

**2018 Emergency Solutions Grant RFP**

Pre-bid Conference  
September 12, 2018

**2018 Funding Areas: Street Outreach, Emergency Shelter, Prevention, Rapid Rehousing and Data Collection**

Estimated funding award\*

\$609,651

\*Please note: Allocations based on quality and quantity of proposals may effect award amounts.

The Emergency Solutions Grant (ESG) program provides federal funds to support local programs to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.

**Street Outreach**

**Defined Purpose**

- ▶ 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. To help such persons regain stability in their current housing or other permanent housing

**Eligible Activities**

- ▶ Engagement, Emergency Mental Health Services, Case Management, Transportation, Emergency Health Services, Services for Special Populations

ESG funds can pay for services from the following five program components:

1. Street outreach
2. Emergency shelter
3. Homelessness prevention
4. Rapid re-housing
5. Data collection

For more information, visit HUD Exchange  
<https://www.hudexchange.info/programs/esg/>

**Emergency Shelter**

**Defined Purpose**

- ▶ Increase the quantity and quality of temporary shelters provided to homeless individuals, through renovation of existing shelters or conversion of building to shelters,
- ▶ paying for the operating cost of shelter and providing essential services

**Eligible Activities**

- ▶ Essential services: 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
- ▶ Renovation (Major Rehab and conversion): Labor, Materials, Tools, Other costs for renovation (including rehab or conversion)
- ▶ Shelter operations: Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food Furnishings, Supplies necessary for shelter operation, eligible costs may also include a hotel or motel voucher for that family or individual.

## Prevention

### Defined Purpose

- ▶ To prevent persons from becoming homeless in a shelter or an unsheltered situation
- ▶ To help such persons regain stability in their current housing or other permanent housing

### Eligible Activities

- ▶ Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving cost
- ▶ Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
- ▶ Rental Assistance: Short and medium-term rental assistance and rental arrears

## Requirements

- ▶ **Grant Term:** One (1) Year
- ▶ **Continuum of Care Participation:** All subrecipients must: a) participate in the Continuum of Care; b) participate actively in the CoC's Coordinated Entry System and c) provide services consistent with a "Housing First" approach.
- ▶ **HMIS Utilization:** Organizations must utilize the Continuum of Care approved HMIS system, Service Point. Please contact Institute of Community Alliances at (314) 655-4778.
- ▶ **Match:** The City also requires that each subrecipient provides a 100% match. This match must be expended on ESG-eligible activities.
- ▶ **Claim Reimbursement:** Subrecipient will be reimbursed for eligible expenses. Each claim submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to DHS within fifteen (15) calendar days after the calendar month in which the expenses are incurred or paid. Claims for reimbursement must be submitted to DHS Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim.

## Rapid Rehousing

### Defined Purpose

- ▶ Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing

### Eligible Activities

- ▶ Rental Assistance: rental assistance and rental arrears
- ▶ Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- ▶ Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

## Project Proposal - Do not exceed 15 pages

- ▶ Narrative
- ▶ Client Population
- ▶ Organizational Capacity and Experience
- ▶ Summary of Service
- ▶ Participant Tracking & Report

## Data Collection (HMIS)

### Defined Purpose

- ▶ 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.

### Eligible Activities

- ▶ 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

## Attachments

- ▶ Evidence of 501(c)3 status
- ▶ Copy of System for Award Management (SAM) Report - <https://www.sam.gov>
- ▶ HMIS Participation Letter
- ▶ Organizational Chart
- ▶ Current List of Board of Directors
- ▶ Federal Form 990
- ▶ Job Descriptions
- ▶ Detailed Project/Program Budget
- ▶ Agency Budget
- ▶ Recent A133
- ▶ Recent Income Statement
- ▶ Balance Sheet for last three years
- ▶ Recent statement of cash flows
- ▶ Letter of Support from Alderperson

Submission Date

- ▶ Date: Friday, September 28, 2018
- ▶ Time: 4:00 pm
- ▶ Provide six (6) copies - no staples

Questions

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