
2016 Emergency Solutions Grant

Program Guidelines & Application

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Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Community & Economic Development



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Table of Contents

- Introduction 1
- DCED Funding Priorities for Emergency Solutions Grant 2
- Part I – Program Description** 2
 - A. ESG Description 2
 - B. Program Timeline 4
 - C. State Contact Information 4
- Part II – ESG Eligibility and Program Requirements** 5
 - A. Eligible Applicants 5
 - B. Eligible Participants 5
 - C. Eligible Activities 8
 - D. Required Match 13
 - E. Requirements and Conditions for Funding 14
 - F. Public Participation 18
 - G. Application Submission Process 18
 - H. Sample Evaluation Criteria 19
 - I. Performance Measures and Standards 21
 - J. Modifications and Revisions 21
 - K. Reporting 22
 - L. Risk Analysis 22
- Part III – DCED’s Funding Allocation** 22
 - A. Required Expenditure Deadlines 22
 - B. Records and Monitoring 22
 - C. Funding Reallocation 23
- Part IV – Application** 23
 - A. Instructions 23
 - B. Application Contents 24
 - General Application Description Form
 - Resolution of Municipality
 - Statement of Assurances
 - Limited English Proficiency Guidance for ESG Applicants
 - Certification of Completion of a Four-Factor Analysis for Limited English Proficiency
 - Language Access Plan Certification
 - Management Standards
 - Program Design – Street Outreach and Emergency Shelter Components
 - Program Design – Rapid Rehousing and Homelessness Prevention Components
 - Timeliness
 - Coordination of Services
 - Project Budget
 - Project Budget Narrative

Introduction

The Pennsylvania Department of Community and Economic Development's (DCED) vision for the commonwealth is to play a more strategic role in local government and municipal interaction by investing in our communities and providing assistance to support jobs that pay for all Pennsylvanians. DCED's priority is to revive Pennsylvania's economy by providing targeted assistance to distressed areas and low income populations with a strategic focus on community participation and collaborations among residents, nonprofits, and municipalities.

Pennsylvania's renaissance will be driven by the need to increase community revitalization efforts. This translates into the importance of programs such as the Emergency Solutions Grant (ESG) program to provide support and opportunity for every community in the commonwealth. The ESG program will offer a proactive approach with respect to its goals, which aim to offer additional resources in addressing the needs of homeless people in emergency shelters and to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Commonwealth of Pennsylvania, through DCED, anticipates being awarded \$5,565,646 in 2016 through the ESG program for eligible projects. DCED will accept applications from any general purpose units of local government, including cities, boroughs, and townships, towns, counties, home rule municipalities, and communities that desire to apply "on behalf of" other municipalities. Local governments must apply "on behalf of" other nonprofit organizations, which will perform services as a subcontractor. Non-profits are not eligible applicants.

Eligible activities include all those listed in the interim rule published in the Federal Register on December 5, 2011.

Applicants should complete the ESG application, associated forms, attachments, and submit a signature page and other required documentation in accordance with instructions outlined in these guidelines. The application process is discussed in more detail in Part II – ESG Eligibility and Program Requirements.

DCED will adhere to the Commonwealth of Pennsylvania's Keystone Principles for Growth, Investment and Resource Conservation in making selection of projects to receive ESG funds. Although emphasis will be placed on the Rapid Rehousing and Homelessness Prevention categories of the program, the priorities for the ESG funding contained in these ESG guidelines are consistent and flow from the Keystone Principles.

DCED Funding Priorities for Emergency Solutions Grant

As prescribed by the program regulations, no less than 40% of the state’s grant allocation will be allocated to Rapid Rehousing and Homelessness Prevention.

Based on DCED’s history of administering programs for homeless people, particularly the Homelessness Prevention and Rapid Re-Housing (HPRP) funds in recent years, DCED has seen greater dollars allocated for homelessness prevention than re-housing activities – with approximately one third of HPRP funds used for re-housing activities. Further, the input that DCED has received in designing the ESG indicates that prevention activities are the greater need, especially in rural areas and smaller communities. This input likely reflects their cultural and demographic characteristics.

For all of these reasons, DCED will establish the following priorities for its use of the 2016 allocation of ESG funds for Rapid Rehousing and Homelessness Prevention:

- It is critical that certain subpopulations of households who are already homeless receive priority due to their vulnerability. Therefore, DCED will give greater priority to applicants who coordinate with the CoC for rapid re-housing of those who are chronically homeless, homeless veterans, and/or homeless families with children.
- DCED will seek to use at least 45% of its allocation of ESG funds for Rapid Rehousing and Homelessness Prevention (excluding administration and Homeless Management Information System) for rapid re-housing, but reserves the right to adjust this as the need becomes evident. To ensure this goal is met, applicants requesting rapid re-housing funds will receive a priority.

In order to maintain adequate flexibility in responding to local needs which may vary across the state, DCED will not establish sub-priorities by activity types. Even where an applicant’s grant proposal addresses DCED’s priorities for ESG funding, it must also demonstrate the intent and capacity to fulfill all program requirements.

Part I – Program Description

A. ESG Description

The Emergency Solutions Grants (ESG) Program is authorized by subtitle B of Title IV – Housing Assistance of S.896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The ESG interim rule 24 CFR Parts 576, published in the Federal Register on December 5, 2011, establishes the regulations for the Emergency Solutions Grant Program. The program focus is to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The program authorizes the U.S. Department of Housing and Urban Development (HUD) to make grants to states, units of general purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

Definitions

Street Outreach – Costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Emergency Shelter – Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as a transitional shelter under a Fiscal Year 2010 Emergency Shelter Grant may continue to be funded under ESG.

Rapid Re-housing – Individuals and families who are literally homeless, meaning those who qualify under the definition of homeless as issued in HUD’s regulations and the description of eligible participants outlined in these guidelines.

Homelessness Prevention – Individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under the homeless definition or those who qualify as at risk of homelessness as issued in HUD’s regulations and the description of eligible participants outlined in these guidelines. Individuals and families must have incomes below 30% of Area Median Income (AMI).

Homeless Management Information System (HMIS) – The Homeless Emergency Assistance Rapid Transition to Housing (HEARTH) Act makes HMIS participation a statutory requirement for ESG recipients and third party contractors. However, third party contractors, such as victim service providers cannot enter into HMIS, and legal services organizations may choose to opt out of participating in HMIS. Providers that do not participate in HMIS must instead use a comparable database that follows the ESG data entry requirements outlined in the 2014 HUD HMIS Data Standards.

Subrecipient – Any general purpose units of local government, including cities, boroughs, townships, towns, counties, home rule municipalities, and communities that desire to apply “on behalf of” other municipalities. Non-profits are not subrecipients but rather subcontractors.

Administration – PA applicants may request up to 3.75% of the ESG proposed grant amount in an application for the payment of administrative costs related to the planning and execution of the combined total of all ESG activities. Administrative costs include the costs of overall program management, coordination, monitoring, and evaluation.

A complete list of eligible activities is provided later in these guidelines.

The intent of ESG assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate. Funding provided under ESG is not intended to provide long-term support, nor will it be able to address all of the financial and supportive service needs of individuals and families.

Any approved applicant (also called subrecipients) must use the HMIS or a comparable client-level database currently adopted by its Continuum of Care (CoC) to collect client-level data and produce subrecipient reports.

Each applicant is required to design a service delivery system or build upon an existing one to achieve ESG goals and objectives, using approaches that are responsive to local issues and requirements. Funds will be awarded in the form of a grant to successful applicants within 60 days of the commonwealth’s grant agreement with HUD and will be for a maximum 18 month term.

B. Program Timeline

DCED requires all subrecipients to expend 50% of their award within 12 months of the date of the contract with the commonwealth. Subrecipients undertaking renovations/conversions must either contract with firms undertaking this construction work or show material purchases within the first 9 months of the contract and the construction work should be completed within the first 15 months of the contract. Subrecipients must expend 100% of the grant within the contract deadline, which will be determined at the time of contracting and will be a maximum of 18 months.

DCED will administer one (1) funding round for the ESG Program. Below is the anticipated schedule for application submission, review, grant awards, and final delivery. This schedule is subject to change.

2016 ESG Program Timeline	
2016	
April 30, 2016	Notice Published in the PA Bulletin
May 1, 2016	Guidelines Issued & Application Made Available
May 12, 2016	Application Workshop Webinar
June 17, 2016	Applications Due
June-July 2016*	Application Review
August 2016*	DCED Approval and Letters Prepared
Within 60 days of HUD Contract	Award Letters Issued
2018	
18 months from date of contract	Final Expenditure End Date and final invoicing of funds within 60 days

**Note: these dates may be changed if DCED receives its contract from HUD earlier than expected.*

C. State Contact Information

All questions and responses to these guidelines should be directed to the following contact person:

Madra L. Clay, ESG Program Manager
Department of Community and Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Phone: (717) 720-7397
Email: maclay@pa.gov

Additional information on the commonwealth's ESG Program can be found online at:
<http://www.newPA.com/programs/emergency-solutions-grant-esg/>

Part II – ESG Eligibility and Program Requirements

A. Eligible Applicants

DCED will accept applications from any general purpose units of local government, including cities, boroughs, townships, towns, counties, home rule municipalities, and communities that desire to apply “on behalf of” other municipalities. Local governments must apply “on behalf of” nonprofit organizations which will perform services as a subcontractor. Nonprofits are not eligible applicants.

DCED intends to make grants of \$25,000 or more for the provision of the following ESG components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing
5. Homeless Management Information System (HMIS)
6. Administration

Or any combination of components.

Applicants must demonstrate that the proposed activities will meet all program requirements and be undertaken in a timely fashion. Successful applicants will also be required to enter into agreements with local housing and third party contractors to ensure that all program requirements will be met, if necessary. The successful subrecipients will be required to have adequate oversight and monitoring of all housing and third party contractors.

There is no longer a 2 year ban on applying for funding. However, Direct HUD Entitlements are eligible to compete for ESG funding but will not be given priority over the non-entitlement applicants. Also DCED will only fund the top priority activities for the Direct Entitlements, leaving more funding flexibility for the non-entitlements.

B. Eligible Participants

All households receiving street outreach or shelter assistance must meet one of the criteria of Homeless as defined below. More detailed description of this term may be found in the HEARTH “Homeless” Definition (Final Rule) on <http://www.hudhre.info>

Homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

2. An individual or family who will imminently lose their primary nighttime residence provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faithbased or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

All households receiving financial, rental assistance or services must be classified in one of the following components:

1. **Rapid Re-housing Assistance Component** – Literally homeless individuals and families currently living in an emergency shelter, safe haven, or place not meant for human habitation.

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the "homeless" definition above or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter, safe haven, or other place not meant for human habitation described in paragraph (1) of the "homeless" definition.

2. **Homelessness Prevention Component** – Extremely low-income individuals and families (household income below 30% of the area’s family median income) at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation. DCED will use HUD’s Section 8 income eligibility standards for ESG. Income limits are available on HUD’s web site at: <http://www.huduser.org/DATASETS/il.html>

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter, safe haven, or other place not meant for human habitation described in paragraph (1) of the “homeless” definition in as above. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition below, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition above.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing.

Imminent risk of homelessness means:

An individual or family who imminently lose their primary nighttime residence, provided that: (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.

At risk of homelessness means:

1. An individual or family who:
 - a. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - b. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
 - c. Meets one of the following conditions:
 - (1) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (2) Is living in the home of another because of economic hardship;
 - (3) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (4) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (5) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
 - (6) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (7) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;

2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

C. Eligible Activities

Grant funds must be used for eligible activities as described in the HUD ESG regulations. These components are outlined below, including eligible activities under each. Subrecipients are cautioned that category titles may be the same as the Homelessness Prevention and Rapid Re-housing Program (HPRP), but the definitions and eligible activities may be different. Subrecipients are encouraged to review this table along with the ESG regulations published on December 5, 2011 for a more complete description of each component and its eligible activities. **Only those activities listed are eligible under the 2016 ESG state allocation.** If an activity is not listed below, it is not eligible for the 2016 allocation of ESG funds.

Although services are allowable for up to 24 months, contracts will not extend beyond 18 months. Therefore, all services must be completed within 18 months. Invoices must be received within 60 days of the end of the contract.

Eligible Activities	
Street Outreach Component (24CFR §576.101) Services delivered on the street to persons living unsheltered	
Engagement	Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
Case Management	Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services.
Emergency Health Services	Direct outpatient treatment of medical conditions by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Emergency Mental Health Services	Direct outpatient treatment of mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Transportation	Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.
Services to Special Populations	Otherwise eligible Essential Services, as listed above, that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

Emergency Shelter Component (24CFR §576.102)							
Services delivered to homeless persons in temporary shelter, rehabilitation of that shelter, and operation of shelters							
Essential Services	<ul style="list-style-type: none"> • Case Management • Child Care • Education Services • Employment Assistance and Job Training • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse treatment Services • Transportation • Services for Special Populations • Outpatient health services 						
Renovation	<ul style="list-style-type: none"> • Major Renovation – costs exceed 75% of the value of the building before renovation must commit to 10 year use. • Conversion – costs to convert a building into a shelter exceeds 75% of the building after rehabilitation must commit to 10 year use. • Renovation other than major renovation or conversion – all other types of renovation must commit to 3 year use. • Signed contracts with firms doing the renovations/conversions or material purchase must be submitted to DCED within the first 9 months of the contract. Work should be completed within the first 15 months of the contract. • All additional funding necessary for the project must be in place • Priority will be given to the following documented needs: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Code Deficiencies</td> <td style="width: 50%;">ADA Compliance</td> </tr> <tr> <td>Increase in Bed Capacity</td> <td>Energy Conservation</td> </tr> <tr> <td>Health and Safety Issues</td> <td></td> </tr> </table> 	Code Deficiencies	ADA Compliance	Increase in Bed Capacity	Energy Conservation	Health and Safety Issues	
Code Deficiencies	ADA Compliance						
Increase in Bed Capacity	Energy Conservation						
Health and Safety Issues							
Shelter Operations	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> <ul style="list-style-type: none"> • Maintenance & repairs • Rent • Security • Fuel • Equipment • Supplies necessary for the operation of the shelter • Hotel/Motel –when no appropriate shelter is available </td> <td style="width: 50%;"> <ul style="list-style-type: none"> • Utilities • Food • Furnishings • Insurance </td> </tr> </table> <p>All requests must be for a two year period running the term of the contract.</p>	<ul style="list-style-type: none"> • Maintenance & repairs • Rent • Security • Fuel • Equipment • Supplies necessary for the operation of the shelter • Hotel/Motel –when no appropriate shelter is available 	<ul style="list-style-type: none"> • Utilities • Food • Furnishings • Insurance 				
<ul style="list-style-type: none"> • Maintenance & repairs • Rent • Security • Fuel • Equipment • Supplies necessary for the operation of the shelter • Hotel/Motel –when no appropriate shelter is available 	<ul style="list-style-type: none"> • Utilities • Food • Furnishings • Insurance 						
Assistance Required under URA	<p>Costs of providing URA assistance under §576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.</p>						

For both Rapid Re-housing and Homelessness Prevention Components	
Housing Relocation and Stabilization Services (24CFR §576.105)	
(a) Financial Assistance	
Rental Application Fees	<ul style="list-style-type: none"> • Application fees that are charged by the owner to all applicants
Security Deposits	<ul style="list-style-type: none"> • Equal to no more than 2 months' rent.
Last Month's Rent	<ul style="list-style-type: none"> • Paid to the owner of housing at the time security deposit and first month's rent are paid if necessary to obtain housing. (Is counted toward the 24 months of assistance in 3 years.)
Moving Costs	<ul style="list-style-type: none"> • Funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or temporary storage fees for a maximum of 3 months after the participant begins to receive services but before they move into permanent housing. Arrearages are not eligible.
Utility Deposits	<ul style="list-style-type: none"> • Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
Utility Payments	<ul style="list-style-type: none"> • Up to 24 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service.
(b) Services Costs	
Housing Search and Placement	<ul style="list-style-type: none"> • Assessment of housing barriers, needs and preferences • Development of an action plan for locating housing • Housing search and outreach to, and negotiation with owner • Assistance with submitting rental applications and understanding leases • Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness • Assistance with obtaining utilities and making moving arrangements • Tenant counseling
Housing Stability Case Management	<p>Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability.</p> <ul style="list-style-type: none"> • Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation. • Counseling • Developing, securing and coordinating services including Federal, state, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Developing an individualized housing and service plan • Assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing

Mediation	<p><i>Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which they currently reside.</i></p> <ul style="list-style-type: none"> • Time and/or services associated with mediation activities
Legal Services	<p><i>Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.</i></p> <ul style="list-style-type: none"> • 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. <p>Note: Legal services related to mortgages are not eligible</p> <p>Legal representation and advice may be provided for:</p> <ul style="list-style-type: none"> • Landlord/tenant matters • Guardianship • Emancipation • Resolution of outstanding criminal warrants • Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking. • Appeal of veterans and public benefit claim denials • Child support • Paternity • Legal separation
Credit Repair	<ul style="list-style-type: none"> • Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. • Assistance <u>cannot</u> include the payment or modification of a debt.
Requirements and Restrictions for Services	<ul style="list-style-type: none"> • Participants must <u>meet with a case manager at least once a month</u> for the duration of assistance, except where funding under the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVSP) prohibits the recipient or subrecipient from making shelter or housing conditional upon receipt of services. • Participants must be assisted as needed, in obtaining: <ul style="list-style-type: none"> - <u>Appropriate supportive services</u> like medical or mental health treatment or services essential for independent living. - <u>Mainstream benefits</u> like Medicaid, SSI, or TANF
Short- and Medium Term Rental Assistance (24CFR § 576.106)	
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.

<p>Requirements and Restrictions</p>	<ul style="list-style-type: none"> • Compliance with Fair Market Rents (FMR) limits and Rent Reasonableness • Compliance with Minimum Habitability Standards • Rental Assistance Agreement and Lease Standards: <ul style="list-style-type: none"> - The rental assistance agreement must set forth the terms under which rental assistance will be provided - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears. - Project-based rental assistance leases must have an initial term of one year. • Cannot Use with Other Subsidies <ul style="list-style-type: none"> - No rental assistance can be provided to a household receiving rental assistance from another public source for the same time period (except 6 months of arrears) - Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under the Uniform Relocation Assistance (URA). • Late Payments <ul style="list-style-type: none"> - The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. - The recipient or subrecipient must make timely payments to owners in accordance with the rental assistance agreement. - The recipient or subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.
<p>HMIS (24CFR § 576.107)</p>	
<p>HMIS</p>	<ul style="list-style-type: none"> • The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and third party contractors. <ul style="list-style-type: none"> - Third party contractors serving victims of domestic violence cannot, and legal services organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead. - All recipients and third party contractors may pay the costs of contributing data to the CoC's HMIS. - Recipients and third party contractors that use comparable databases: Victim third party contractors and legal third party contractors may use ESG funds to pay the costs of establishing and operating a comparable database. - Recipients that have been designated HMIS Lead agencies by the CoC may pay the costs of establishing, hosting, customizing, and upgrading the HMIS.
<p>Eligible Costs</p>	<ul style="list-style-type: none"> • Hardware, Equipment and Software Costs • Staffing: Paying salaries for operating HMIS • Training and Overhead
<p>Administrative Costs (24CFR §576.108)</p>	
<p>Administrative Costs</p>	<p>Applicants may request up to 3.75% of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities.</p> <p>Eligible Costs Include:</p> <ul style="list-style-type: none"> - General Management/Oversight/Coordination - Training on ESG Requirements - Environmental Review

D. Required Match

Subrecipients 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 with the commonwealth. 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 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.

In order to meet the matching requirement, the matching contributions must:

1. Meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in 24 CFR § 576.100. (HUD regulations)
2. The matching contributions must be provided within the dates of the contract with the commonwealth.
3. To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in 24 CFR § 576.203, and noncash contributions must be made within the expenditure deadline in 24 CFR § 576.203. (HUD regulations)
4. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
5. Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of 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 subrecipient or third party contractor.
2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the subrecipient's or third party contractor's ESG Program, provided that if the subrecipient 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 real property, as long as the property was donated within the contract period. To determine the value of any donated material or building, or of any lease, the subrecipient 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 subrecipient's or third party contractor's organization. If the subrecipient 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 subrecipient 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 subrecipient 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.

Costs paid by program income (as defined at 24 CFR § 85.25) during the contract period will count towards meeting the match requirement provided that the costs are eligible ESG costs that supplement the ESG Program. Program income includes any amount of security or utility deposit returned to the subrecipient or contracted third party. Third party contractors providing security or utility deposits, must return these funds to the subrecipient when clients assisted with ESG funding move.

The first \$100,000 of the commonwealth's fiscal year grant is not required to be matched. However, DCED must transfer the benefit of this exception to its subrecipients that are least capable of providing matching contributions. The criteria to be used to define the neediest providers will be:

- annual operating budget of less than \$100,000; and,
- serving an area with predominately low and moderate income (LMI) persons. (more than 60% LMI.)

An applicant wishing to request this exception must provide a formal request and documentation under the Match section in their application to be considered.

The following may not be used as match: Supplemental Nutrition Assistance Program (SNAP) benefits, Housing Choice Vouchers, the tenant's portion of the rent, HOME-TBRA (Tenant-Based Rental Assistance) funds (in most instances), CoC funds (in most instances) and Depreciation of Buildings.

E. Requirements and Conditions for Funding

1. Eligibility Determination

Subrecipients must develop and implement standard policies and written procedures for the determination and verification of an applicant/family's eligibility for assistance under the ESG. These standards must evidence how subrecipients will prioritize which eligible families and individuals will receive ESG assistance.

Minimum Standards:

- a. Consistency with the definition of homeless and at-risk homeless as stated in 24 CFR § 576.2
Restrictions: Subrecipients shall not use the risk factor for homeless allowed under paragraph 576.2 related to "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness."
- b. The record keeping requirements as stated in 24 CFR § 576.500 (b – e) (HUD regulations)
- c. Subrecipients are encouraged to give preference to families with children for both Homelessness Prevention and Rapid Re-housing assistance, to the maximum extent feasible, keeping the family units intact.

****Note: For applicants applying under the Emergency Shelter Component – the age of a child under the age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under age 18. All children under 18 must be considered equally for admission in order to prevent involuntary family separations.****

Evaluations – The subrecipients of any component of ESG are required to conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

Re-evaluations for Homelessness Prevention and Rapid Re-housing assistance - Subrecipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving Homelessness Prevention assistance, and not less than once annually for program participants receiving Rapid Re-housing assistance.

2. **Coordination with Mainstream Resources**

Subrecipients must develop and implement standard policies and procedures for coordination among providers of homeless services, as well as mainstream service and housing providers who offer services for which ESG clients may qualify. (Mainstream services include cash and food assistance and human service programs administered through the Departments of Human Services, Health, and Labor & Industry.)

Minimum Standards:

The policies shall encompass all providers and programs listed in Sections 576.400 (b) and (c) of HUD regulations to maximize and leverage a comprehensive and seamless service delivery system for ESG clients in order to promote their successful transition from the program.

HUD specifically requires coordination with the following:

Section 576.400 (b): Homeless Services:

- (1) Shelter Plus Care
- (2) Supportive Housing Program
- (3) Section 8 Moderate Rehabilitation SRO
- (4) HUD-Veterans Affairs Supportive Housing (HUD-VASH)
- (5) Education for Homeless Children and Youth Grants
- (6) Grants for the Benefit of Homeless Individuals
- (7) Healthcare for the Homeless
- (8) Programs for Runaway and Homeless Youth
- (9) Projects for Assistance in Transition from Homelessness (PATH)
- (10) Services in Supportive Housing Grants
- (11) Emergency Food and Shelter Program
- (12) Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program
- (13) Homeless Veterans Reintegration Program
- (14) Domiciliary Care for Homeless Veterans Program
- (15) VA Homeless Providers Grant and Per Diem Program
- (16) Health Care for Homeless Veterans Program
- (17) Homeless Veterans Dental Program
- (18) Supportive Services for Veterans Families Program
- (19) Veteran Justice Outreach Initiative

Section 576.400 (c): Mainstream Resources:

- (1) Public housing programs
- (2) Housing programs receiving tenant-based or project-based assistance under Section 8

- (3) Supportive Housing for Persons with Disabilities (Section 811)
- (4) HOME Investment Partnerships Program
- (5) Temporary Assistance to Need Families (TANF)
- (6) Health Center Program
- (7) State Children's Health Insurance Program
- (8) Head Start
- (9) Mental Health and Substance Abuse Block Grants
- (10) Services funded under the Workforce Investment Act

In addition, DCED encourages coordination with the following federal, state, and local resources:

Act 137 Funding, County Housing Trust Funds
Area Agencies on Aging
Community Development Block Grant
Community Foundations
Community Services Block Grant
Domestic Violence resources made available from the Attorney General's Office
Federal Home Loan Bank Affordable Housing Program
Homeless Assistance Program
Housing Opportunities for Persons with AIDS
Human Services Development Fund
Medical Assistance
PA Commission on Crime and Delinquency
Public/Private Partnerships
Resources to increase accessibility
SOAR
United Way

3. **Determination of Participant Co-pay for Rental Assistance and Utility Costs**
Subrecipients must develop and implement standards for determining the portion of rent and utility costs which each eligible participant will be required to pay (if any), while receiving Rapid Re-housing or Homelessness Prevention assistance under the program.
4. **Determination of Type, Amount and Duration of Housing Stabilization and/or Rapid Re-housing Assistance and Length of Service to be Provided to Participants**
Subrecipients must develop standards for determining the type and amount of Housing Stabilization and/or Rapid Re-housing assistance, including limits to be provided to eligible participants. These standards must specify the maximum amount of assistance, the maximum number of months of assistance possible through the program, and the maximum number of times a participant may actually receive assistance.

Minimum Standards:

Local standards set by subrecipients or third party contractors cannot exceed those set forth in the HUD regulations.

Subrecipients must also develop standards for determining the duration of rental assistance and how this service will be adjusted over time after periodic re-evaluation and assessment of their financial status.

Restrictions – In accordance with the HUD regulations, no participant may receive more than 24 months of assistance over a 3-year period. Subrecipients or service providers shall not obligate any assistance beyond the term of their contract with the commonwealth.

5. Rent Reasonableness & Fair Market Rent

Subrecipients providing rental assistance must develop and implement standards which ensure a mechanism for determining that the actual rental costs of units assisted are in compliance with HUD's Fair Market Rent, as provided under 24 CFR part 888 and complies with HUD's standard of "rent reasonableness" as established under 24 CFR § 982.507. Rent Reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. See HUD's worksheet on rent reasonableness at: www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc

6. Habitability

Subrecipients must develop and implement standards in accordance with 24 CFR §576.403 of HUD's regulations, which detail how they intend to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. Subrecipients or third party contractors may adhere to more stringent standards but must describe these standards in detail in their application. Existing units must also be inspected for habitability if rental assistance will be provided.

7. HMIS Data

Subrecipients must develop and implement standards that discuss how the subrecipient intends to comply with HUD's requirement that all ESG subrecipients or third party contractors participate in PA HMIS or comparable local HMIS which meets the standards outlined in HUD's HMIS Data and Technical Standards Manual (2014). Subrecipients must also outline in their standards how they intend to make contact with the administrator of HMIS for their local jurisdiction to obtain a license and receive system and program-specific training, or indicate that they are already an HMIS user and are in compliance with HUD guidelines for this standard.

8. Residency Requirement

ESG does not require grantees to place residency requirements on its applicants to receive assistance. The goal of the Continuum of Care under the 2009 HEARTH Act is to provide assistance to qualified applicants without boundaries or unnecessary stipulations. DCED understands that many financial donations from units of local government and other federal and state funding programs, which are used to match ESG funding, require a residency limitation. However, priority will be given to those programs that do not have a residency requirement for assistance. Programs that have a residency requirement but are willing after a short period of time, to open up their beds or program to persons outside of their service area, will receive second priority. Programs that maintain their residency requirements although they may have open beds or no clients, will not receive points in this section during the application evaluation. The point schedule is as follows:

- No requirement – 5 points
- Up to 24 hours – 4 points
- 25-48 hours – 3 points
- 49-72 hours – 2 points
- 73-96 hours – 1 point
- Requirement Maintained – 0 points

F. Public Participation

The applicants must have evidence of public participation in their project files locally. Public participation may be documented by maintaining locally in project files a citizen participation statement that includes the following:

1. A copy of evidence of a public meeting advertised in the **NON-LEGAL SECTION OF A NEWSPAPER OF GENERAL CIRCULATION** giving affected residents an opportunity to discuss the program. This meeting must be separately advertised and conducted, but may be held either before or after a regularly scheduled local government unit meeting.
2. A summary of pertinent meeting comments.
3. A list of meeting attendees.
4. Related news stories.

Resolution of the Municipality

1. The applicant must have in their application evidence in the form of a resolution of the governing body authorizing the filing of the application.
2. The resolution must cite the law, state the program being applied for, and contain a provision whereby the applicant assumes responsibility for providing the local match and will reimburse the commonwealth for any expenses found to be ineligible.

A sample resolution is provided in the Application Kit.

G. Application Submission Process

These ESG guidelines and application will be posted on DCED's website and applications will be accepted until June 17, 2016.

The completed Single Application must be submitted electronically to the DCED Customer Service Center – Center for Community Development (CCD) according to the established guidelines. The program that will be selected is **Emergency Solutions Grant**. Do not send a hard copy of the application. Send only a hard copy of the original resolution, statement of assurances and original signature page to the following address:

DCED Customer Service Center
Center for Community Development
Commonwealth Keystone Building
400 North St., 4th Floor
Harrisburg, PA 17120-0225

Preparation of your application should only be undertaken after you have reviewed the Program Guidelines. Questions may be directed to Madra Clay, Center for Community Financing, (717) 720-7397, e-mail: maclay@pa.gov.

Designated DCED staff will perform a review of the applications to ensure all electronic files and/or application package materials have been received. Incomplete or inadequate applications may be rejected and returned for resubmission. DCED will provide reasons for the rejection and/or contact the applicant and provide technical assistance in remedying the problem(s). Applicants are encouraged to submit applications well in advance of the submission deadline date to provide adequate time to request technical assistance in the submission or resubmission of their application or additional materials, if required.

H. Sample Evaluation Criteria

The following table shows the eight (8) major categories that comprise the evaluation criteria and the total points available for each category.

Application Evaluation Criteria	Pts (Max. 205)	Comments
<p>A. Does the Application propose Street Outreach activities as part of a comprehensive process to addressing the needs of the homeless community? (Yes – 10 pts. No – 0pts.)</p>		
<p>B. Does the Application propose Shelter Activities as part of a comprehensive process to addressing the needs of the homeless community? (Renovations/Conversions - 15 pts., Operating Costs – 5 pts., and Essential Services – 10 pts.) (up to 30 points)</p>		
<p>C. For Emergency Shelter applications requesting renovation assistance; does the project address any of the following (up to 10 pts.)?:</p> <p>Documented Code Deficiencies Increased Bed Capacity Health and Safety Violations Energy Conservation ADA Compliance</p> <p>Applicant will receive two points per category or 0 points for no category addressed.</p>		
<p>D. Emergency Shelter applicants adhere to the Prohibition against involuntary family separation. (see description) Yes – 10 points, No – 0 points</p>		
<p>E. Does the Program propose Rapid Re-housing (15 pts), Homelessness Prevention (5 pts) or Combination (10 pts) – Total up to 15 pts.</p>		
<p>F. Capacity and Experience – Total up to 25 pts.</p>		
<p>Demonstrates experience delivering related services and programs – (up to 5 pts) 4 Years or more (5 points), At least 3 years (4 points), 2 Years or less (3 points), 1 Year or less (1 point), No experience (0 points)</p>		
<p>Did the applicant attain the proposed outcome for their activity, as stated in their application for that year? (up to 5 points total) 100% - 5 pts. 75-99% - 4 pts. 50-74% - 3pts. 25-49% - 2 pts. 24 -10% - 1pt. Less than 10% or no answer - 0</p>		
<p>Has staff sufficient to implement the proposed program, or has reasonable plan to increase staff as needed.</p> <p>Administration of contract (ER, Invoicing, Financial, Monitoring), Intake, Case Management, Habitability Inspection/Lead Paint Inspection, and Contract Management.</p> <p>Applicant will receive one point per category addressed – up to 5 pts. total</p>		
<p>Previous ESG contracts have:</p> <p>Completed on time, met beneficiary goal, met construction deadline, expended all allocated funding or returned 6 months before deadline, over 60% of funds were spent on RRH.</p> <p>Applicant will receive one point per category achieved – up to 5 pts. total</p>		
<p>Has met previous ESG & FSR reporting, quarterly invoicing, closeout deadlines, attended DCED sponsored trainings, and met the 50% expenditure requirement.</p> <p>(Met all – 5 pts, Met 4 - 4 pts, Met 3 - 3 pts, Met 2 – 2 pts, Met 1 – 1 pt., Did not meet any of the requirements – 0 points).</p>		

G. Program Design – Total – 50 pts		
Defines local need with PIT count, bed nights, waiting lists, and/or community event that causes homelessness? – 5 pts.		
Does the application target: Chronic homeless, Veterans, Youth, and Domestic Violence Applicant will receive 2 points for Chronic Homeless and 1 point for all other populations targeted – up to 5 pts. total		
Is the assessment tool detailed and comprehensive to include all the services a client may need and/or receive? Housing, Employment, Transportation, Medical, Child Care, Social Services Comprehensive – 5 pts., Basic – 2 pts., None Provided – 0 pts.		
Case management description meets the requirement of the requested category (RRH and HP) Yes – 5 pts., No – 0 pts.		
Case management continues after the client achieves stability 6 months– 5 pts., 3 months – 3 pts., 1 month – 1 pt., No – 0 pts. (up to 5 total)		
Stability is determined by goal attainment and not a set dollar amount or number of months Yes – 5 pts., No – 0 pts.		
Client financial assistance is adjusted according to need and not a set allocation Yes – 5 pts., No – 0 pts.		
ESG is providing assistance under the Uniform Relocation Assistance (10 pts.)		
Does the shelter/agency have a residency requirement? (see description) No – 5 pts., Up to 24 hrs – 4 pts., 24-48 hrs – 3 pts., 48-72 hrs 2 pts., 72-96 hrs – 1 pt., and Yes – 0 pts.		
H. Timeliness – Total – 20 pts		
Does the applicant have staff and vendors in place to immediately start program after award? Yes – 5 pts., No – 0 pts.		
Does applicant show an understanding of how the funds will be distributed over the grant period? Yes – 5 pts., No – 0 pts.		
Does applicant use Rapid Rehousing funds for Families with Children? Yes – 10 points, No – 0 points		
I. Coordination – Total – 35 pts		
Review by Continuum of Care (15 pts.)		
Linkages to Mainstream Resources 10+ (5 pts.), 5-9 (3 pts.), 0-4 (0 pts.)		
Is currently using HMIS for existing shelters or other homelessness programs Yes (5 pts.), No (0 pts.)		
Is providing a unified program covering Street Outreach, Shelter, RRH, and HP. Application must show coordination between activities. Yes (10 pts.), Up to 3 (7 pts.), Up to 2 (5 pts.), 1 (3 pts.)		
Total Points Awarded to this Application:		

*New applicants will not lose points on questions regarding previously met conditions.

I. Performance Measures and Standards

DCED, like HUD, recognizes that performance standards will evolve over the next few years as HUD's ESG regulations are implemented and as subrecipients improve their program outcomes through the evaluation of HMIS data and through integration of ESG-funded services into their local Continuum of Care systems. To assist in the evaluation of the 2016 ESG applications, DCED is requiring all applicants to complete a performance measurement of their previous ESG Programs. These measurements will be a portion of the evaluation used to determine the capacity of the subrecipient in conducting an effective program under the 2016 ESG Program. Similar measurements will be used in future funding proposals for the ESG Program.

Using these goals as a framework, performance standards for ESG will be measured by the following:

- Number of households served
- Street Outreach - Number of households reaching shelter or permanent housing
- Shelter - Number of households entering Rapid Rehousing Program
- Shelter - Number of households attaining permanent housing and remaining in unit for more than 3 months
- Rapid Rehousing - Number of households attaining permanent housing and remaining in unit for more than 3 months
- Homelessness Prevention - Number of households retaining permanent housing and remaining in unit for more than 3 months
- Mainstream Resources - Number of households utilizing additional resources to assist needs

*Performance will also be measured by evidence that the subrecipient has coordinated with the local Continuum of Care (CoC) to ensure that ESG activities are consistent with CoC's strategies and objectives for preventing and ending homelessness. The impact of ESG funds will ultimately be reported by CoCs through Point-in-Time counts and through other data collected by HUD. In addition, subrecipients are to ensure coordination with other local organizations that are planning and carrying out activities related to prevention, rapid re-housing and to link participants to other mainstream resources.

J. Modifications and Revisions

Periodically, a grant recipient may need to revise or modify an approved grant. DCED has developed the following procedures for processing a grantee's request.

1. Revisions are defined as changes to an existing budget that increase or decrease an existing line item to account for actual project costs. A revision may also involve design or programmatic changes to an approved activity. It does not include changes in beneficiaries or activities. A revision may be made between categories within a line item without changing the amount of the line item and will not require an amendment to the contract.

To receive approval of the revision, the grantee must submit, in writing, the proposed changes with a new budget and documentation of approval of the grantee. DCED will review and accept the changes provided there are no issues with the proposed changes. If issues are noted during the review, the grant manager will contact the grantee.

2. Modifications to an approved grant are defined as the addition or deletion of an activity, the proposed beneficiaries change from the approved request, or an increase of more than 10% to a line item of the approved budget and will require an amendment to the contract.

To receive approval of the modification, DCED must review and approve the proposed changes. The grantee must submit, in writing, the proposed changes and the reasons for the proposed changes. A new budget summary which includes the original approved budget compared to the new propose budget and a budget narrative must accompany the request. The changes will require the grantee to hold a public meeting to discuss the proposed changes with citizens prior to receiving DCED approval. Documentation of this meeting must accompany the request.

3. The local governing body must approve all revisions and modifications. Documentation of the approval must be submitted with the request to DCED. Failure to do so will stall the approval of the change.
4. Modifications in the last six weeks of the contract may not be accepted.

K. Reporting

Subcontractors will highlight and include success stories with their annual Fiscal Status reports and upon closeout of the contract. These highlights must also include a recommendation to DCED for a site visit by one of the following: the Center for Community Financing Director, a Regional DCED staff, the Deputy or Executive Deputy Secretary, the Secretary, and/or a member within the Governor’s executive administration. These stories should illustrate how the ESG funded project had a positive impact in the community it serves.

L. Risk Analysis

All Grantees will be assessed a risk level upon review of application and if awarded will be monitored during the course of their contract. Grantees assessed as high risk will receive technical assistance during the first year of award and will receive an onsite monitoring. Grantees assessed as moderate risk will receive technical assistance and may receive either an onsite monitoring or a desk audit. Low risk Grantees may receive a desk audit.

Part III – DCED’s Funding Allocation

A. Required Expenditure Deadlines

DCED requires all subrecipients to expend 50% of their award within 12 months of the date of the contract with the commonwealth. 100% of the grant must be incurred within 18 months of the signing of the grant agreement. Grantees will have 60 days from the end of the contract to submit all invoices to DCED.

B. Records and Monitoring

The subrecipient, using accepted procedure, shall maintain at its principal office or place of business, complete and accurate records and accounts reflecting all matters and activities covered by this program, including documents, correspondence and other evidence pertaining to costs and expenses. At any time during normal business hours and as often as DCED deems necessary, the subrecipient shall make available for inspection by DCED, other state agencies, federal agencies or their authorized representatives, all of its records with respect to all matters covered by the program and will permit DCED to audit, examine and make copies of such records. These include those of agencies dealing with legal services and domestic violence. DCED regional office staff will visit all funded agencies within a year of the project start date. DCED program staff will monitor all contracts before the end of the contract term.

All required records shall be maintained by the subrecipient for a period of five (5) years from the date of final close out of this program by DCED as determined by the date of the official closeout letter, except in those cases where unresolved audit/monitoring questions may require maintaining some or all records for a longer period. In such event, records shall be maintained until all pending matters are resolved.

It is the responsibility of the subrecipient to establish a monitoring plan for its third party contractors under this program. The subrecipient cannot relinquish its responsibility for compliance if awarded funds. The subrecipient will be responsible and will resolve all monitoring issues found by DCED.

C. Funding Reallocation

Progress will be measured against goals, objectives and expenditure targets which will be written into the subrecipient grant agreements. Subrecipients not meeting their stated goals may have a portion or all of their funding disencumbered and reallocated. These funds may be used to meet unanticipated needs such as areas experiencing significant increases in unemployment, evictions or other unforeseen economic crises. Any reallocation would be available to successful subrecipients that have a proven need and capacity.

Grant allocations may be awarded from recaptured funds if timing allows. These grants may have shorter contract timing depending on the funding year allocation being utilized. The awarded grantee will be made aware of this contract time period in the award letter and through communication with DCED's ESG staff.

Part IV – Application

A. Instructions

The completed Single Application must be submitted electronically to the DCED Customer Service Center – Center for Community Financing (CCF) according to the established guidelines. The program that will be selected is **Emergency Solutions Grant**. Do not submit a hard copy of the application. Send only a hard copy of the original resolution, original signature page, and Statement of Assurances to the following address:

DCED Customer Service Center
Center for Community Financing
Commonwealth Keystone Building
400 North St., 4th Floor
Harrisburg, PA 17120-0225

Since your documents will be uploaded to the DCED Electronic Single Application, please modify the number of pages submitted to include only information to support the application. **DO NOT SUBMIT UNNECESSARY INFORMATION.** The information should not be repeated multiple times, you may indicate “see ___ of the application” if it provides the information for the section you are trying to answer. However, be sure to read all of the questions to answer them appropriately.

Preparation of your application should only be undertaken after you have reviewed the Program Guidelines. Questions may be directed to Madra Clay, ESG Program Manager, Center for Community Financing, (717) 720-7397, e-mail: maclay@pa.gov

Signature page and all supplemental forms must be submitted with the application online by June 17, 2016.

B. Application Contents

1. Each application must contain the following, except where noted.
(Please organize the Table of Contents and the Application Materials as indicated below)
 - a. Cover Sheet Indicating
 - Pennsylvania Emergency Solutions Grant Program - 2015 Allocation
 - Name of the Government Entity Applying for Funding
 - Date of Submission
 - b. Electronic Single Application (ESA) Form
 - Emergency Solutions Grant
 - ESA - must be submitted electronically via the website at www.newPA.com. A signed copy of the ESA signature page, resolution and Statement of Assurances must be submitted with the application.
 - c. Table of Contents
 - d. General Application Description Form (DCED-CCD-001)
 - e. Resolution of Submission by the Local Governing Body of the Applicant – send original by mail
 - f. Statement of Assurances (DCED-CCD-002) – send original by mail
 - g. Limited English Proficiency Guidance for ESG Applicants (DCED-CCD-010)
 - h. Certification of Completion of a Four-Factor Analysis for Limited English Proficiency Persons and Certification of the Activities to be Included in the Language Assess Plan (DCED-CCD-011)
 - i. Language Access Plan Certification (DCED-CCD-012)
 - j. Management Standards (DCED-CCD-003)
 - k. Program Design (DCED-CCD-004)
 - 1) Street Outreach and Emergency Shelter Component (if applicable) (DCED-CCD-009)
 - 2) Rapid Rehousing or Homelessness Prevention (if applicable) (DCED-CCD-004)
 - l. Timeliness (DCED-CCD-005)
 - m. Coordination of Services (DCED-CCD-006)
 - n. Project Budget (DCED-CCD-008)
 - o. Attachments and Supporting Documentation
 1. Budget Narrative
 2. Attachment A – Organization Chart
 3. Attachment B – Inspection Standards Form (if applicable)
 4. Attachment C – Assessment Tool
 5. Attachment D – Sample Subcontractor Agreement or Contract
 6. Attachment E – Conflict of Interest Policy

7. Attachment F – Termination Process
8. Attachment G – Commitment of Other Funding Sources (Match)
Additional Forms for Shelter Applicants
9. Attachment H – Deeds or Long Term Lease – for shelter applicants
10. Attachment I – 3Year or 10 Year Commitment Letter – for shelter applicants
11. Attachment J – Appraisal or Cost Level Ratio calculation – for shelters doing major renovations or conversions.
12. Attachment K – Cost Estimates – for all renovations or conversions
13. Attachment L – Signed Current Code Inspection Report and/or Occupancy Certificate – for all shelters (Note: current means dated within a year of the application submission date.)
14. Attachment M – Code Deficiency report or citation – for shelters completing code deficiency activities
15. Attachment N – Estimate of Energy Savings by Professional – for shelters completing energy conservation activities

ARCHIVED



GENERAL APPLICATION DESCRIPTION FORM

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

A. APPLICANT INFORMATION			
ASSISTANCE BEING REQUESTED FOR: (CHECK ALL THAT APPLY)			
<input type="checkbox"/> STREET OUTREACH	<input type="checkbox"/> EMERGENCY SHELTER	<input type="checkbox"/> RAPID REHOUSING	<input type="checkbox"/> HOMELESSNESS PREVENTION
NAME OF APPLICANT (UNIT OF LOCAL GOVERNMENT (ULG):			
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
LOCAL GOVERNMENT CLASSIFICATION:		IS THE APPLICANT AN ESG DIRECT ENTITLEMENT COMMUNITY?	
<input type="checkbox"/> CITY	<input type="checkbox"/> BOROUGH	<input type="checkbox"/> COUNTY	<input type="checkbox"/> TOWNSHIP
<input type="checkbox"/> YES	<input type="checkbox"/> NO		
CHIEF ELECTED OFFICIAL:			
APPLICANT'S FEIN #:	DUNS#:	SAMS (DATE OF EXPIRATION):	
AGENCY OR ORGANIZATION ADMINISTERING ESG PROGRAM:			
ADDRESS OF ADMINISTRATING AGENCY:			
CITY:		STATE:	ZIP CODE:
CONTACT PERSON WITH TITLE:			
ADDRESS OF CONTACT PERSON:			
CITY:		STATE:	ZIP CODE:
CONTACT EMAIL:	CONTACT TELEPHONE:	CONTACT FAX:	

B. CONTINUUM OF CARE INFORMATION	
NAME OF LOCAL CONTINUUM OF CARE:	
CONTACT PERSON FOR CONTINUUM OF CARE:	
TELEPHONE NUMBER:	EMAIL:

C. HMIS INFORMATION	
CONTACT PERSON FOR HMIS:	
TELEPHONE NUMBER:	EMAIL:

Resolution of the Municipality

Resolution of the _____
Authorizing the filing of a proposal for funds with the
Department of Community and Economic Development,
Commonwealth of Pennsylvania.

WHEREAS, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

WHEREAS, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible emergency shelter activities; and

WHEREAS, the _____ desires to submit an application to DCED for ESG Program funds on behalf of homeless shelter housing and service providers.

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED by the
_____ that:

1. The proposed projects _____ to be funded by a grant from the Pennsylvania ESG Program are hereby eligible and approved.
2. The _____ on behalf of _____ is authorized and directed to execute an ESG Program application in the amount of \$ _____ to the PA Department of Community and Economic Development.
3. The _____ will assume the responsibility for securing the required matching amount of project funds.
4. The _____ will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The _____ is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

Adopted this _____ day of _____, _____.
(ATTEST) (SEAL)

SECRETARY



STATEMENT OF ASSURANCES

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

APPLICANT NAME & DATE:

The applicant or grantee hereby assures and certifies that:

- | | |
|--|-----------------------------------|
| <p>(A) It possesses legal authority to apply for the grant and to execute the proposed program in accordance with the statutes and regulations governing the federal program.</p> | <p>LEGAL
AUTHORITY</p> |
| <p>(B) The governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.</p> | <p>OFFICIAL
RESOLUTION</p> |
| <p>(C) The activities are consistent with the Consolidated Plan submitted by the unit of Local Government where the activities are being conducted, or are consistent with the Commonwealth's Consolidated Plan.</p> | <p>CONSOLIDATED
PLAN</p> |
| <p>(D) It has established a citizen participation mechanism which:</p> <ol style="list-style-type: none"> (1) Provides an opportunity for citizens to participate in the development of the application, encourages the submission of views and proposals, and provides for timely responses to the proposals submitted. (2) Provides citizens with adequate information concerning the amount of funds available for proposed projects, the range of activities that may be undertaken, and other important program guidelines. (3) Provides for one or more public hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application. (4) Provides for a timely written answer to written complaints and grievances. (5) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. | <p>CITIZEN
PARTICIPATION</p> |
| <p>(E) It will provide citizens with reasonable access to records regarding the Emergency Solutions Grant Program assisted activities and management.</p> | <p>ACCESS TO
INFORMATION</p> |
| <p>(F) It will comply with:</p> <ol style="list-style-type: none"> (1) The requirements of 24 CFR Part 576.53 concerning the continued use of buildings, for which these grant funds are used, as emergency shelter for the homeless. (2) The building standards requirements of 24 CFR Part 576.55. The requirements of 24 CFR Part 576.56 concerning assistance to the homeless. | <p>FINANCIAL
REQUIREMENTS</p> |
| <p>(G) It will comply with the requirements and policies of 24 CFR Part 85 entitled: "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; OMB Circular A-110 entitled: "Uniform Administrative Requirements for Grants and Agreements With Institutions of higher Education, Hospitals, and Other Nonprofit Organizations"; OMB Circular A-87 entitled: "Cost Principles for State, Local and Indian Tribal Governments"; OMB Circular A-122 entitled: "Cost Principles for Nonprofit Organizations"; OMB Circular A-133 entitled: "Audits of State, Local Governments, and Nonprofit Organizations"; Treasury Circular 1075</p> | |

(H) It will maintain a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and the requirements of 24 CFR Part 24, subpart F.

DRUG FREE
WORKPLACE

(I) It will comply with:

- (1) Title VI of the Civil Rights Act of 1964, P.L. 88-352 (42 U.S.C. 2000d et. seq.) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no persons in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

NON-
DISCRIMINATION

Title VI states that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 1.4b(2)(i) of the regulations issued pursuant to Title VI requires that: "A recipient in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

- (2) The Fair Housing Amendments Act of 1988 (42 U.S.C. 3601-20) which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions; and requires that subrecipients administer all programs and activities in a manner to affirmatively further fair housing.

FAIR HOUSING

Executive Order 11063 and the regulations contained in 24 CFR Part 107 requires that all action necessary and appropriate be taken to prevent discrimination because of race, color, religion (creed), sex, or national origin related facilities or in the use or occupancy thereof where such property or facilities are owned or operated by the Federal Government or provided with Federal assistance by HUD and in the lending practices with respect to residential property and related facilities of lending institutions insofar as such practices relate to loans insured, guaranteed or purchased by the Federal Government.

- (3) 24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882, 891, and 982- Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity, makes the following provisions:

EQUAL ACCESS
TO HOUSING

- Requires owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, to make housing available without regard to the sexual orientation or gender identity of an applicant for, or occupant of, the dwelling, whether renter- or owner-occupied. HUD will institute this policy in its rental assistance and homeownership programs, which include the Federal Housing Administration (FHA) mortgage insurance programs, community development programs, and public and assisted housing programs.
- Prohibits lenders from using sexual orientation or gender identity as a basis to determine a borrower's eligibility for FHA-insured mortgage financing. FHA's current regulations provide that a mortgage lender's determination of the adequacy of a borrower's income "shall be made in a uniform manner without regard to" specified prohibited grounds. The rule will add actual or perceived sexual orientation and gender identity to the prohibited grounds to ensure FHA-approved lenders do not deny or otherwise alter the terms of mortgages on the basis of irrelevant criteria.
- Clarifies that all otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs. In the majority of HUD's rental and homeownership programs the term "family" already has a broad scope, and includes a single person and families with or without children. HUD's rule clarifies that otherwise eligible families may not be excluded because one or more members of the family may be an LGBT individual, have an LGBT relationship, or be perceived to be such an individual or in such relationship.
- Prohibits owners and operators of HUD-assisted housing or housing insured by HUD from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available. In response to comments on the proposed rule, HUD has clarified this final rule to state that this provision does not prohibit voluntary and anonymous reporting of sexual orientation or gender identity pursuant to state, local, or federal data collection requirements.

- (4) Age Discrimination Act of 1975 (42 U.S.C. 6101-01) and the implementing regulations at 24 CFR Part 146.
- (5) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) and the implementing regulations at 24 CFR Part 8.

AGE

For purposes of the Emergency Solutions Grant Program, the term "dwelling units" in 24 CFR Part 8 shall include sleeping accommodations.

DISABLED PERSONS

It will make known that the use of the facilities and services is available to all on a nondiscriminatory basis. Where the procedures that a grantee intends to use to make known the availability of such facilities and services are unlikely to reach persons with handicaps or persons of any particular race, color, religion, sex, age or national origin within their service area who may qualify for them, the grantee must establish additional procedures that will ensure that these persons are made aware of the facilities and services.

Subrecipients must also adopt and implement procedures designed to make available to interested persons information concerning the existence and location of services and facilities that are accessible to persons with a handicap.

- (6) Executive Order 11246, Equal Opportunity in Federal Employment, September 24, 1965 (30 FR 12319), as amended by Executive Order 12086, October 5, 1978 (43 FR 46501), and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally assisted construction contracts. Contractors and subcontractors on Federal and Federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- (7) Executive Order 11625, October 13, 1971 which prescribes additional arrangements for developing and coordinating a national program for Minority Business Enterprise (36 FR 19967)
- (8) Executive Order 12138, May 18, 1979 (44 FR 29637) which creates a National Women's Business Enterprise Policy.
- (9) Pennsylvania Human Relations Act of October 27, 1957, P.L. 744, (43 P.S. 951-963) as amended, which provides that no employee, applicant for employment, independent contractor, or any other person shall be discriminated against because of race, color, religious creed, ancestry, national origin, age, or sex.
- (10) It will comply with Section 3 of the Housing and Urban Development Act of 1968, P.L. 90-448, as amended (12 U.S.C. 1701(u)), requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate income residents of the applicant's county and contracts for work in connection with the project be awarded to eligible business concerns which are located in, owned in substantial part by persons residing in the applicant's county.

EQUAL
OPPORTUNITY
IN EMPLOYMENT

- (J) It will comply with the requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35. In addition, subrecipients must also meet the following requirements relating to inspection and abatement of defective lead-based paint surfaces:
 - (1) Treatment of defective paint surfaces must be performed before final inspection and approval of the renovation, rehabilitation or conversion activity under this part; and
 - (2) Appropriate action must be taken to protect shelter occupants from the hazards associated with lead-based paint abatement procedures.

LEAD BASED
PAINT

- (K) Its chief executive officer or other appropriate officer/officers consents to assume the status of a "responsible federal official" under the National Environmental Policy Act of 1969 (NEPA) P.L. 91-190 (42 U.S.C. 4321 et.seq.). The applicant will assume responsibility for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR Part 58. The applicant further certifies that it has complied with and will comply with 24 CFR Part 58.5 in the administration of its project.

ENVIRONMENTAL
CLEARANCE

- (L) It will establish safeguards to prohibit employees, agents, consultants, officers, or elected or appointed officials from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

CONFLICT OF
INTEREST

- | | |
|---|---|
| <p>(M) It will comply with the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and the regulations at 49 CFR Part 24 which apply to the acquisition of real property by a State agency for an activity assisted with ESGP funds and to the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition; and will assure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted with these funds.</p> | <p>ACQUISITION
AND
RELOCATION</p> |
| <p>(N) It will comply with the Pennsylvania Flood Plain Management Act 166 (32 P.S. §679.101 - 679-601) and the regulations issued pursuant thereto (Title 16, Chapter 38).</p> | <p>FLOOD PLAIN</p> |
| <p>(O) It will comply with the Pennsylvania Steel Products Procurement Act of March 3, 1978 (P.L. 6, No. 3, §1, 73 P.S. §1881 et.seq. 1).</p> | <p>STEEL
PRODUCTS</p> |
| <p>(P) It will comply with the Provisions of the Fire Administration Authorization Act of 1992, (P.L. 102-522).</p> | <p>FIRE ACT</p> |
| <p>(Q) Third party contractors are required to coordinate ESG activities with their respective Continuum of Care</p> | <p>CONTINUUM
OF CARE</p> |
| <p>(R) Each ESG subrecipient must develop and implement procedures to ensure: (1) the confidentiality of records pertaining to any individual provided with assistance; and (2) that the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.</p> | <p>CONFIDENTIALITY</p> |
| <p>(S) Subrecipient must agree to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care, in order to prevent such discharge from immediately resulting in homelessness for such persons.</p> | <p>DISCHARGE
POLICY</p> |
| <p>(T) The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, and implementing regulations at 24 CFR part 87, apply to ESG.</p> | <p>ANTI-LOBBYING</p> |
| <p>(U) Organizations providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving.</p> | <p>HABITABILITY
STANDARDS</p> |

Signature of Chief Elected Official

Date

Name/Title of Chief Elected Official

Municipality

County



LIMITED ENGLISH PROFICIENCY GUIDANCE FOR ESG APPLICANTS

In Compliance with:

Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority)

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

And

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000)

Mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency.

Grantees are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the contractor’s programs and activities that has any federal financial assistance.

DCED is providing this guide to its grantees of federal financial assistance to aid in the analysis of determining if the beneficiaries of the proposed projects have limited English proficiency. Please use the following template to document your analysis of your program or activity and to determine if the certification can be signed by the grantee as not having an affected population or if a Language Access Plan is required. *DCED will provide additional guidance if necessary.*

For Direct HUD Entitlement Communities under the Community Development Block Grant Program applying for Pennsylvania funding under the Emergency Solutions Grant:

If your county or municipality is a direct recipient of federal CDBG funding from HUD (**Not** Pennsylvania), then they must be in compliance with the Limited English Proficiency Regulations. DCED is not requiring you, the grantee for the ESG program, to complete a second set of documents for your application. In order to not have to complete the following LEP compliance exercise for your application, **you must submit** the Four Factor Analysis and/or Language Access Plan currently in place for the LEP requirement in your county/municipality along with the following certificate signed by the Chief Elected Official. If the grantee **does not** have these documents, then they must complete and submit the attached guidance with their application:

Certification: As a Direct Entitlement for HUD federal financial assistance for the CDBG program, the Grantee has completed the required Four Factor Analysis and if required, has adopted a Language Access Plan. The Grantee is in compliance with the LEP regulations and makes all reasonable attempts to accommodate language access needs of residents during citizen participation, income surveys and/or direct assistance intake activities including but not inclusive of public hearings, public notices, advertisements, income surveys and direct assistance intake documents.

Chief Elected Official (signature and printed)

Date

Attest

Grantee Name & Program

For Pennsylvania Entitlement Communities under the Community Development Block Grant Program applying for funding under the ESG Grant:

If your county or municipality is a recipient of federal CDBG funding from Pennsylvania, then they must be in compliance with the Limited English Proficiency Regulations. DCED is not requiring you, the grantee for the ESG program, to complete a second set of documents for your application. In order to not have to complete the following LEP compliance exercise for your application, **you must submit** the Four Factor Analysis and/or Language Access Plan currently in place for the LEP requirement in your county/municipality along with the following certificate signed by the Chief Elected Official. If the grantee **does not** have these documents, then they must complete and submit the attached guidance with their application;

Certification: As a Pennsylvania CDBG Entitlement for federal financial assistance for the CDBG program, the Grantee has completed the required Four Factor Analysis and if required, has adopted a Language Access Plan. The Grantee is in compliance with the LEP regulations and makes all reasonable attempts to accommodate language access needs of residents during citizen participation, income surveys and/or direct assistance intake activities including but not inclusive of public hearings, public notices, advertisements, income surveys and direct assistance intake documents.

Chief Elected Official (*signature and printed*)

Date

Attest

Grantee Name & Program



**CERTIFICATION OF COMPLETION
OF A FOUR-FACTOR ANALYSIS FOR LIMITED ENGLISH PROFICIENCY PERSONS
AND
CERTIFICATION OF THE ACTIVITIES
TO BE INCLUDED IN THE LANGUAGE ACCESS PLAN
EMERGENCY SOLUTIONS GRANT PROGRAM**

FOR:	
GRANTEE NAME:	
PROGRAM AND CONTRACT NUMBER (ESG/C000045678):	
CONTACT PERSON:	
CONTACT PERSON TELEPHONE NUMBER:	CONTACT PERSON EMAIL:

Purpose

In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, _____ (Grantee) has conducted the following Four Factor Analysis for Limited English Proficiency (LEP) persons for the federally funded program listed above.

History

Title VI of the Civil Rights Act of 1964, is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is determined. To determine if there is an affected population of beneficiaries having limited English proficiency, all grantees receiving federal financial assistance must conduct the four-factor analysis as outlined below.

Grantee Four-Factor Analysis

The following Four-Factor Analysis serves as the guide for determining which language assistance measures the Grantee will be required to undertake to guarantee access to Grantee's Emergency Solutions Grant (ESG) programs by LEP persons.

FACTOR ONE: Methodology

The grantee must analyze the number or proportion of LEP persons served or encountered in the eligible service area population (served or encountered includes those persons who would be served by the program or activity if the person received education and outreach and the grantee provided sufficient language services).

Select the paragraph(s) below that best describes your methodology for the analysis by placing a check mark in the box beside the description. Also please fill in the blanks or circle the correct statement were indicated. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's methodology.

- The Grantee utilized the PA Census tabulation for persons that speak English "Less than Well" provided by DCED to determine the **county's** LEP population(s). Based on this data, the Grantee **does/does not** (chose one) meet the 1,000 or 5% LEP persons threshold for any language(s) identified.
- The Grantee utilized the PA Census tabulation for persons that speak English "Less than Well" provided by DCED to determine its **municipalities'** LEP population(s). Based on this data, the Grantee **does/does not** (chose one) have any municipalities within its borders that meet the 1,000 or 5% LEP persons threshold for any language(s) identified.
- Local elected officials, clergy, medical personnel, and school administrators were polled by telephone/questionnaire to request input regarding their knowledge of LEP persons within the community and/or proposed project area(s). Based on the results of the telephone poll/questionnaires, there are an _____ (estimated number) LEP persons out of _____ (total persons benefitting from the program or activity) located in _____ (Grantee or service area name). This **does/does not** (chose one) meet the 1,000 or 5% LEP persons of total service area threshold for any language(s) identified.

Please list below all municipalities and/ or service areas under this program that qualify as meeting the threshold of 1,000 or 5% LEP person's threshold for any language(s) identified as indicated by the methodology used above. Include the name of the municipality/service area, the language(s) identified, and the number or percentage of persons. For example:

Apple Township	Germanic	16%
----------------	----------	-----

If any of the blocks above contains a "does" meet the 1,000 or 5% LEP person threshold for any language(s) identified, the grantee must complete a Language Access Plan for that municipality and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification on page 38 of this guidance. Please submit this page, along with the Language Access Plan Certification with your application.

If the grantee, after completing this section of the analysis, has all blocks above marked with "does not" meet the 1,000 or 5% LEP persons threshold for any languages identified, they must continue analyzing their program or activity with the following questions.

Additional Questions to be Answered:**FACTOR TWO: The frequency with which LEP persons come into contact with the program or activity**

Select the paragraph below that best describes the amount of public contact of your program by placing a check mark in the box beside the description. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's program or activity.

- The proposed project does include rapid rehousing, homelessness prevention, street outreach, essential services, and/or other direct assistance activities. Therefore, residents are likely to have considerable direct contact with the program and its staff.
- The proposed project is a shelter rehabilitation and/or shelter operations activity **only** that does not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the ESG program personnel or intake process. However, all citizen participation activities are open to the general public and will follow the grantee's Language Access Plan if necessary.

If the first block above is marked, the grantee must complete a Language Access Plan for the program and may stop further completion of this Four Factor Analysis. *Please proceed to the Language Access Plan Certification on page 38 of this guidance. Please submit all pages, along with the Language Access Plan Certification with your application.*

If the second block is marked, the grantee must continue on with their analysis of their program or activity.

FACTOR THREE: The nature and importance of the program, activity, or service provided by the program or activity

The nature and importance of all ESG activities to the LEP population is high. Even if the grantee does not have a LEP population identified in the first section of this analysis, homeless or near homeless persons having limited English proficiency may find themselves in need of the assistance provided with the ESG funds. As many of the applicants for assistance may be from other areas of the state or even the country, the grantee has no prior knowledge of the needs of persons presenting themselves for assistance. Therefore, LEP measures are necessary to be followed by the grantee to be in compliance. **All ESG grantees must complete a Language Access Plan Certificate** and should not complete this Four Factor Analysis.

FACTOR FOUR: The resources available and costs to the recipient

Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of an ESG program or activity are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible ESG administrative or delivery expense. Therefore, limited LEP measures are reasonable given the resources available to Grantee. So grantees may not use this factor as the only factor determining the need for a Language Access Plan.

As all ESG programs and activities meet the LEP Factor of the nature and importance, all applicants must complete the following Language Access Plan Certificate and have a Language Access Plan in their Program Master Files.



LANGUAGE ACCESS PLAN CERTIFICATION

Certification for *(Grantee, Program or Activity):* _____

As a result of the preceding Four-Factor Analysis, _____ (Grantee) has identified the following types of language assistance to be provided on an as needed basis by the Grantee throughout the implementation of its ESG program:

Below are the minimum requirements to meet the needs of your identified Limited English Proficiency Populations. Those marked "Required" are mandatory of all ESG grantees. Additional activities may be added to meet the needs of the grantees' LEP population(s).

All ESG citizen participation materials, public notices, and project-related resolutions, will be published/posted in the LEP language(s) identified, in community newsletters, on bulletin boards at the offices and meeting location of the grantee, on the grantee website and in public places throughout the proposed project area(s) and/or the community, especially those areas with high concentration of the affected population. **Required**

Additionally, all published/posted citizen participation notices will include a statement in the identified LEP language(s) indicating that other "program materials are available in the LEP language(s) upon request". This statement must be in as many languages as has been identified during the grantee's analysis. **Required**

All citizen participation notices will include a statement that "translators will be available at public meetings upon at least 72 hours' notice". This statement will be in the identified LEP language(s) in the English notification and also in the complete LEP language(s)' notification. **Required**

All direct assistance program application documents and outreach materials will be provided in the LEP language(s) identified. **Required**

For direct assistance intakes, if needed, a translator will be retained to provide oral translation at the site of the intake to assist in filling out the intake documents and explaining the program. The grantee may not require the LEP applicant to provide their own translator, though the applicant may bring someone if they choose. **Required**

If other populations of LEP persons are identified in the future, Grantee will provide additional measures to serve the language access needs of those persons. **Required**

The Grantee will complete a Language Access Plan which delineates how these activities will be carried out, by whom, and who will monitor the effectiveness of the activities for possible revision. This Plan once adopted by the grantee must be retain in the grantees' master file and utilized throughout the program.

Adopted:

Chief Elected Official *(Signature and Printed Name)*

Date

Attest *(Name and Title)*

Grantee Name & Program



MANAGEMENT STANDARDS

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

APPLICANT NAME & DATE:

**Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.**

- A. Applicants must attach an organizational chart of the Departments, Agencies, or Third Party Contractors who will be involved in the management of the ESG Program as **Attachment A** to this application. The chart must show the flow of responsibility for all aspects of the program: Application preparation, contracting, environmental reviews, monitoring, invoicing, habitability and lead inspections, case management, close-outs, etc.
- B. Capacity and Experience Related to Proposed Activity(s)

Describe the applicant's experience and capacity to administer homelessness prevention and rapid re-housing programs by completing the following questions. Be sure to provide sufficient detail. Use additional pages if necessary for completion of these questions and include behind this page.

 1. Describe specific types of programs/services/activities/projects the applicant administers or provides that are relevant to the objectives of the ESG Program. Complete the following tables providing information for similar projects/programs administered by the applicant including size, type and complexity as those being proposed in this application.

PROJECT/PROGRAM EXPERIENCE TABLES

PROGRAM NAME:	ACTIVITY/PROGRAM TYPE:	SOURCE OF FUNDS:
PROGRAM LOCATION:	START-COMPLETION DATES & STATUS:	TOTAL PROJECT COSTS:
PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i>		
PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i>		

PROGRAM NAME:	ACTIVITY/PROGRAM TYPE:	SOURCE OF FUNDS:
PROGRAM LOCATION:	START-COMPLETION DATES & STATUS:	TOTAL PROJECT COSTS:
PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i>		
PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i>		

2. List current staff positions and qualifications of individuals who will carry out the grant or project activities. If using agencies or third party contractors, provide the staff positions and qualifications for each, with the name of the agency clearly marked. Add additional rows as necessary.

Department/Agency/or Contractor	Position	Program Related Duties	Years Current Employee Conducting Duties	Approximate Hours per Week Completing Dutes for the Program
<i>Example: XYZ County</i>	<i>Planner</i>	<i>Application Prep, Environmental Reviews, Closeouts</i>	<i>12 Years</i>	<i>10 hrs.</i>

- C. If the applicant is applying to administer rental assistance, describe your experience in inspecting housing units for both habitability and lead based paint compliance and attach a copy of the inspection form you use, OR Describe your plans for partnering with an entity with inspection experience and attach a copy of its inspection form. Include your inspection form as **Attachment B**.

- D. Complete the following chart dealing with the performance measures for the applicant's most recent funded Emergency Solutions Grant.

Performance Outcomes	2013 ESG	2014 ESG	2015 ESG
Number of Households Served			
Street Outreach - Number of households reaching shelter or permanent housing			
Shelter - Number of households entering a Rapid Rehousing Program			
Shelter - Number of housholds attaining permanent housing and remaining in unit for more than 3 months			
Rapid Rehousing - Number of households attaining permanent housing and remaining in unit for more than 3 months			
Homelessness Prevention - Number of households retaining permanent housing and remaining in unit for more than 3 months			
Mainstream Resources - Number of households utilizing additional resources to assist needs			

- E. Please attach the applicant's, agency's and/or third party contractor's Conflict of Interest policy for dealing with issues with employees and board members that may have conflict of interest issues with any of the activities provided with this grant. This will be **Attachment E** of the application.



PROGRAM DESIGN

EMERGENCY SOLUTIONS GRANT PROGRAM

Street Outreach & Emergency Shelter Components

APPLICANT NAME & DATE:

Please answer the following in as much detail as necessary. Additional pages may be added and inserted behind this page. One Program Design form should be completed for each shelter/agency to receive assistance.

A. PROJECT/PROGRAM INFORMATION

PROJECT/PROGRAM MANAGER'S NAME:		
PROJECT/PROGRAM MANAGER'S ORGANIZATION:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
PROJECT/PROGRAM MANAGER PHONE:	PROJECT/PROGRAM MANAGER EMAIL:	PROJECT/PROGRAM MANAGER FAX:

B. PROGRAM NEED & DESIGN

- Describe in detail the need of your community for either street outreach or emergency shelter services. Include factual data such as low income population numbers, unemployment %, occupancy of shelters, point-in-time counts that identify the need and type of population that needs to be served with ESG funding.
- Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.
- FOR SHELTER APPLICANTS ONLY:** Give specifics about your shelter requirements for assistance. For example: length of stay, residency requirements, do tenants have to sign a goals agreement. *Attach your written occupancy rules, if applicable.*

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4. Summarize the program that will be provided with ESG funds including, description of essential services to be provided, location of assistance, description of renovations to be completed and/or what operational costs will be covered. Include in this summary the types of services you intend to provide or subcontract under the categories above. Include a description of the range of services and an estimate of average costs and/or explanation of rationale of targeted number of households. *(Ex: 30 households will receive short term rental assistance that will average \$100 per month, moving costs will average \$115, etc.)*
5. How does your program coordinate with other services in the community to provide homeless persons most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?
6. If the application is proposing ADA accessibility renovations and the shelter has received assistance in previous Emergency Shelter Grants, give explanation as to why the structure was not brought into compliance previously, as was required.
7. For Shelter Applicants Only: Describe your efforts to comply with the Prohibition against involuntary separation of families with children under the age of 18.

C. ASSESSMENT AND CASE MANAGEMENT

1. Describe how you plan to assess for each household benefitting during the term of the contract, its eligibility and appropriateness for this program. (Your process must include consultation with a case manager or other authorized representative who can determine the appropriate type of assistance.)
2. Describe the process that will be followed to meet the ESG program requirements for intake assessment of need, case management, and mainstreaming of resources to aide in the stabilization of the household. Give separate descriptions of process for street outreach and emergency shelter clients. Attach a copy of any assessment tool you currently use or plan to use as **Attachment C**.
3. Explain how the applicant, agency, or third party contractor will determine that the household has reached stabilization in the program and the process for exit from the program.

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4. Please attach the applicant's, agency's and/or third party contractor's termination policy for participants that do not meet the program's qualifications or become ineligible during the course of the program. This will be **Attachment F** of the application.

D. COST REASONABLENESS

1. If you are applying for Essential Services under Street Outreach or Emergency Shelter funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$100.00 medical assistance. Additional service will be directed to the local hospital for hardship case.*
2. For Emergency Shelter renovations/conversions or operations, how were your costs determined? For renovations a detailed cost estimate from a construction professional on their letterhead should be attached to the application as **Attachment L**.
3. For Emergency Shelter renovations, explain in detail the need for the renovation, when it became apparent it needed addressed, does it meet one of the priorities for renovation: code deficiency, increase in bed capacity, ADA compliance, energy conservation, and/or health and safety concerns. Attach the current Occupancy certificate or Code Inspection Report as **Attachment M**. Applicants claiming code deficiency as reason for assistance must attach **Attachment N**. Applicants claiming energy conservation must attach **Attachment O**.
4. For Emergency Shelter renovations/conversions, describe the timeline for the project, keeping in mind all renovations and conversions must have a signed contract with the contractor(s) performing all of the construction and/or materials purchased within 9 months and should be completed within 15 months of the start of the contract with DCED.
5. For Emergency Shelter operations, describe what other resources the shelter has available for operational costs for the two year contract period.

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E. MEASURING PERFORMANCE

1. How will you measure the performance of your Street Outreach and/or Emergency Shelter Program(s)? List intended objectives, outcomes and indicators of performance.

2. How will the applicant monitor the progress of the program and compliance with the program requirements with its staff, contracted agencies and/or third party contractors?

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PROGRAM DESIGN
EMERGENCY SOLUTIONS GRANT PROGRAM
Rapid Rehousing & Homelessness Prevention Components

APPLICANT NAME & DATE:

Please answer the following in as much detail as necessary. Additional pages may be added and inserted behind this page. Please complete one for each vendor or agency providing assistance.

A. PROJECT/PROGRAM INFORMATION

PROJECT/PROGRAM MANAGER'S NAME:		
PROJECT/PROGRAM MANAGER'S ORGANIZATION:		
STREET ADDRESS:		
CITY:		STATE:
		ZIP CODE:
PROJECT/PROGRAM MANAGER PHONE:	PROJECT/PROGRAM MANAGER EMAIL:	PROJECT/PROGRAM MANAGER FAX:

B. PROGRAM NEED & DESIGN

- Describe in detail the need of your community for either rapid rehousing assistance or homelessness prevention. Include factual data such as low income population numbers, unemployment %, occupancy of shelters, point-in-time counts that identify the need and type of population that needs to be served with ESG funding.
- Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.
- What is your plan for outreach to your target population(s)?

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4. Summarize the program that will be provided with ESG funds including, for collaborations, the role of the lead agency and of partnering agencies. Include in this summary the types of services you intend to provide or subcontract under the categories above. Include a description of the range of services and an estimate of average costs and/or explanation of rationale of targeted number of households. *(Ex: 30 households will receive short term rental assistance that will average \$100 per month, moving costs will average \$115, etc.)*
5. If applicable, how will your program provide assistance to rapidly re-house persons who are homeless by serving those households most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?
6. If applicable, how will your program provide prevention assistance to households who would otherwise become homeless by serving those households most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?
7. List all program restrictions that may affect intake of clients. i.e. residency requirements, income, families with children.

C. ASSESSMENT AND CASE MANAGEMENT

1. Describe how you plan to assess for each household applying for assistance, its eligibility and appropriateness for this program. (Your process must include consultation with a case manager or other authorized representative who can determine the appropriate type of assistance.) Attach a copy of any assessment tool you currently use or plan to use as **Attachment C**.
2. Describe the procedures you will use for verifying and documenting the eligibility of program participants for persons receiving assistance longer than three months.
3. Describe the process that will be followed to meet the ESG program requirements for case management, re-evaluation of need and mainstreaming of resources to aide in the stabilization of the household. Give separate descriptions of process for rapid re-housing and/or homelessness prevention clients.

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4. Explain how the applicant, agency, or third party contractor will determine that the household has reached stabilization in the program and the process for exit from the program.

5. Please attach the applicant's, agency's and/or third party contractor's termination policy for participants that do not meet the program's qualifications or become ineligible during the course of the program. This will be **Attachment F** of the application.

D. COST REASONABLENESS

1. If you are applying for Rapid Re-housing funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$2,000 in total rental assistance in a 3-year period. Based on the county's experience this is the maximum needed to reach stability.*

2. If you are applying for Homelessness Prevention funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$2,000 in total rental assistance in a 3-year period. Based on the county's experience this is the maximum needed to reach stability.*

E. MEASURING PERFORMANCE

1. How will you measure the performance of your ESG Program(s)? List intended objectives, outcomes and indicators of performance.

2. How will the applicant monitor the progress of the program and compliance with the program requirements with its staff, contracted agencies and/or third party contractors?

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TIMELINESS

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

APPLICANT NAME & DATE:

**Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.**

1. What system or processes do you have in place to quickly move or stabilize participants in permanent housing?

2. Based on previous experience complete the following table by showing by quarter the number of people you expect to assist with each type of assistance. The first quarter may begin September 2016. For applicants using multiple vendors, please give a cumulative estimate.

Accomplishments Table (Persons Served)						
Activity	Persons Helped Q1	Persons Helped Q2	Persons Helped Q3	Persons Helped Q4	Persons Helped Q5	Persons Helped Q6
Street Outreach						
Emergency Shelter						
Essential Services						
Renovations/Conversions						
Operating Costs						
Housing Relocation and Stabilization Services						
Financial Assistance						
Service Costs						
Short and Medium Term Rental Assistance						
Short Term Rental Assistance						
Medium Term Rental Assistance						
Rental Arrears						

3. Drawdown Schedule

Based on the expenditure of your ESG complete the following table by estimating the amount of funds you may drawdown by quarter--beginning September 2016. For applicants using multiple vendors, please give a cumulative estimate.

Proposed Drawdown Schedule						
	Q1	Q2	Q3	Q4	Q5	Q6
Estimated Drawdown						

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COORDINATION OF SERVICES

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

APPLICANT NAME & DATE:

**Please answer the following in as much detail as necessary.
 Additional pages may be added and inserted behind this page.**

- List partner agencies or third party contractors you plan to partner with or fund under this application and describe the roles, experience and capacity of each (third party contractors, case managers, shelters, property owners, etc.) to efficiently and effectively deliver ESG funded programs and services. *Attach a sample Agreement and/or Contract as **Attachment D**.*

Agencies and /or Third-Party Contractors to be Used		
Name of Organization	Contact Person	Service/Benefit(s) Provided

- Describe how you will coordinate the ESG Program so as to link program participants with other services available for program participants in your community (linking participants to homeless services and mainstream resources)?

Homeless Services and Mainstream Linkages	
Name of Organization	Service/Benefit(s) Provided

- What is your plan for collecting and entering data into the local HMIS, or what is your alternative plan to collect and enter information into a comparable client-level database (option permissible only for legal service agencies that do not have access to an HMIS or domestic violence agencies)?

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PROJECT BUDGET

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

INSTRUCTIONS: Complete this form for each project being submitted and one for the cumulative project.

DATE:	<input type="checkbox"/> Original <input type="checkbox"/> Revision
APPLICANT	
PROJECT NAME:	

Activity	DCED Request	Local Match	Match Source	Total Project
Street Outreach Component				
Case Management				
Essential Services				
Emergency Shelter Component				
Renovations				
Operations				
Essential Services				
Rapid Rehousing Component				
Financial Assistance				
Services				
Rental Assistance				
Homelessness Prevention Component				
Financial Assistance				
Services				
Rental Assistance				
HMIS Component				
Administration Component				
TOTAL	\$	\$	\$	\$

Attach a Budget Narrative that details the basis for the amounts requested for each line item.
 For example: 100 months of rental assistance @ \$500.00 a month average = \$50,000 or
 120 hours of counseling @ \$75.00 an hour per contract w/CAP = \$9,000.

Provide source of your estimate for the cost.

Local Match must identify the source of the match. Donations must include source, (ie; Golf Tournament, Giant Food Stores, Souper Sunday) You may put this on another piece of paper behind the budget.

All revisions and/or modifications require prior DCED approval.



PROJECT BUDGET NARRATIVE

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

INSTRUCTIONS: Complete this form or one similar for each project being submitted and one for the cumulative project. Add as many lines as you need to have all line items listed. The totals should match the Project Budget Form.

DATE:	<input type="checkbox"/> Original <input type="checkbox"/> Revision
APPLICANT	
PROJECT NAME:	

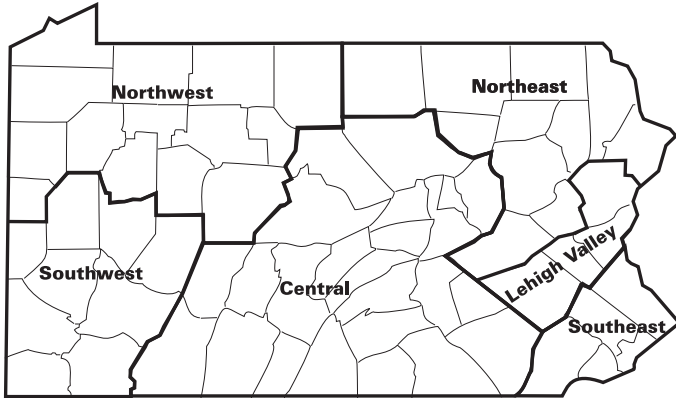
Activity	DCED Budget	Match Budget	Match Source <i>(Breakdown line item by source)</i>	Federal, State, Local or Private <i>(Please indicate which)</i>	Total
Street Outreach Component					
Case Management					
Essential Services					
Emergency Shelter Component					
Renovations					
Operations					
Essential Services					
Rapid Rehousing Component					
Financial Assistance					
Services					

Activity	DCED Budget	Match Budget	Match Source <i>(Breakdown line item by source)</i>	Federal, State, Local or Private <i>(Please indicate which)</i>	Total
Rapid Rehousing Component					
Rental Assistance					
Homelessness Prevention Component					
Financial Assistance					
Services					
Rental Assistance					
HMIS Component					
Administration Component					
TOTAL	\$	\$	\$		\$

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Regional Offices

Pennsylvania Department of Community and Economic Development newPA.com



Southeast

Bucks, Chester, Delaware, Montgomery and Philadelphia counties

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(215) 560-5830
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Northeast

Bradford, Carbon, Lackawanna, Luzerne, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne and Wyoming counties

Department of Community and Economic Development
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409 Lackawanna Avenue
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Scranton, PA 18503
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Lehigh Valley

Berks, Lehigh, Monroe and Northampton counties

Department of Community and Economic Development
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Bethlehem, PA 18017
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Central

Adams, Bedford, Blair, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Union, and York counties

Department of Community and Economic Development
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kerkirkland@pa.gov

Southwest

Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland counties

Department of Community and Economic Development
Johnna Pro, Director
301 Fifth Avenue, Suite 250
Pittsburgh, PA 15222
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Fax: (412) 565-2635
jopro@pa.gov

Northwest

Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren counties

Department of Community and Economic Development
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kimbethoma@pa.gov