

FY 2019  
EMERGENCY SOLUTIONS GRANT  
APPLICATION KIT



City of Harrisburg  
Department of Building & Housing Development  
MLK City Government Center, Room 206  
Harrisburg, PA 17101

Phone: (717) 255 – 6419

Mayor Eric Papenfuse

Harrisburg City Council

**EMERGENCY SOLUTIONS GRANT (ESG)  
CONSOLIDATED REQUEST FOR PROPOSALS (RFP)**

I. TIMELINE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
◆ Request for Proposals available	March 15, 2019

Pre-Proposal Workshop

◆ Public Safety Auditorium	March 14, 2019
Room 213 Harrisburg Police Dept. Harrisburg, PA <i>(Please arrive through City Hall entrance)</i>	2:00 p.m.

Public Meeting

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 20, 2019	5:30 p.m.	Latino Hispanic American Community Center 1319 Derry Street Harrisburg, PA 17104
March 27, 2019	5:30 p.m.	The Rev. Martin L. King, Jr. City Government Center City Council Chambers 10 North Second Street Harrisburg, PA 17101

*A Spanish translator will be available at all meetings.  
All facilities are handicap-accessible.*

**Due Date of Proposals**

◆ **Proposals for funding are due by 12:00 noon, Thursday, April 11, 2019**

**Two (2) complete copies with attached supporting organization information (as listed on page 14) and one (1) electronic copy of just this RFP application** due by 12:00 p.m. to:

Rumulus Brown  
Project Manager  
Department of Building and Housing Development  
Rev. Dr. Martin Luther King, Jr., City Government Center  
10 North Second Street - Suite 206  
Harrisburg, PA 17101  
717.255.6402  
[Rwbrown@harrisburgpa.gov](mailto:Rwbrown@harrisburgpa.gov)

- ◆ (To be scheduled) City Council Committee Public Hearing on proposed Annual Action Plan
- ◆ October 1, 2019 - Funds available (subject to Contract negotiations)

**US HUD Emergency Solutions Grant (ESG)**

HUD's ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless. Eligible recipients apply through the Consolidated Planning process. Among other things, this process helps communities assess their homeless assistance and housing needs, examine available resources, set 3-5 year strategies, and develop an annual action plan to meet priority needs.

ESG funds must be matched with a 100% contribution of cash, in-kind services and/or volunteer labor.

For more detail on the ESG program please refer to this website:  
<https://www.hudexchange.info/resources/documents/EmergencySolutionsGrantsProgramFactSheet.pdf>

# APPLICANT INSTRUCTIONS

## APPLICATION DEADLINE:

Applications must be received in the Department of Building & Housing Development no later than **no later than 12:00 noon, April 11, 2019**

Complete all forms and narratives included in this application package. Attach supporting documentation as required.

**Please submit Two (2) complete copies with supporting applicant organizational information (listed on page 14) and one (1) electronic copy of just this RFP application.** Please do not submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may delay consideration of your request.

Threshold Requirement: HUD requires the approval of the Continuum of Care Lead Entity for all ESG Funding. Therefore all applications must come as part of that Entity's ESG Application, or receive separate Approval from that Entity. Capital Area Coalition on Homelessness (CACH) is the City's Lead Entity for its 10-Year Plan to End Homelessness – "HOME RUN". CACH can be contacted at (717) 255-6639 or bdavis@hra-harrisburgpa.org.

All applicants are encouraged to call or email Rumulus Brown at 717-255-6402 or rbrown@harrisburgpa.gov for assistance with questions regarding the preparation of your application.

I have read and understand the above information:

AGENCY NAME: \_\_\_\_\_

AUTHORIZED AGENCY SIGNATURE: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_

## HARRISBURG'S COMMUNITY DEVELOPMENT GOALS

The purpose of the Consolidated Plan (CP) is to guide funding decisions in the city of Harrisburg over the next three years of specific federal funds. The CP is guided by three overarching goals that are applied according to the City of Harrisburg's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low and moderate income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low and moderate income persons to achieve self-sufficiency.

## PROJECT SELECTION CRITERIA

- Completeness of application
- Detailed project description
- Adequacy of project eligibility documentation
- Adequacy of national objective justification (i.e., low/mod benefit rationale)
- Project fits into the community priorities set out by the Consolidated Plan and HOME RUN: The Capital Area's 10-Year Plan to End Homelessness
- Project can be completed within a reasonable time frame
- Performance in carrying out previously awarded ESG funds
- Prior experience with ESG related activities, and/or
- Prior experience with other grant programs, and proven record carrying out similar projects in the community
- Financial capacity as indicated by audited financial statements and banking/credit references
- Financial stability (not total dependence on ESG funds) as indicated by other funding sources and amounts, over time
- Adequate staffing (number of staff and qualifications)
- Organizational strength, including:
  - Recordkeeping methods
  - Filing system
  - Financial system
  - Existence of a written procedures manual for financial management and personnel



## PROJECT DESCRIPTION

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule. Attach additional sheets if necessary.

Indicate how you will identify beneficiaries. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.

Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried, and the frequency with which services will be delivered.

Describe any anticipated changes, in the next two years, to the program that would affect the population or number of participants served.

## PROJECT DESCRIPTION

Describe how your agency will assure that homeless individuals are involved, to the maximum extent feasible through employment, volunteer services, or otherwise, in providing services that are assisted under ESG.

Explain your agency's action plan which incorporates the "Continuum of Care" philosophy and *HOME RUN: the Capital Area's 10 Year Plan to End Homelessness* into your daily operations and services provided to your clients; describe your agency's participation in the Capital Area Coalition Against Homelessness.

Describe the method by which your agency tracks/will track your clients with the CACH Client Information Management System (the City's HMIS) and the record keeping/retention policies?

The Department of Building and Housing Development, under HUD's guidelines, believes assisting the homeless population is a community-wide endeavor, rather than an agency-by-agency endeavor. How will you and your agency participate and help to coordinate a community-wide approach to assisting the homeless population in the City of Harrisburg?



## PROJECT DESCRIPTION

Indicate a projected start-up and a completion date for the proposed activity. Identify all major milestones, by approximate date, to be undertaken with the project.

## LINE ITEM BUDGET FORM – EMERGENCY SHELTER PROJECTS

Name of Applicant:

Project Name:

**Instructions:** Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for ESG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for ESG funds. On Attachment C, provide description of other funds and volunteer and donated services/resources to be used in the project.

A Budget Item	B Calculation	C ESG Request
<b>PERSONNEL</b>		
<b>Salaried Positions – Job Titles</b>	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
<b>Salaries Total</b>		
<b>Fringe Benefits</b>		
<b>PERSONNEL TOTAL</b>	Total of Personnel & Fringe Benefits	
<b>OPERATING COSTS</b>	Provide description of how you arrive at total for each line item	
<b>Supplies</b>		
<b>Equipment</b>		
<b>Rent/Lease</b>		
<b>Insurance</b>		
<b>Printing</b>		
<b>Telephone</b>		
<b>Travel</b>		
<b>Audit***</b>		
<b>Other</b>		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

\*\*\*Audits of federal funds are required per OMP Circular A-133, however, agency must fund all audit costs.

## LINE ITEM BUDGET FORM – CONSTRUCTION PROJECTS

Name of Applicant:

Project Name:

**Instructions:** Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for ESG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for ESG funds. On Attachment C, provide description of other funds and volunteer and donated services/resources to be used in the project.

A	B	C
Budget Item	Calculation	ESG Request
<b>PERSONNEL</b>		
<b>Salaried Positions – Job Titles</b>	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
<b>Salaries Total</b>		
<b>Fringe Benefits</b>		
<b>PERSONNEL TOTAL</b>	Total of Personnel & Fringe Benefits	
<b>OPERATING COSTS</b>	Provide description of how you arrive at total for each line item	
<b>Supplies</b>		
<b>Equipment</b>		
<b>Rent/Lease</b>		
<b>Insurance</b>		
<b>Printing</b>		
<b>Telephone</b>		
<b>Travel</b>		
<b>Audit***</b>		
<b>Other</b>		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

\*\*\*Audits of federal funds are required per OMP Circular A-133, however, agency must fund all audit costs.

## BUDGET NARRATIVE ATTACHMENT

1.	Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.
2.	Describe your plans to seek new funding to supplement ESG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. ESG funds must be matched with a <u>100%</u> contribution of cash, in-kind services and/or volunteer labor.
3.	Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.
4.	Please provide an explanation for all unusual budget expenditures listed in the line item budget on the previous page.

## BUDGET NARRATIVE ATTACHMENT

5.	Explain why you consider your program costs to be reasonable.
6.	Provide balance of unspent funds previously committed: \$ _____  Provide explanation of any unspent funds.

## APPLICANT ORGANIZATIONAL INFORMATION

### Financial Capacity

Describe the agency's current operating budget, itemizing revenues, and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

### Monitoring

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

### Insurance/Bonding/Worker's Compensation

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

## APPLICANT ORGANIZATIONAL INFORMATION

Please attach the following information to your application:

- The Federal IRS 501(c)(3) designation
- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Board of Director's authorization to Request Funds
- Organizational chart
- Resumes of chief program administrator and chief fiscal officer
- Financial statement and audit
- Banking reference
- Insurance/Bond/Worker's Compensation
- Conflict of Interest Statement (form attached)

**LOGIC MODEL – PLEASE COMPLETE LOGIC MODEL  
(SAMPLE ON FOLLOWING PAGE)**

<b>NEED STATEMENT</b> Description of Need to be Addressed	<b>GOAL</b> Proposed goals to reduce problems or needs	<b>INPUTS</b> Resources to be utilized to meet proposed goals	<b>ACTIVITIES</b> What the program does with the input to fulfill its mission	<b>OUTPUTS</b> Direct products of program activities	<b>OUTCOMES</b> Benefits that result from the program
<b>DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)</b>					



<b>NEED STATEMENT</b> Description of Need to be Addressed	<b>GOAL</b> Proposed goals to reduce problems or needs	<b>INPUTS</b> Resources to be utilized to meet proposed goals	<b>ACTIVITIES</b> What the program does with the input to fulfill its mission	<b>OUTPUTS</b> Direct products of program activities	<b>OUTCOMES</b> Benefits that result from the program
<p><b>EXAMPLE</b></p> <p>Homeless facility for 25 women and children. Facility is designed to move women toward self-sufficiency. Many have substance abuse and mental health issues. Women are helped to identify their problems through extended case management and guided direction.</p>	<p>The purpose of the program is to help homeless women and their children achieve permanent housing and self-sufficiency.</p>	<p>Staff Director Case Managers Housing Manager Overnight Coordinators  Shelter Building  Referrals  Food, clothing, maintenance and supplies  Funding Resources</p>	<p>Provide beds/clothing and meals  Maintain relationships with community agencies.  Provide case management, encouragement and direction to women and their children.  Continuous fund development.</p>	<p>25 women and children supplied with beds, meals and clothing.  25 women and children assisted and provided with unlimited staff time and personal development strategies.</p>	<p>All beds were filled.  All individuals were clothed and feed.  All individuals were placed with case workers and directed to referral agencies for direction and guidance.  Received 2 new funding sources.</p>
<p><b>DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)</b></p>					
<p>Indicator 1 – Number of women who were placed with caseworkers and referral agencies became self-sufficient. Method: The number of women who were placed with case workers and referral agencies will be monitored by staff to see how many actually followed through with the direction that was provided to them.</p>					

## PROJECT DATA SHEET

Name of Project:		
Name of Agency:		
<b>Target Population: Identify the Number of persons to be Served Annually by the Project</b>	<b>Currently Served</b>	<b>Anticipated to be Served</b>
Low Income Households (50% or less MFI)		
Moderate Income Households (50 to 80% of MFI)		
Elderly Persons		
Persons with Disabilities		
Homeless Families and Individuals		
Special Population Groups: (identify below)		
<b>Racial Characteristics of Target Population</b>	<b>Show as Percent of Above</b>	
White		
African American		
Native Hawaiian/Pacific Islander		
Native American		
<b>Ethnicity of Target Population</b>	<b>Show as Percent of Above</b>	
Hispanic		
Non-Hispanic		
Total unduplicated number of persons participating in or served by the entire applicants program last year		
<b>Identify the geographic area to be served by the project. List the census tracts or street boundaries in the space below (see target area map)</b>		
Will this project result in the permanent or temporary displacement of any person or business	Yes	No
<b>For facility projects only.</b> Has a survey for asbestos containing material been conducted for the structure(s) to be assisted?	Yes	No
Will children under the age of 6 be expected to reside in the facility for which assistance is requested?	Yes	No
Date Facility to be assisted was built?		

## Performance Outcome Measurement

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

### 1. Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

### 2. Affordability

This category applies to proposals which provide affordability in a variety of ways in the lies of low- and moderate-income people.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

### 3. Sustainability

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

## EXHIBIT "A" - ESG PURPOSE & BASIC ELIGIBLE ACTIVITIES

### ESG Purpose and FUNDING CAPS

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 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 (ESG) 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 changes in eligible activities under the new ESG are as follows:

- Explicitly includes essential services related to street outreach
- Adds rapid re-housing (RRH)
- Revises homelessness prevention (HP)
- Increases administration cap from 5% to 7.5%.

RRH and HP Eligible Activities are as follows:

- Housing relocation & stabilization services:
  - Search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for final month at location, assistance with moving costs
  - Other activities that are effective at—
    - (A) stabilizing individuals and families in their current housing; or
    - (B) quickly moving such individuals and families to other permanent housing
- Short- and medium-term rental assistance
  - Tenant-based
  - Project-based

A new cap on Emergency Shelter/Street Outreach Activity funding was established by the following process:

- Applicants may use the higher of:
  - 60% of annual ESG grant amount (FY 2011 and beyond), or
  - "Hold Harmless Need" (HHN) amount spent on emergency shelter/street outreach activities in the base year.

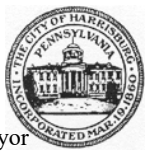
Eligible Emergency Shelter/Street Outreach Activities include the following:

- Renovation, rehabilitation, conversion
- Operating costs
- Essential services
  - Related to emergency shelter
  - Related to street outreach

## EXHIBIT "B" - RECORDKEEPING RESPONSIBILITIES

Successful applicants will be required to sign a contract with the City which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:

1. Written records to justify all expenditures must be maintained for a period not less than three (3) years after the full amount of the grant is expended. Your records will be subject to review by the City and HUD.
2. You will be required to maintain the City's minimum insurance standards, to be evidenced by a copy of the policy provided to the City within 10 days of execution of the contract.
3. You must agree to administer the ESG program in accordance with 2 CFR 200 Subpart E, "Cost Principles for Non-Federal Entity, and Subpart F Audit Requirements
4. In accordance with the 2 CFR 200 Subpart F, the federal government requires that organizations expending \$750,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$750,000 or more must choose one of the three ways of meeting this requirement and state which method they choose:
  - a. If your agency already conducts audits of all its funding sources including ESG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the ESG portion of the audit cost in its ESG project budget.
  - b. If your agency already conducts audits of its other funding sources but has neither received nor included ESG in the past, the scope of the audit would be modified to incorporate ESG audit requirements. The associated cost of the augmentation could then be included in the ESG project budget, accompanied by the auditor's written cost estimate.
  - c. If your agency does not have a current audit process in place, your agency will be required to budget for an audit. ESG funds may not be used to pay for an audit.
5. You will be required to provide semi-annual reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by HUD.
6. You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
7. You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.
8. If any income is derived from the activities funded by ESG, that income must be returned to the City ***as program income.***
9. In the event that HUD should determine that ESG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.



Confuse, Mayor  
g City Council

# City of Harrisburg



Department of Building  
and Housing  
Development  
Bureau of Housing  
Phone: 255-6419

## Conflict of Interest Disclosure

All contractors and vendors for the City of Harrisburg's Department of Building and Housing Development contracts are required to comply with Federal Regulations prohibiting conflicts of interest. The regulation concerns the following groups of people:

- a) Employees, program participants, consultants, officers, elected or appointed officials of the City of Harrisburg, or;
- b) Employees, consultants or officers of any firm or agency receiving funds for, or participating in City activities.

Please answer the following questions so that it may be determined if a conflict of interest exists:

1. Are you now, or have you been in the preceding year, in either category (a or b) described above?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is any member of your household or family now, or have you been in the preceding year, in either category (a or b) described above?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is any person with whom you have a business relationship, or have had in the preceding year, in either category (a or b) described above? (A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors, persons in joint ventures, landlords, lenders, sellers of real estate, consultants, clients, co-workers, major equipment lessors or suppliers.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Please disclose any person(s) names with whom you may have determined that a potential conflict exists.

I hereby certify, under penalty of law, that all information provided is complete and true to the best of my ability, and further understand that the City of Harrisburg shall use this information, in confidence, to make its determination of my eligibility for federally-assisted contracts.

Name \_\_\_\_\_ Date \_\_\_\_\_

List below all persons who you feel may be relevant to the preceding statements:

Name	Address	Relationship	City Department

## EXHIBIT “C” – PERFORMANCE AND OUTCOME MEASURES

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Harrisburg, Department of Building and Housing Development has implemented a Performance and Outcome Measurement System. The System will help quantify the effectiveness of the programs and establish clearly defined outcomes.

Per HUD’s requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

\*\* Note the following definitions are specific to this system as you prepare your application.

### Performance & Outcome Measurement System Definitions

**Inputs:** Resources dedicated to or consumed by the program, such as money, staff, equipment, and supplies.

**Outcomes:** Benefits to participants during or after participating in the program; the *results* of that program. What will be the benefits for the client? Why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized childcare, number of homeless families receiving shelter, achieving a higher grade due to a tutorial program, etc. Include only the major project outcomes supported by the requested City funds.

**Major Activities:** Major activities to be conducted by this project (e.g., client outreach/assessment, job training, affordable childcare, information/referral, counseling/case-management).

**Outputs:** The direct and quantifiable products of program activities (e.g., number of clients assisted, number of clients who received a referral *and* were helped, number of persons trained, number of children in program).

**Outcome Measurement:** The reportable extent to which benefits to participants were received. 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?

## 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.</b> 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>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.</b> 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>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>	<u>Eligible costs:</u>	<u>Eligible costs:</u>	<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>	<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>	<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>	<ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>



<b>Component: Rapid Re-Housing.</b> 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		
<b>Activity types:</b>		
<b>Rental Assistance**</b>	<b>Housing Relocation and Stabilization Services</b>	
<b>Eligible costs:</b>	<b>Financial Assistance</b>	<b>Services Costs</b>
<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>	<u>Eligible costs:</u> <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>	<u>Eligible costs:</u> <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>

<b>Component: Homelessness Prevention.</b> 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		
<b>Activity types:</b>		
<b>Rental Assistance**</b>	<b>Housing Relocation and Stabilization Services</b>	
<b>Eligible costs:</b>	<b>Financial Assistance</b>	<b>Services Costs</b>
<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>	<u>Eligible costs:</u> <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>	<u>Eligible costs:</u> <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>

<b>HMIS Component.</b> 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		
<b>Activity type: HMIS</b>		
<u>Eligible costs:</u>		
<ul style="list-style-type: none"> <li>• Contributing data to the HMIS designated by the CoC for the area;</li> <li>• HMIS Lead (as designated by the CoC) costs for managing the HMIS system;</li> <li>• Victim services or legal services provider costs to establish and operate a comparable database.</li> </ul>		

<b>*Administrative Activities. § 576.108</b>
<u>Eligible costs are broadly categorized as follows:</u>
<ul style="list-style-type: none"> <li>o General management, oversight, and coordination</li> <li>o Training on ESG requirements</li> <li>o Consolidated Plan</li> <li>o Environmental review</li> </ul>