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2014 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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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

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Introduction

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

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

The Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) anticipates being awarded approximately $4,470,452 in 2014 through the Emergency Solutions Grant (ESG) Program. 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" nonprofit organizations, which will preform services as a subcontractor. Non-profits are not eligible applicants.

Eligible activities include all activities listed in the interim rule, published in the Federal Register on December 5, 2011. Emphasis will be placed on the Rapid Rehousing and Homelessness Prevention categories of the program.

Applicants should complete this ESG proposal, associated forms, attachments, and submit signature page and 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. The priorities for the Emergency Solutions Grant 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 Emergency Solutions Grant 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 2014 allocation of Emergency Solutions Grant 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 applications for rapid re-housing of those who are chronically homeless, homeless veterans, and/or homeless families and children.
- DCED will seek to use at least 45% of its allocation of ESG funds for Rapid Rehousing and Homelessness Prevention (excluding administration and HMIS) 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 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371–11378). The program authorizes the 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 outlines in these guidelines. Individuals and families must have incomes below 30% of Area Median Income (AMI).

Homeless Management Information System (HMIS) – The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and third party contractors. However, 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 instead use a comparable database that produces unduplicated, aggregate reports.

Subrecipient – 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. 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 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 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 24 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 less than twenty four months.

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

2014 ESG Program Timeline	
2014	
April 26, 2014	Notice Published in the PA Bulletin
May 1, 2014	Guidelines Issued & Application Made Available
May 5, 2014	Application Workshop Webinar
June 30, 2014	**Applications Due**
June-July 2014*	Application Review
August 2014*	DCED Approval and Letters Prepared
August 2014*	Award Letters Issued
October 2014*	Contracts Prepared and Issued
2015	
September 2015 *	DCED Required 50% of Funds Expended
2016	
July 2016*	Final Expenditure End Date

**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/community/community-housing-and-development/emergency-solutions-grant

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, 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" nonprofit organizations which will perform services as a subcontractor. Non-profits are not eligible applicants.

DCED intends to make grants of $50,000 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.

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 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 in that housing. 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 or other place 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 or another place 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.

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 2014 ESG state allocation.** If an activity is not listed below, it is not eligible for the 2014 allocation of ESG funds.

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	• 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	• 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: Code Deficiencies — ADA Compliance Increase in Bed Capacity — Energy Conservation Health and Safety Issues
Shelter Operations	• Maintenance & repairs • Rent • Security • Fuel • Equipment • Utilities • Food • Furnishings • Insurance • Supplies necessary for the operation of the shelter • Hotel/Motel –when no appropriate shelter is available All requests must be for a two year period running the term of the contract.
Assistance Required under URA	Costs of providing URA assistance under §576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.

For both Rapid Re-housing and Homelessness Prevention Components	
Housing Relocation and Stabilization Services (24CFR §576.105)	
(a) Financial Assistance	
Rental Application Fees	• Application fees that are charged by the owner to all applicants
Security Deposits	• Equal to no more than 2 months' rent.
Last Month's Rent	• 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	• 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	• Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
Utility Payments	• 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	• 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	Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. • 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	*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.* • Time and/or services associated with mediation activities
Legal Services	*Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.* • Hourly fees for legal advice and representation • Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees. • Client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling • Filing fees and other necessary court costs • Subrecipient's employees' salaries and other costs necessary to perform the services if the subrecipient is a legal services provider and performs the services itself. Note: Legal services related to mortgages are not eligible Legal representation and advice may be provided for: • Landlord/tenant matters • Child support • Guardianship • Paternity • Emancipation • Legal separation • 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
Credit Repair	• 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	• 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: - <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.

Requirements and Restrictions	• Compliance with Fair Market Rents (FMR) limits and Rent Reasonableness • Compliance with Minimum Habitability Standards • Rental Assistance Agreement and Lease Standards: - 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 intial term of one year. • **Cannot Use** with Other Subsidies - 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 - 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.
HMIS (24CFR § 576.107)	
HMIS	• **The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and third party contractors.** - 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.
Eligible Costs	• Hardware, Equipment and Software Costs • Staffing: Paying salaries for operating HMIS • Training and Overhead
Administrative Costs (24CFR §576.108)	
Administrative Costs	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. Eligible Costs Include: - 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 Emergency Solutions Grant (ESG) funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

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: CSBG, SNAP benefits, Housing Choice Vouchers, the tenant's portion of the rent, HOME-TBRA funds (in most instances), SHP 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 procedures for the determination and verification of an applicant/family's eligibility for assistance under the Emergency Solutions Grant. 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 Public Welfare, 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 (2010). 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**
   The Emergency Solutions Grant program (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
   24-48 hours – 3 points
   48-72 hours – 2 points
   72-96 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 30, 2014.

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 signatue 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. 160)	Comments
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.)		
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)		
C. For Emergency Shelter applications requesting renovation assistance; does the project address any of the following (up to 10 pts.)?: Documented Code Deficiencies Health and Safety Violations ADA Compliance Increased Bed Capacity Energy Conservation **Applicant will receive two points per category or 0 points for no category addressed.**		
D. Emergency Shelter applicants adhere to the Prohibition against involuntary family separation. (see description) Yes – 10 points, No – 0 points		
E. Does the Program propose Rapid Re-housing (15 pts), Homelessness Prevention (5 pts) or Combination (10 pts) – Total up to 15 pts.		
F. Capacity and Experience – Total up to 25 pts.		
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)**		
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**		
Has staff sufficient to implement the proposed program, or has reasonable plan to increase staff as needed. Administration of contract (ER, Invoicing, Financial, Monitoring), Intake, Case Management, Habitability Inspection/Lead Paint Inspection, and Contract Management. **Applicant will receive one point per category addressed – up to 5 pts. total**		
Previous ESG contracts have: 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. **Applicant will receive one point per category achieved – up to 5 pts. total**		
Has met previous ESG & FSR reporting, quarterly invoicing, closeout deadlines, attended DCED sponsored trainings, and met the 50% expenditure requirement. **(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).**		

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 condidions.*

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 2014 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 2014 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 housholds 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.

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 24 months of the signing of the grant agreement.

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 including documents, correspondence and other evidence pertaining to costs and expenses of this program, and reflecting all matters and activities covered by this program. 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.

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.

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 30, 2014.

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 - 2013 Allocation
      - Name of the County/City Applying for Funding (Must be a County or the City of Philadelphia or Pittsburgh)
      - 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. Management Standards (DCED-CCD-003)

h. 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)

i. Timeliness (DCED-CCD-005)

j. Coordination of Services (DCED-CCD-006)

k. Project Budget (DCED-CCD-008)

l. 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
      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

DCED-CCD-ESG-001 (08-12)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

GENERAL APPLICATION DESCRIPTION FORM

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

A. APPLICANT INFORMATION

ASSISTANCE BEING REQUESTED FOR: (CHECK ALL THAT APPLY)

☐ STREET OUTREACH ☐ EMERGENCY SHELTER ☐ RAPID REHOUSING ☐ HOMELESSNESS PREVENTION

NAME OF APPLICANT (UNIT OF LOCAL GOVERNMENT (ULG):		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
LOCAL GOVERNMENT CLASSIFICATION: ☐ CITY ☐ BOROUGH ☐ COUNTY ☐ TOWNSHIP	IS THE APPLICANT AN ESG DIRECT ENTITLEMENT COMMUNITY? ☐ YES ☐ 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

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

STATEMENT OF ASSURANCES

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

APPLICANT NAME & DATE:

The applicant or grantee hereby assures and certifies that:

(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. — LEGAL AUTHORITY

(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. — OFFICIAL RESOLUTION

(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. — CONSOLIDATED PLAN

(D) It has established a citizen participation mechanism which: — CITIZEN PARTICIPATION

(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.

(E) It will provide citizens with reasonable access to records regarding the Emergency Solutions Grant Program assisted activities and management. — ACCESS TO INFORMATION

(F) It will comply with: — FINANCIAL REQUIREMENTS

(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.

(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

(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. AGE

(5) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) and the implementing regulations at 24 CFR Part 8.

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

EQUAL OPPORTUNITY IN EMPLOYMENT

(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.

(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:

LEAD BASED PAINT

(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.

(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

(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.	ACQUISITION AND RELOCATION
(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).	FLOOD PLAIN
(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).	STEEL PRODUCTS
(P) It will comply with the Provisions of the Fire Administration Authorization Act of 1992, (P.L. 102-522).	FIRE ACT
(Q) Third party contractors are required to coordinate ESG activities with their respective Continuum of Care	CONTINUUM OF CARE
(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.	CONFIDENTIALITY
(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.	DISCHARGE POLICY
(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.	ANTI-LOBBYING
(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.	HABITABILITY STANDARDS

Signature of Chief Elected Official _____ Date _____

Name/Title of Chief Elected Official _____ Municipality _____ County _____

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: *(Scope & complexity, significant accomplishments, issues or experience, etc.)*		
PROGRAM REFERENCE: (*Contact Name, Phone & Email)*		

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

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
Example: XYZ County	*Planner*	*Application Prep, Environmental Reviews, Closeouts*	*12 Years*	*10 hrs.*

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	2011 ESG Second Allocation	2012 ESG	2013 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.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

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

1. 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.

2. Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.

3. **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.*

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.

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 where 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 and should be completed within 12 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.

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?

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

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

1. 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.

2. Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.

3. What is your plan for outreach to your target population(s)?

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.

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. F*or 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?

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 begins September 2014. 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	Persons Helped Q7	Persons Helped Q8
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 will drawdown by quarter--beginning September 2014. For applicants using multiple vendors, please give a cumulative estimate.

Proposed Drawdown Schedule												
	Q1	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**	**Q7**	**Q8**	**Q9**	**Q10**	**Q11**	**Q12**
Estimated Drawdown												

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

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.

1. 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**

2. 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**

3. 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)?

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

PROJECT BUDGET

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

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

DATE:	☐ Original ☐ 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.

DCED-CCD-ESG-009 (05-13)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
CENTER FOR COMMUNITY DEVELOPMENT

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.

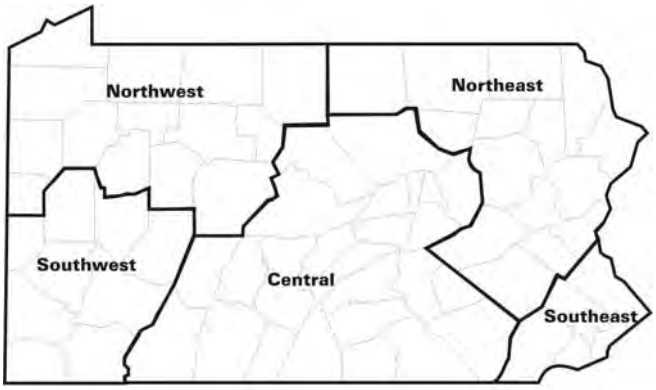
DATE:	☐ Original ☐ Revision
APPLICANT	
PROJECT NAME:	

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

Regional Offices

Pennsylvania Department of Community and Economic Development newPA.com



Southeast

Bucks, Chester, Delaware, Montgomery and Philadelphia counties

Department of Community
and Economic Development
Lisa Worden, Director
200 South Broad Street 11th Floor
Philadelphia, PA 19102
(215) 560-5830
Fax: (215) 560-5832
lisaworden@pa.gov

Northeast

Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne and Wyoming counties

Department of Community
and Economic Development
Gary Baker, Director
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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

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Southwest

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

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Northwest

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

Department of Community
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