The matching funds are contributed to the ESG program and expended for the recipient or subrecipient's allowable ESG costs.\*

-If the matching funds are from another federal program, there is no specific statutory prohibition on using those funds as match;

-The matching funds are used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.

-The matching funds are expended (that is, the allowable cost is incurred) after the date HUD signs the grant agreement for the ESG funds being matched.

-The matching funds are expended by the expenditure deadline that applies to the ESG funds being matched;

-The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant;

-The recipient does not use ESG funds to meet the other program's matching requirements; and

-The recipient keeps records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

**\*Note: because the matching funds are contributed to the ESG program and expended for the recipient or subrecipient's allowable ESG costs, the following are NOT ALLOWED to be used as match:**

-SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;

-Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and

-The tenant's portion of the rent, because this amount is the tenant's obligation.



# 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.**

<b>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</b>	
<b>Activity type: Essential Services</b>	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> <li>• Engagement</li> <li>• Case Management</li> <li>• Emergency Health Services</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Mental Health Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>

<b>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</b>			
<b>Activity types:</b>			
<b>Essential Services</b>	<b>Renovation (also includes Major Rehab and Conversion)</b>	<b>Shelter Operations</b>	<b>Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)</b>
<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

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

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

**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