



ROUND 2

FY20 Emergency Solutions Grant Coronavirus (ESG-CV)

Request for Proposal

Release Date: August 28, 2020

Deadline: September 16, 2020

Overview

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton received its first round of Emergency Solutions Grant Coronavirus (ESG-CV) funds, in the amount of \$578,393, from the United States Department of Housing and Urban Development (HUD). This first round of funding was allocated in June 2020.

Soon thereafter, the City was notified that it would receive a second round of ESG-CV funds, in **the amount of \$905,007**. This second round of ESG-CV funds will be made available through this Request for Proposal (RFP).

As outlined in the CARES Act, the ESG-CV 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 and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

Priorities and Evaluation of Proposals

On August 3, 2020, the City of Newton convened providers from the former Brookline-Newton-Waltham-Watertown (BNWW) Continuum of Care (CoC) as well as representatives from local municipalities and the Balance of State (BoS) CoC to discuss priorities for the second round of ESG-CV funds.

Given the feedback that the City received, the RFP Review Committee, made up of representatives from the Newton Department of Planning and Development, Newton Department of Health and Human Services, BoS CoC, City of Waltham, and BNWW CoC providers (non-ESG subrecipients), will **prioritize proposals outlining Rapid Re-housing and Emergency Shelter activities for this second round of ESG-CV funds**. Dependent on the availability of funds, proposals for Homelessness Prevention and HMIS activities may be considered.

Duplication of Benefits

A duplication of benefits occurs when a beneficiary receives assistance from multiple sources intended for the same purpose or the amount of assistance provided exceeds the total identified need. Organizations who are awarded ESG-CV funds (subrecipients) will be required to comply with Section 312 of the Robert T. Stafford Disaster Recovery Reform Act of 2018 and ensure there is no duplication of benefits for their proposed ESG-CV project.

Eligible Activities

The following are components of the ESG program and the 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-CV 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-CV funds for hotel/motel vouchers must provide a letter on agency letterhead, stating that the shelter is unsafe.*

- **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 habitation, 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).
- **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 habilitation. 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 subrecipients to serve clients with a household income below 50% AMI,** through the Homelessness Prevention component with the use of ESG-CV funds only.

FY20 HUD Income Limits effective April 1, 2020	
No. in Family	Maximum Income Limit (50% of AMI)
<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

- **Homeless Management Information System (HMIS) (24 CFR § 576.107):**
 - Contributing data to the HMIS designated by the BoS CoC
 - HMIS Lead (as designed by the BoS CoC) costs for managing the HMIS system.
 - Victim services or legal services provider costs to establish and operate a comparable database.

Habitability Standards and Lead Screening Inspection

Subrecipients are required to conduct a Habitability Standards and Lead Screening Inspection on any unit in which a participant will be receiving ESG-CV financial or rental assistance, per 24

CFR 576.403. Organizations must certify that the unit has passed both inspections before any ESG-CV 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

Subrecipients may allocate up to 10% of its ESG-CV award towards administration costs to carry out ESG-CV 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

ESG-CV 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-CV. Organizations are encouraged to submit a monthly bill or **at minimum, one bill per quarter**.

Billing and Reporting Schedule for ESG-CV Round 2	
End of Quarter	Billing and Reporting Due
December 31, 2020	January 15, 2021
March 31, 2021	April 15, 2021
June 1, 2021*	June 15, 2021
September 30, 2021	October 15, 2021
December 31, 2021	January 17, 2022
March 31, 2022	April 15, 2022
June 1, 2022*	June 15, 2022

**Quarter 4 ends on June 30, 2021 and June 30, 2022. However, in order for the City’s Comptroller’s Office to close year-end books, invoices must be submitted in advance of the end of the fiscal year.*

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.

Expenditure Deadline

ESG-CV funds must be expended by June 15, 2022. Any remaining funds past this deadline will be returned to the City of Newton and to HUD.

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. Paper applications will not be accepted.

Attachments

- HUD's Definition of Homeless
- HUD's Definition of At-Risk of Homelessness
- ESG Program Components Quick Reference



Emergency Solutions Grants (ESG) Program Components Quick Reference

Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services and supports under the five program **components**: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity.* **Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.**

Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity type: Essential Services	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services 	<ul style="list-style-type: none"> • Emergency Mental Health Services • Transportation • Services for Special Populations

Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

Activity types:

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103

Activity types:

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Component. These activities are designed to fund ESG recipients’ and subrecipients’ participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107

Activity type: HMIS

Eligible costs:

- Contributing data to the HMIS designated by the CoC for the area;
- HMIS Lead (as designated by the CoC) costs for managing the HMIS system;
- Victim services or legal services provider costs to establish and operate a comparable database.

***Administrative Activities. § 576.108**

Eligible costs are broadly categorized as follows:

- General management, oversight, and coordination
- Training on ESG requirements
- Consolidated Plan
- Environmental review



Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a 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 and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(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: <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS



RECORDKEEPING REQUIREMENTS	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a <u>hotel</u> or <u>motel</u>—evidence that they lack the financial resources to <u>stay</u>; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.