

# FY2023

## Emergency Solutions Grant Request for Proposals

**RFP Release Date:** January 5, 2022  
**RFP Deadline:** February 2, 2022 at 5:00 p.m.



**Application is available online:**

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

**Contact:**

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## Overview & Eligible Activities:

Welcome to the City of Newton's Emergency Solutions Grant (ESG) Program FY23 (FFY22) 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, 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.
  - 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 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 household's income must be **below** 30% of the Boston-Cambridge-Quincy Area Median Income (AMI):

<b>2021 HUD Income Limits (effective April 1, 2021) *</b>	
<b>No. in Family</b>	<b>Maximum Income Limit (30% of AMI)</b>
1	\$28,200
2	\$32,200
3	\$36,250
4	\$40,250
5	\$43,500
6	\$46,700
7	\$49,950
8 or more	\$53,150

*\*HUD Income Limits are updated annually. 2022 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 FY2023 (FFY2022) allocation of ESG funds. The City anticipates receiving \$164,000 in ESG funds, of which approximately **\$151,700** will be made 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 FY2023 (FFY2022) ESG funds among its eligible components. At the December 8, 2021 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:

<b>FY2023 (FFY22) ESG Components and Funding Amounts</b>	
<b>Component</b>	<b>Allocation</b>
Emergency Shelter Services	\$98,400
Homelessness Prevention	\$27,060
Rapid Re-housing	\$26,240
<b>Total ESG Funds <u>Expected</u> to be Available for Eligible Activities in FY2023</b>	<b>\$151,700</b>

## 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 FY2023 program year (July 1, 2022-June 30, 2023); however, organizations will have the flexibility to carry out activities going into the FY2024 program year (July 1, 2023-June 20, 2024), based on their performance and clients'

needs. **All FY2023 ESG funds must be expended by no later than June 30, 2024. 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. 5, 2022
RFP Technical Assistance Session – By Appointment Only Optional for Past Subrecipients. Mandatory for new applicants	Schedule by Jan. 17, 2022 at Noon
RFP Deadline	Feb. 2, 2022 at 5:00 p.m.
Review of Proposals by RFP Review Committee	Feb. 14-18, 2022
Funding Recommendations presented at the Newton Planning and Development Board Public Hearing	April 4, 2022
Program Year Begins	Effective July 1, 2022**

*\*\*Reimbursements are not anticipated to commence until September 2022.*

## 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 Shaylyn Davis at [sdavis@newtonma.gov](mailto:sdavis@newtonma.gov).

**Applications are due by 5:00 p.m. on February 2, 2022. 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 Shaylyn Davis at (617) 796-1125 or [sdavis@newtonma.gov](mailto:sdavis@newtonma.gov). Appointments must be made by 12:00 p.m. on January 17, 2022.

## Attachments

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



# Homeless Definition

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





# Homeless Definition

## RECORDKEEPING REQUIREMENTS



<p><b>Category 1</b></p> <p>Literally Homeless</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>	
	<p><b>Category 2</b></p> <p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• 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></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	<p><b>Category 3</b></p> <p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> <li>• 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></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• 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></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	<p><b>Category 4</b></p> <p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> <li>• <i>For victim service providers:</i> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <i>For non-victim service providers:</i> <ul style="list-style-type: none"> <li>○ 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></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>



# At Risk of Homelessness

<b>CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>(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></li> <li>(iii) Meets one of the following conditions:               <ul style="list-style-type: none"> <li>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>(B) Is living in the home of another because of economic hardship; <u>OR</u></li> <li>(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></li> <li>(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></li> <li>(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></li> <li>(F) Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>(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</li> </ul> </li> </ul>
	<b>Category 2</b>	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
	<b>Category 3</b>	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.



# 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.**

<b>Component: Street Outreach.</b> 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	
<b>Activity type: Essential Services</b>	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> <li>• Engagement</li> <li>• Case Management</li> <li>• Emergency Health Services</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Mental Health Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>

<b>Component: Emergency Shelter.</b> 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			
<b>Activity types:</b>			
<b>Essential Services</b>	<b>Renovation (also includes Major Rehab and Conversion)</b>	<b>Shelter Operations</b>	<b>Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)</b>
<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

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

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

**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