

2022 ESG APPLICATION GUIDELINES AND INSTRUCTION

FUNDING SOURCES:

Allegheny County Department of Human Services (ACDHS) and the City of Pittsburgh's Office of Management and Budget (City) are pleased to present our joint application for Emergency Solutions Grant Funds. This application process will be utilized to solicit applications from a broad array of applicants from which ACDHS and the City will make funding awards from at least the following funding resources:

- City of Pittsburgh's direct entitlement 2022 ESG allocation
- Allegheny County's direct entitlement 2022 ESG allocation
- Any future Federal or State allocations or awards of ESG funding received by either Allegheny County or the City of Pittsburgh

APPLICATION MATERIALS AND RELATED INFORMATION:

All application materials that are part of this application process will be posted on the following websites. The information on both websites should be identical.

- <https://pittsburghpa.gov/omb/grant-opportunities>.
- [Solicitations \(RFP/RFQ/RFI\) \(alleghenycounty.us\)](https://www.alleghenycounty.us/solicitations)

There are two Applications as follows:

- Application for Shelter and Street Outreach
- Application for Homelessness Prevention and Rapid Rehousing

IMPORTANT APPLICATION DATES AND DEADLINES

Day	Date	Time	Activity
Thursday	April 28th	2:30 pm EST	Application and Request for Proposals content-related questions due to ESGApplication@AlleghenyCounty.us . These are questions applicants have concerning clarity on programmatic elements, application and proposal elements and budgets that are related to everything except for the technical aspects of how to submit the application.
Wednesday	May 4th	EOD	Application related FAQ will be posted on both the City and County websites listed on the previous page.
Friday	May 13th	5:00 pm EST	Shelter/Street Outreach and Homelessness Prevention and Rapid Rehousing Applications due to ESGApplication@AlleghenyCounty.us .

APPLICATION INSTRUCTIONS

1. The Introduction section lists all the known and unknown funding that apply to the above applications.
2. 2022 ESG funding (City and County) requires a minimum of 1:1 match.
3. All applicants must complete and submit:
 - a. Topic-specific General Application (Either Shelter and Street Outreach, Homelessness Prevention and Rapid Rehousing or both).
 - b. Budget
 - c. Budget Narrative
 - d. Matching Funds
 - e. Insurance
 - f. Staffing Chart
 - g. Job Descriptions
4. New applicants, those who have not had an ESG contract with the City or County in 3 years must submit the New Applicant Form: Attachment A and provide additional new applicant documentation.
5. All ESG funds are meant to serve those in the most need with the greatest efficiency and effectiveness while following all related requirements and regulations.
6. Electronic Application: Applications will only be accepted electronically, if this poses a tremendous burden on your organization, please submit an email to ESGApplication@AlleghenyCounty.us. Applicants will be required to label all documents as specified and create a zip file for transmission of all documents via email to: ESGApplication@AlleghenyCounty.us. Detailed application submission instructions will be posted on the websites noted above.
7. Questions are to be submitted to ESGApplication@AlleghenyCounty.us, by 2:30 pm EST on April 28th. Questions that are determined to be applicable to all will be posted on the websites above.

OVERVIEW - ELIGIBLE ACTIVITIES AND GENERAL REQUIREMENTS

FOR ALL APPLICANTS:

1. Regulatory Framework:

On May 20, 2009, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law. [The HEARTH Act](#) amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- A change in HUD's definition of homelessness and chronic homelessness;
- An increase in prevention resources; and,
- An increase in the emphasis on performance.

The [Emergency Solutions Grants \(ESG\) Program Interim Rule](#) focuses on the regulatory implementation of the ESG Program.

All applicants must be prepared to follow all HUD regulations and requirements and all ACDHS & City local requirements as well as ACDHS & City Program Guidelines.

2. Eligible Activities:

Eligible activities include emergency shelter, street outreach, homelessness prevention (HP) and rapid re-housing (RRH) activities. Activities included for HP and RRH are rental assistance, housing relocation or stabilization services, credit repair, security deposits, utility arrearage payments, and moving costs or other relocation or stabilization activities, as allowable per federal and local policies.

Homelessness Prevention and Rapid Re-housing activities must serve people who are homeless or at risk of homelessness. Eligible program participants for emergency shelter, transitional housing, homelessness prevention and rapid re-housing must meet HUD's definition of homelessness listed below.

A. Definition of Homelessness

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. 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;
 - ii. 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
 - iii. 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:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
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:
 - i. 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);
- ii. 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;
 - iii. 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
 - iv. 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:
- i. 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;
 - ii. Has no other residence; and
 - iii. Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

B. Definition of At-Risk of Homelessness

1. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. 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
 - iii. Meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - c. 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;
 - d. 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;
 - e. 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 reside per room, as defined by the U.S. Census Bureau;
 - f. 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
 - g. 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.

3. Eligible Program Components

A. **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement (inclusive of food, blankets, etc.), case management, emergency health and mental health services, food, and transportation.

B. **Emergency Shelter**

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

C. **Homelessness Prevention and Rapid Re-Housing Eligible Costs**

Housing relocation and stabilization services and rental assistance as necessary to prevent the individual or family from becoming homeless if:

- i. Annual income for an individual or family is below 30 percent of median family income.
- ii. Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Grant funds must be requested for these categories of Emergency Solutions Grant Program eligible activities: financial assistance, housing relocation and stabilization services. These activities are focused on housing—either financial assistance to pay for housing or services designed to keep people in housing or find housing. The intent of the proposed activities should focus on housing stabilization, linking participants to community resources and helping them to develop plans to prevent future housing instability.

1. **Financial Assistance**

- a. **Rental Assistance** – Rental assistance will be provided to landlords on behalf of eligible tenants allowing participants to remain in existing rental units or to obtain and stay in rental units for a period of up to 12 months of forward rent beginning with up to a 100% subsidy which will gradually decrease over the 12-month period. Participants will be re-certified and/or re-evaluated every 6 months to ensure financial assistance is needed to maintain housing. Additional participant monitoring will be required throughout the program.
- b. **Rental Arrearages** – Participants may be eligible for up to 6 months of rental arrearages.
- c. **Security deposits:** Funding can be used for security deposits as documented in the lease and as in-keeping with the landlord's standard security deposit policies.
- d. **Utility Arrearages** – ESG funds can be used for up to six (6) months of utility arrearages.
- e. **Utility Payments** – ESG funds can be used to pay for monthly utility payments depending on the participant's eligibility and need.
- f. **Moving Costs-** ESG funds may be used for reasonable moving costs.

2. **Housing Relocation and Stabilization Services**

- a. **Case Management** – ESG funds may be used for case management services, including the arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and to help them obtain housing stability. Case Management may

include counseling, developing, securing and coordinating services, monitoring and evaluating progress, developing an individualized housing and service plan leading to housing stability.

- b. **Housing Search and Placement** – Activities to assist in finding and retaining suitable housing include: tenant counseling, making moving arrangements; help with leases, securing utilities, mediation and outreach to property owners to secure housing.
- c. **Credit Repair** – ESG funds can be used to assist program participants with critical housing related skills such as: household budgeting, money management, resolving personal credit issues.

D. Data Collections (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. HMIS participation is a requirement of ESG recipients. However, domestic violence shelters cannot be participants in HMIS but must use a comparable database to provide aggregate reports.

4. MATCH

Sub-recipients 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. 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.

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 sub-recipient or third-party contractor.
2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the sub-recipient's or third-party contractor's ESG Program, provided that if the sub-recipient 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 building. To determine the value of any donated material or building, or of any lease, the sub-recipient 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 sub-recipient's or third-party contractor's organization. If the sub-recipient 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 sub-recipient 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 sub-recipient 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.

5. Housing First:

Housing First is the guiding principle for the homeless system that prioritizes providing housing to people experiencing homelessness so that housing can serve as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people can better address complex life challenges -- getting a job, budgeting properly or attending to unhealthy substance use issues -- after their basic needs are met: food and a safe, permanent place to live. Using a Housing First Approach is a requirement with the use of ESG funds.

6. HMIS:

All Shelter, Street Outreach and Homelessness Prevention and Rapid Re-Housing providers must enter client data into the Homeless Management Information System (HMIS).

7. Reporting Requirements:

Applicants receiving ESG funds must report client level data, such as number of persons served, demographic data, and instances of services provided in the Homeless Management Information System (HMIS). Domestic Violence agencies must use a comparable system to HMIS.

Awardees must provide required and/or requested data for HUD required reports and any other reports requested or as needed by the funding entity.

8. Monitoring:

Monitoring of agencies will be done on a regular basis. This will include monthly and/or as needed meetings with City and County representatives to report on program performance. Periodic site visits to review program files, client files, financial records and any other documentation pertaining to ESG will be conducted by City and County staff.

9. Reallocation of Grant Funds

Agencies will be monitored on a regular basis to assess progress in the expenditure of funds. If an agency falls below the required percentage of expenditure, the City or County will determine whether funds can be properly expended. If funding can't be expended within the agreement period, steps may be taken to recapture the funds to reallocate to another agency.

The reallocation of funds may be done through a separate RFP process, or may be awarded to another agency based upon performance.

10. Housing Quality Inspections (HQS), Fair Market Rent and Rent Reasonableness

Starting with the 2022 ESG Program Year, Homelessness Prevention and Rapid Re-Housing providers will conduct Housing Quality Inspections (HQS), Fair Market Rent (FMR) analysis and Rent Reasonableness determinations on each Program Participant's unit per HUD standards and Local Policy.