



# FY20 Emergency Solutions Grant (ESG) Supplemental Funding CARES Act Request for Proposals

Release Date: April 17, 2020

Deadline: May 1, 2020

## Overview

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton will receive \$578,393 in FY20 (FFY19) Emergency Solutions Grant (ESG) Program Supplemental Funds (ESG-CV) from the U.S. Department of Housing and Urban Development (HUD), of which **\$558,150** will be made available through this Request for Proposals (RFP).

These special ESG Supplemental Funds must be used **to prevent, prepare for, and respond to the coronavirus pandemic** (COVID-19) among individuals and families who are homeless or receiving homeless assistance, as well as support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

## Evaluation of Proposals

These special ESG Supplemental Funds will be highly competitive. Priority will be given to applicants who have demonstrated the urgent need for these funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by **December 31, 2020**. Applicants may retroactively bill for services used to prevent, prepare for, and respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

## Eligible Activities

- **Emergency Shelter (24 CFR §576.102):**
  - Essential Services for individuals and families currently residing in an emergency shelter. Eligible costs include 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, and transportation.
  - Shelter Operations include operating costs for the shelter, such as maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and other supplies necessary for shelter operation. If no appropriate emergency shelter is available for a homeless individual or family, eligible costs may also include a hotel or motel voucher for that individual and family. \*

- Renovation of a building to serve or that currently serves as an emergency shelter. Eligible costs include labor, materials, and tools. ESG Supplemental Funds may also be used to provide temporary shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to COVID-19.

*\*Note: If a shelter bed could be accessed under other circumstances but is determined to be unsafe based on current CDC guidelines (i.e. social distancing), these shelter beds are then considered unavailable. Applicants requesting ESG funds for hotel/motel vouchers must provide a letter on agency letterhead, stating that the shelter is unsafe.*

- **Homelessness Prevention (24 CFR §576.103):**

- Rental assistance and housing relocation and stabilization services necessary to prevent individuals and families from moving into an emergency shelter or living in a public or private place not meant for human habitation. Eligible costs include short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month’s rent, utility deposits, utility payments, moving costs, housing search and placement (i.e. broker’s fee), housing stability case management, mediation, legal services, and credit repair.
- To be eligible, a client must meet HUD’s definition of At-Risk of Homelessness (see attachment). One of the criteria in meeting HUD’s definition of At-Risk of Homelessness includes having a household income below 30% of the Boston-Cambridge-Quincy Area Median Income (AMI). However, the CARES Act **allows organizations to serve clients with a household income below 50% AMI**, through the Homelessness Prevention Program with the use of ESG-CV funds only.

| <b>FY20 HUD Income Limits</b><br>effective April 1, 2020 |  |
|--|--|
| <b>No. in Family</b>                                     | <b>Maximum Income Limit (50% of AMI)</b> |
| <u>1</u>   | \$44,800                                 |
| <u>2</u>   | \$51,200                                 |
| <u>3</u>   | \$57,600                                 |
| <u>4</u>   | \$63,950                                 |
| <u>5</u>   | \$69,100                                 |
| <u>6</u>   | \$74,200                                 |
| <u>7</u>   | \$79,300                                 |
| <u>8 or more</u>   | \$85,450                                 |

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- **Rapid Re-housing (24 CFR §576.104):**
  - Rental assistance and housing relocation and stabilization services necessary to move homeless individuals and families, currently living in an emergency shelter

or a public or private place not meant for human habilitation, into permanent housing as quickly as possible. Eligible costs include short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, housing search and placement (i.e. broker's fee), housing stability case management, mediation, legal services, and credit repair. Income eligibility is not required at an initial intake.

- For more information on eligibility, please review HUD's definition of Homeless (see attachment).

### Habitability Standards and Lead Screening Inspection

Organizations are required to conduct a Habitability Standards and Lead Screening Inspection on any unit in which a participant will be receiving ESG financial or rental assistance, per 24 CFR 576.403. Organizations must certify that the unit has passed both inspections before any ESG funds can be expended.

The health and safety of program participants, staff, and the public are top priority. To that end, organizations may conduct a virtual inspection by viewing videos or photographs taken by the property owner or household.

Organizations must be able to visually inspect the unit's condition. A checklist or self-certification completed by a property owner or household will not be acceptable. Organizations should conduct a full in-person inspection once it is safe to resume standard operating procedures.

### Administrative Cap

Organizations may allocate up to 10% of its ESG award towards administration costs to carry out ESG activities. Eligible costs include the salary and related costs to prepare program budgets, schedules, reports, and other documents directly related to the program and travel. Applicants will be required to provide back-up documentation with the submitted bills.

### Match Requirement

These special ESG Supplemental Funds are exempt from the ESG matching requirements (24 CFR 576.201).

### Reporting Requirement

Organizations will be required to submit a report with every bill to summarize the accomplishments of the awarded ESG supplemental funds. Organizations are encouraged to submit a monthly bill or **at minimum, one bill per quarter**.

| <b>Billing and Reporting Schedule for ESG Supplemental Funds</b> |                                  |
|--|----------------------------------|
| <b>End of Quarter</b>  | <b>Billing and Reporting Due</b> |

|                    |                  |
|--------------------|------------------|
| June 30, 2020      | July 15, 2020    |
| September 30, 2020 | October 15, 2020 |

In addition, organizations awarded ESG funds must have a HMIS, or comparable database, to collect and analyze data of unduplicated counts of individuals and families who are homeless or at-risk of homelessness. HMIS will be used to meet HUD’s reporting requirements. In addition, organizations will be expected to collaborate with the City of Newton to prepare the Consolidated Annual Performance and Evaluation Report (CAPER), analyzing progress and accomplishments within the ESG program. The City of Newton will be collecting data through the Sage HMIS Reporting Repository.

### General Instructions

1. Thoroughly read all instructions and complete the entire application.
2. Complete the provided application. Do not recreate any portion of the application. The Application will also be available on the City’s website at <http://www.newtonma.gov/ESG>.
3. Please submit your application via email to Tiffany Leung, Senior Community Development Planner, [tleung@newtonma.gov](mailto:tleung@newtonma.gov). Paper applications will not be accepted.

### Attachments

- HUD’s Definition of Homeless
- HUD’s Definition of At-Risk of Homelessness