

FY2022

Emergency Solutions Grant Request for Proposals

RFP Release Date: January 6, 2021
RFP Deadline: February 3, 2021 at 5:00 p.m.



Application is available online:

<https://www.newtonma.gov/government/planning/housing-community-development>

Contact:

Tiffany Leung, Community Development Planner

tleung@newtonma.gov | (617)796-1146

City of Newton
Housing and Community Development Division
Department of Planning & Development
1000 Commonwealth Avenue
Newton, MA 02459

Table of Contents:

Overview & Eligible Activities:	3
Habitability Standards and Lead Screening Inspection	4
Eligible Applicants	5
Target Populations and Eligibility Criteria	5
Funding Availability	5
Administration Cap	5
Period of Performance.....	5
Reporting Requirement	6
Match Requirement	6
RFP Timeline	7
General Instructions	7
Attachments.....	7
HUD’s Definition of Homeless	Error! Bookmark not defined.
HUD’s Definition of At-Risk of Homelessness	Error! Bookmark not defined.
Emergency Solutions Grant (ESG) Program Components Quick Reference	Error! Bookmark not defined.

Overview & Eligible Activities:

Welcome to the City of Newton's Emergency Solutions Grant (ESG) Program FY22 (FFY21) Request for Proposals (RFP). Annually, the City of Newton receives ESG funds from the U.S. Department of Housing and Urban Development (HUD), under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), enacted into law on May 20, 2009. The ESG program funds eligible activities that enable communities to prevent homelessness and ensure homeless individuals and families are rapidly rehoused and moved toward independent living. Newton's ESG funds may be used for the following program components:

- **Street Outreach (24 CFR §576.101):**
 - Essential Services to meet the immediate needs of **unsheltered** homeless individuals and families by connecting them with emergency shelters, housing, and/or critical health services. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

- **Emergency Shelter (24 CFR §576.102):**
 - Essential Services for individuals and families currently residing in an emergency shelter. Eligible costs include 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, 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.
 - Renovation of a building to serve or that currently serves as an emergency shelter. Site must serve homeless persons for at least three (3) or ten (10) years, depending on the cost and type of renovation. Eligible costs include labor, materials, and tools.

- **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 household's income must be **below** 30% of the Boston-Cambridge-Quincy Area Median Income (AMI):

2020 HUD Income Limits (effective April 1, 2020)*	
No. in Family	Maximum Income Limit (30% of AMI)
1	\$26,850
,2	\$30,700
,3	\$34,550
4	\$38,350
5	\$41,450
6	\$44,500
7	\$47,600
8 or more	\$50,560

*HUD Income Limits are updated annually. 2021 income limits will apply when released.

For more information on eligibility, please review HUD’s definition of At-Risk of Homelessness (see attachments).

- **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 Homelessness (see attachments).

- **Homeless Management Information System (HMIS) (24 CFR § 576.107):**

As required by the HEARTH Act, organizations receiving ESG funds must have a HMIS with the capacity to collect and analyze data of unduplicated counts of individuals and families who are homeless or at-risk of homelessness. ESG funds, under the HMIS component, can be used for paying for the costs of recipient or subrecipients contributing data to the HMIS system or costs of the HMIS Lead for managing the HMIS system. If the subrecipient is a victim services provider or legal service provider, ESG funds may be used to establish and operate a comparable database that collects client-level data. Comparable databases must be certified by the Massachusetts Balance of State (BoS) Continuum of Care (CoC), under the supervision of Department of Housing and Community Development.

Please note: Organizations must be awarded ESG funding under the Street Outreach, Emergency Shelter, Homelessness Prevention, or Rapid Re-housing component to be eligible for ESG funding under the HMIS component.

Funding Availability

At the issuance of this RFP, the City of Newton **has not** received its FY2022 (FFY2021) allocation of ESG funds. The City anticipates receiving \$165,000 in ESG funds, of which will make **\$152,625** available for the eligible activities. However, the final ESG amount can vary based on HUD's final award.

As mandated by HUD, the City of Newton collaborated with the BoS CoC and local providers of the former BNWW CoC to determine the allocation and priorities of FY2022 (FFY2021) ESG funds among its eligible components. At the December 8, 2020 meeting, the collective group agreed that Street Outreach and HMIS should not be considered for ESG funding during this RFP process. As a result, the allocation for each ESG component is as follows:

FY2022 (FFY21) ESG Components and Funding Amounts	
Component	Allocation
Emergency Shelter Services	\$99,000
Homelessness Prevention	\$27,225
Rapid Re-housing	\$26,400
Total ESG Funds <u>Expected</u> to be Available for Eligible Activities in FY2022	\$152,625

Target Populations and Eligibility Criteria

An activity must benefit persons who meet HUD's definition of homelessness or at-risk of homelessness. Persons at-risk of homelessness must have a household income **below** 30% of the Boston-Cambridge-Quincy AMI. Definitions and eligibility criteria are found under 24 CFR § 576.2, on [HUD Exchange](#), and in the attachments.

Eligible Applicants

Grants are available to 501(c)(3) organizations who deliver services to individuals and families that are homeless or at-risk of homelessness within the Brookline-Newton-Waltham-Watertown (BNWW) CoC geography.

In addition, to receive ESG funds and to do business with the federal government, applicants must have an active registration with the [System Award Management](#) (SAM) prior to contract execution.

Administration Cap

Organizations may allocate up to 7.5% 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.

Period of Performance

Eligible activities must primarily take place during the FY2022 program year (July 1, 2021-June 30, 2022), however organizations will have the flexibility to carry out activities going into the FY2023 program year (July 1, 2022-June 30, 2023), based on their performance and clients'

needs. **All FY2022 ESG funds must be expended by no later than June 30, 2023. No exceptions.**

ESG funds will be disbursed on a reimbursement basis, and subrecipients will be expected to submit a **quarterly** bill and report.

Reporting Requirement

As described above, organizations receiving 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](#).

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 assistance. Organizations must certify that the unit has passed both inspections before any ESG funds can be released. In addition, both inspections must be conducted for any unit in which ESG funds are being used, including emergency and transitional shelters.

Match Requirement

At minimum, organizations must match **100%** of their awarded ESG funds from non-ESG sources. Organizations will be required to report matching sources and amounts at the end of each fiscal year in which ESG funds were expended.

Matching contributions may include any of the following: 1.) Cash; 2.) The value or fair rental value of any donated material or building; 3) The value of any lease on a building; 4) Any salary paid to staff to carry out the project; and 5) The value of the time and service contributed by volunteers to carry out the project. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

If matching contributions include funds from the CoC program or another federal program, the organization must ensure that all laws governing those federal funds are followed, and matching requirements do not prohibit the use of those funds for match.

RFP Timeline

RFP Released	Jan. 6, 2021
RFP Technical Assistance Session – By Appointment Only Optional for Past Subrecipients. Mandatory for new applicants	Schedule by Jan. 22, 2021 at Noon
RFP Deadline	Feb. 3, 2021 at 5:00 p.m.
Review of Proposals by RFP Review Committee	Feb. 15-19, 2021
Funding Recommendations presented at the Newton Planning and Development Board Public Hearing	April 5, 2021
Program Year Begins	Effective July 1, 2021**

***Reimbursements are not anticipated to commence until September 2020.*

General Instructions

1. Thoroughly read all instructions and complete the entire application.
2. All applications must be typed on the forms provided. Do not recreate any portion of the application. The Application will also be available on the City's website at <https://www.newtonma.gov/government/planning/housing-community-development>.
3. All applications must include a **completed cover page**, signed by applicant's Executive Director.
4. Submit **one** application for **each ESG eligible component**. Do not combine more than one eligible activity in the proposal. This will help ensure compliance with federal requirements. See **Table of Contents** for applications of specific components.
5. Please email your application to Tiffany Leung at tleung@newtonma.gov.

Applications are due by 5:00 p.m. on February 3, 2021. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

6. Technical assistance is required for new applicants. If you would like to schedule an appointment for assistance, please contact Tiffany Leung at (617)796-1146 or tleung@newtonma.gov. Appointments must be made by 12:00 p.m. on January 22, 2021.

Attachments

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