

## Table of Contents

### Section I General Information

Background .....	3
Objective .....	3
ESG and the Continuum of Care.....	3

### Section II Application Process

Application Due Date.....	4
Eligible Applicants.....	4
Technical Assistance.....	4
Contract/Grant Agreement Process.....	4
Contract/Subrecipient Agreements .....	5
Leverage/ Match .....	5
Missions Statement and Project Summary.....	5
Additional Requirements .....	5
Additional Documents .....	5

### Section III Program Requirements

Lead-Based Paint Requirements .....	7
Facility Standards.....	7
Handicapped Accessibility.....	7
Fair Housing.....	7
Match .....	8
Conflict of Interest.....	8
Mission Statement and Project Summary .....	8
Involvement of Homeless Persons .....	8
Process for Terminating Assistance .....	9
Supportive Services.....	9
Record Keeping and Reporting.....	9
Additional Requirements .....	9
Faith-Based Activities.....	10
Eligible Activities .....	10

Street Outreach.....	10
Emergency Shelter Component.....	11
Emergency Shelter Renovation, Rehab or Conversion ...	13
Homeless Prevention Component.....	14
Short-Term and Medium-Term Rental Assistance.....	15
Ineligible Essential Services.....	16
Operational Costs.....	16
Homeless Prevention Activities.....	17
Ineligible Activities.....	17

**Section IV Financial Information**

Funds Disbursement.....	18
Reporting and Monitoring.....	18
Audits/Catalog of Federal Domestic Assistance.....	18

**Forms**

Application Checklist.....	19
ESG Application .....	20
Handicapped Accessibility Statement.....	23
Missions Statement and Project Summary.....	24
Involvement of Homeless Persons .....	25
Process for Terminating Assistance .....	26
Affidavit .....	27
Delivery of Supportive Services .....	28
Sources of Funding .....	29

# I General Information

## BACKGROUND

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

This interim rule revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The ESG Program implements a variety of measures directed toward keeping individuals and families from losing their homes. The program is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. It enhances the Continuum of Care planning process, the coordinated response for addressing the needs of homelessness. ESG has been revised to broaden existing emergency shelter and homelessness prevention activities and to add short and medium-term rental assistance and services to rapidly re-house homeless people.

## OBJECTIVE

The change in the program's name, from Emergency Shelter Grants to Emergency Solutions, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

## ESG AND THE CONTINUUM OF CARE

The ESG program is designed as the *first* step in a continuum of assistance to prevent homelessness and to enable the homeless population to move steadily toward independent living. The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. HUD believes the best approach to alleviating homelessness is through a community-based process that provides a comprehensive response to diverse needs of homeless persons.

All ESG subrecipients must **actively participate** in the Stark County Homeless Council's Continuum of Care Plan. Failure to actively participate will result in suspension of funding and may result in recapture of ESG funds.

## II Application Process

The Emergency Solutions Grant may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-housing Assistance, and HMIS (Homeless Management Information System); as well as administrative activities.

**A separate application must be submitted for each type of activity for which funding is being requested.**

**Applications must be submitted in sealed envelopes and include five (5) copies of all required documents.**

### **APPLICATION DUE DATE**

Completed applications are due by 12:00 noon on May 9, 2012. Send application to:

City of Canton Community & Economic Development Department  
C/O Renee Biggums  
5th Floor City Hall  
218 Cleveland Ave SW  
PO Box 24218  
Canton Ohio 44701-4218

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### **ELIGIBLE APPLICANTS**

Eligible applicants must be incorporated nonprofit organizations in the City of Canton who provide programs for homeless persons in the City of Canton.

### **TECHNICAL ASSISTANCE**

While Community Development staff is available to answer questions regarding ESG regulations, applicant process and project eligibility and the City's application process, it is the responsibility of the applicant to become educated on the federal regulations that govern the ESG program, as well as any state or local standards that apply to their program. See the links listed on page 7 for assistance.

### **CONTRACT/GRANT AGREEMENT PROCESS**

All applicants will be notified of funding decisions by mail by May 15, 2012. Award letters and funding agreements will be provided to recipients no later than June 15, 2012.

All 2012 grant awards must be expended in accordance with the signed contract agreement.

Community Development Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

## **CONTRACT/SUBRECIPIENT AGREEMENTS**

The City of Canton Community Development Department will enter into contracts or subrecipient agreements with all agencies that are awarded funds. Contracts and agreements will contain provisions for cancellation in cases where the subrecipient fails to adhere to the terms and conditions outlined in the contract or agreement or for other unacceptable performance. Contracts and agreements will:

- Stipulate the total amount of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

Recipients who have not complied with the terms of previous agreements, (i.e. failure to utilize funds within the time specified, failure to submit requested documents and/or information in the manner requested or in a timely manner) may be denied funding.

## **LEVERAGE/ MATCH**

A 100 percent (100%) match is required for activities undertaken with ESG funding. Applicants must provide proof of match. Such documentation must verify that sufficient funding is available to carry out the project in a manner that meets Federal requirements.

Attachment VII Sources of Funding must be completed and submitted with all applications.

## **MISSIONS STATEMENT AND PROJECT SUMMARY**

A summary of the applicant's goals for the project and the benefit to the community must be submitted on Attachment II with the application.

## **ADDITIONAL REQUIREMENTS**

All applicants must be in good standing with the City for grants previously received. In addition, they must be in good standing with the City of Canton and Stark County in payment of city income tax, real estate taxes, personal property taxes, water and sewer charges or other city assessments for any properties owned within the City of Canton. Attachment V must be completed and submitted within the application to provide authorization to verify this information.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

## **ADDITIONAL DOCUMENTS**

Additional documents required with the application:

- Organizational chart with all vacancies indicated
- Position descriptions for all affected staff positions
- Applicant's most recent audit report or most recent financial statement (must be after 2009)

- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation
- Articles of Incorporation
- Agency by-laws
- Certificate of Good Standing from the Secretary of State for 2011
- List of all current members of the organization's board of directors
- Copy of the organization's conflict of interest policy/ questionnaire

Approved projects also may be required to show:

- Property deeds
- Proof of insurance
- Current Fire Inspection for each facility that funds are being requested for
- Certificate of occupancy for each facility that funds are being requested for
- Various other documents as required

### III PROGRAM REQUIREMENTS

Recipients must abide by the requirements detailed in the Code of Federal Regulations Part 91 and 576, Housing and Urban Development and Title 42, Public Health and Welfare, and OMB Circulars A122 and A133; regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, may be communicated prior to executing a Grant Agreement.

The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/>.

OMB Circulars can be found at <http://www.whitehouse.gov/OMB/circulars/index.html>.

#### LEAD-BASED PAINT REQUIREMENTS

All properties funded with Federal monies must comply with HUD Lead Safe Housing Rule, 24 CFR 35, subparts A, B, H, J, K, M and R. All emergency shelter and transitional housing facilities constructed prior to 1978 must be inspected to determine the possible presence of lead-based paint hazards. City of Canton staff will perform the initial inspections and recommend appropriate actions.

Copies of the applicable regulations are available for download at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/lshr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr).

#### FACILITY STANDARDS

Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act and implementing regulations at 24 CFR Part 8; the Fair Housing Act and implementing regulations at 24 CFR Part 100; and Title II of the Americans with Disabilities Act and 28 CFR Part 35; where applicable.

#### HANDICAPPED ACCESSIBILITY

All properties funded with Federal monies must comply with Section 504 Standards. Copies are available for download at <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>.

All ESG applicants must submit Attachment I as a statement describing the handicapped accessibility of every facility to be assisted with ESG funds. If a facility is not handicapped accessible, the applicant must submit a detailed plan for sheltering a handicapped person.

#### FAIR HOUSING

All properties funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at <http://www.cantonlaw.org/ordinance>.

## **MATCH**

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year.

Eligible sources of match are:

- Cash;
- The value of fair rental value of any donated materials or buildings;
- The value of the time and services contributed by volunteers to carry out the program of the subrecipient at a current rate of \$10.00 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

## **CONFLICT OF INTEREST**

No person who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure. The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.

## **MISSIONS STATEMENT AND PROJECT SUMMARY**

Applicants are required to offer intake, case management and information and referral services at a minimum. A summary of the applicant's goals for assisting clients and the community must be submitted on Attachment II with the application.

## **INVOLVEMENT OF HOMELESS PERSONS**

All ESG subrecipients must involve homeless individuals and families in the maintenance and operation of facilities, and in the provision of services to residents of these facilities to the maximum extent possible. Methods of achieving client involvement may include having a suggestion box; using chore lists and exit interviews; conducting regularly scheduled house meetings; encouraging clients to assist with children's programs, parenting classes or vocational training; or service as members of the Board.

The involvement of homeless persons is required through 24 CFR 576.

Attachment III, Methods of Involving Homeless Persons in Operations and Maintenance must be completed and submitted with the application.

## **PROCESS OF TERMINATING ASSISTANCE**

The recipient or subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of: (1) Written notice to the program participant containing a clear statement of the reasons for termination; (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) Prompt written notice of the final decision to the program participant. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

24 CFR 576.402 allow for termination of assistance to an individual or family who violates program requirements. Termination must be in accordance with a formal process established by the organization that recognizes the rights of individuals affected. The policy must meet URA requirements, which is available on the City's website.

There must be an appeals procedure for clients who are evicted or refused service from the facility for any reason. At a minimum, someone other than the person who made the initial termination of services must hear any appeals. Clients must be informed of the appeals procedure at intake.

A copy of your termination policy must be submitted as Attachment IV.

## **SUPPORTIVE SERVICES**

Please provide a statement of services provided to homeless clients and whether the service is a part of your agency's in-house program or provided through linkages with other Agencies or service providers in the community. Complete Attachment VI and include either 1) brochures or pamphlets describing your in-house program, or 2) a statement on agency letterhead from the Executive Director or Board President.

## **RECORD KEEPING AND REPORTING REQUIREMENTS**

All ESG subrecipients must have policies and procedures established in writing to ensure that the requirements of 24 CFR 576.500 record keeping and reporting requirements are met.

## **ADDITIONAL REQUIREMENTS**

All applicants must be in good standing with the City for homeless assistance grants previously received. In addition, they must be in good standing with the City of Canton and Stark County in payment of City Income Tax, real estate taxes, personal property taxes, water and sewer charges or other City assessments for any properties owned within the City of Canton. Attachment V must be submitted to provide authorization to verify this information.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

Applicable regulations and policies are available for downloading on the City's website. Copies will be provided to agencies without internet access who are awarded funding.

## **FAITH-BASED ACTIVITIES**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

## **ELIGIBLE ACTIVITIES**

### Canton's Priority for FY2011 Phase II

1. Homeless Management Information System (HMIS)
  2. Homeless Prevention
  3. Administration
- Total 2011 HESG funding \$71,350

### Canton's Priority for FY2012

1. HMIS
  2. Homeless Prevention
  3. Administration
  4. Essential Services
  5. Operating Costs
  6. Renovation
- Total 2012 HESG funding \$226,606

## **Street Outreach Component**

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

1. Engagement: These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs.
2. Case Management: The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant, including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring evaluating program participant programs providing information and referrals to other providers; and developing an

individualized housing and service plan, including planning a path to permanent housing stability.

3. **Emergency Health Services:** Eligible costs are the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.
4. **Emergency Mental Health Services:** Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section.
5. **Transportation:** The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible.
6. **Services for Special Populations:** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters. ESG funds cannot be used to replace funds the local government provided for street outreach and emergency shelter services during the immediately preceding 12-month period.

## **EMERGENCY SHELTER COMPONENT**

ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

1. **Essential Services:** ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

- a. *Case Management.* The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible.
- b. *Child care.* The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction for its costs to be eligible.
- c. *Education services.* When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention and literacy. Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
- d. *Employment assistance and job training.* The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
- e. *Outpatient health services.* Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan: assisting program participants to understand their health needs; to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and noncosmetic dental care.
- f. *Legal services.* Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State. Regarding matters that interfere with the program participant's ability to obtain and retain housing.
  - i. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community
  - ii. Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
  - iii. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
    - 1. *Life skills training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using

- public transportation, and parenting.
2. *Mental health services.* Eligible costs are the direct outpatient treatment by license professionals of mental health conditions.
  3. *Substance abuse treatment services.* Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
  4. Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs.
  5. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle.
  6. Renovation. Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

#### **EMERGENCY SHELTER RENOVATION, REHABILITATION OR CONVERSION (24 CFR)**

The quality and quantity of emergency shelters and transitional housing may be increased with ESG funds through conversion or major rehabilitation or renovation of existing buildings.

Conversion means a change in the use of building to an emergency shelter for the homeless under this part, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building after conversion.

Major rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation.

Value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee or the State recipient.

- (1) Continued use standards for shelters receiving ESG funds for improvement based upon the amount of the improvement.
  - (a) In the case of assistance involving major rehabilitation or conversion, maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 10-year period; or
  - (b) In the case of assistance involving rehabilitation (other than major rehabilitation or conversion), maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 3-year period;

- (2) Any renovation carried out with assistance under this subtitle shall be sufficient to ensure that the building involved is safe and sanitary.

Major rehabilitation and conversion are defined as the cost of improvement that are more than 75 percent of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 10 years.

Renovation is defined as the cost of improvements that are less than 75 percent of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 3 years.

The 3- or 10-year period of use, the use requirement starts on the date of initial occupancy for a building that had not previously been operated as a shelter. The date the ESG funds are obligated to a shelter starts the applicable use requirement where the building was previously operated as a shelter.

Davis-Bacon requirements **do not apply** to ESG-funded renovation, major rehabilitation or conversion activities.

Shelter Operations. Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

Ineligible operating or maintenance costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associate with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- Staff training, entertainment, and conferences, or retreats
- Public relations or fund raising
- Bad debt/late fees
- Mortgage payments

Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Eligible costs are the costs of providing URA assistance under 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services”.

## **HOMELESS PREVENTION COMPONENT**

ESG funds maybe be used to provide housing relocation and stabilization services and short-and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and have an annual income below 30 percent of median family income for the

area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.

### **SHORT-TERM AND MEDIUM-TERM RENTAL ASSISTANCE**

The recipient or subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

1. Short-term rental assistance is assistance for up to 3 months of rent.
2. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
3. Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
4. Rental assistance may be tenant-based or project-based.

Rent restrictions. Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD.

The rental assistance agreement must have an initial term of one year.

ESG funds can be used to provide essential services to address the needs of homeless persons living on the street, in emergency shelter or in transitional housing. Essential services can address the immediate needs of the homeless, day shelters or soup kitchens and can help enable homeless persons become more independent and to secure permanent housing.

Essential services include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

- (1) Assistance in obtaining permanent housing;
- (2) Medical and psychological counseling and supervision;
- (3) Employment counseling;
- (4) Nutritional counseling;
- (5) Substance abuse treatment and counseling;
- (6) Assistance in obtaining other Federal, State and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as supplement Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;
- (7) Other services such as child care, transportation, job placement and job training; and
- (8) Staff salaries necessary to provide the above services.

Grant may be used to provide an essential service. only if the services is a new service, or is a

quantifiable increase in the level of service [24 CFR 576.21[b]].

ESG funds can be used by grantees or their recipients for a *new service* or a *quantifiable increase in the level of service* above that provided during the immediately previous 12-month period.

### **Ineligible Essential Services**

Ineligible **essential services** cost include:

- Existing services and staff (services must be new or provided to more persons)
- Salary of case management supervisor when not working directly on participant issues
- Advocacy, planning, and organizational capacity building
- Staff recruitment/training
- Transportation costs not directly associated with service delivery

### **OPERATIONAL COSTS (24 CFR 576.21[a][3])**

ESG funds can cover a broad array of emergency shelter and transitional housing operating costs.

The term “operating costs” means expenses incurred by a recipient operating a facility assisted under the subtitle with respect to –

- The administration, maintenance, repair, and security of such housing; and
- Utilities, fuels, furnishings, and equipment for such housing.
- Shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings.
- Not more than 10 percent of the grant amount may be used for costs of staff salaries and benefits.
- Maintenance and security salary cost are not subject to the 10 percent standard.

Ineligible **operating** or **maintenance** costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- Staff training, entertainment, and conferences, or retreats
- Public relations or fund raising
- Bad debts/late fees
- Mortgage payments

## **HOMELESS PREVENTION ACTIVITIES (24 CFR 576.3)**

Assistance and supportive services that may be provided to help prevent persons from becoming homeless.

Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if:

- The inability of the family to make the required payment is due to sudden reduction in income;
- The assistance is necessary to avoid the eviction or termination of services;
- There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- The assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notes;
- Security deposits or first month's rent to permit a homeless family to move into its own apartment;
- Mediation programs for landlord-tenant disputes;
- Legal services programs for the representation of indigent tenants in eviction proceedings;
- Payments to prevent foreclosure on a home; and
- Other innovative programs and activities designed to prevent the incidence of homelessness.

### **Ineligible Activities**

Ineligible **homeless prevention** costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds or Unprogrammed Funds

## IV Financial Information

### FUNDS DISBURSEMENT

ESG subrecipients will request their grant award reimbursement by submitting the Quarterly Request for Disbursement Form with a budget which details itemized ESG and match expenditures and names the match source for operations, administration (excluding staff costs), staff costs, equipment, and/or furnishings. All ESG funds must be requested on the ESG Quarterly Request for Disbursement Form. **No faxed Requests for Disbursement will be accepted.** The Contract Coordinator will disburse funds upon approval of the budget, and receipt of all items identified in this Manual and requested in the application process. Funds will be disbursed on a reimbursement basis only and require demographic information at time of submission.

### REPORTING AND MONITORING

All ESG subrecipients are required to submit Quarterly Financial Reports to the City of Canton with the Quarterly Request for Disbursement Form. Reports shall include, but are not limited to, the following information:

- Receipt and expenditure of program funds, including back-up documentation;
- Receipt and expenditure of matching funds, including back-up documentation;
- Breakdown of services provided and demographic information on the homeless population served;
- Coordination activities with other local human service providers.

A Grant Closeout Report is required with the Quarterly Financial Reports when the final reimbursement is requested. All ESG subrecipients are required to submit Quarterly Financial Reports until the full amount of the funding award is expended. Subrecipients that provide transitional housing must submit an Annual Statistical Report to City of Canton.

City of Canton staff will monitor the use of grant funds through a combination of a review of all quarterly reports, audit review, and site visits.

### AUDITS/CATALOG OF FEDERAL DOMESTIC ASSISTANCE

The Catalog of Federal Domestic Assistance number (CFDA) for ESG is 14.231. This number must be made available to the accountants who perform your organization's audit or audited financial statements.

### Application Checklist

Check the appropriate box. If item is not included, please explain at the bottom of this page or attach additional pages if needed.

<b>APPLICATION FOR EMERGENCY SHELTER GRANTCHECKLIST ITEM</b>	<b>YES</b>	<b>NO</b>
Signed, Completed, Original Application ( ___ pages)		
Handicapped Accessibility Statement		
Missions Statement and Project Summary		
Involvement of Homeless Persons		
Process for Terminating Assistance		
Affidavit		
Delivery of Supportive Services		
Sources of Funding		

**Emergency Shelter Grant (ESG) Application**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Agency Federal ID Number: \_\_\_\_\_

Contact Person (*This is the person who will receive ALL grant-related information, i.e. correspondence, telephone calls, e-mails, etc.*):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact for financial information if different (*This is the person who will sign all documents and requests for disbursement, etc.*):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Grant Requested (Check One) and Amount Requested

- Rehabilitation
- Essential Services
- Operational Costs
- Homeless Prevention Activities

Amount Requested: \_\_\_\_\_

Type of Shelter Facility and Location:

\_\_\_\_\_

\_\_\_\_\_

Does your organization participate in a Continuum of Care planning group?

- Yes
- No

Provide name and telephone number of the contact person for this Continuum of Care Plan who can verify your organization's participation and the level of participation:

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Check all populations served in your homeless facility:

- |   |   |
|---|---|
| <input type="checkbox"/> Unaccompanied Adult Men        | <input type="checkbox"/> Unaccompanied Adult        |
| <input type="checkbox"/> Unaccompanied Male Youth       | <input type="checkbox"/> Unaccompanied Female Youth |
| <input type="checkbox"/> Single-Parent Families         | <input type="checkbox"/> Two-Parent Families        |
| <input type="checkbox"/> Adult Couples Without Children | <input type="checkbox"/> Other Family Composition   |

Does your organization impose requirements other than experiencing homelessness as criteria for receiving housing and services, i.e. victim of domestic violence, substance abuser, release from a correctional facility, previous residency status?

- Yes
- No

If yes, provide an explanation of these requirements:

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How long has your organization provided a shelter facility for homeless families and individuals?

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**A. Emergency Shelter Programs**

- Number of beds, as approved by the local building official, that are available to the homeless for the full grant year (*January 1st through Dec. 31st*): \_\_\_\_\_
- If your facility will not be in use for the full grant year, when will it open? (*Indicate month and year*), \_\_\_\_\_
- Number of months your facility will be used to house homeless persons in 2008 fiscal year: \_\_\_\_\_

- Does your Emergency Shelter(s) receive a HUD Supportive Housing Program grant for operations? Yes \_\_\_\_\_ No \_\_\_\_\_
- Total number of persons sheltered in your facilities the last completed fiscal year: \_\_\_\_\_
- Number of bed nights for all persons sheltered the last completed fiscal year (*count each time a bed was occupied for the night by any homeless individual as a bed night*): \_\_\_\_\_
- Total number of those persons who were age 17 to 7: \_\_\_\_\_
- Total number of those persons who were age 6 or under: \_\_\_\_\_
- Number of bed nights for persons under 18 in the last completed fiscal year (*count each time a bed was occupied for the night by a child as a bed night*): \_\_\_\_\_
- Number and percentage of those households who moved to transitional housing or permanent housing from your facility(s) # \_\_\_\_\_ % \_\_\_\_\_

**B. Transitional Housing Programs**

- Number of beds, as approved by the local building official, that are available to the homeless for the full grant year (*January 1st through Dec. 31st*): \_\_\_\_\_
- If your facility will not be in use for the full grant year, when will it open? (*Indicate month and year*), \_\_\_\_\_
- Number of months your facility will be used to house homeless persons in 2008 fiscal year: \_\_\_\_\_
- Does your Emergency Shelter(s) receive:  
 HUD Supportive Housing Program grant for operations? Yes \_\_\_\_ No \_\_\_\_  
 Housing Choice Voucher (Section 8) rental subsidy Yes \_\_\_\_ No \_\_\_\_
- Total number of persons sheltered in your facilities the last completed fiscal year: \_\_\_\_\_
- Number of bed nights for all persons sheltered the last completed fiscal year (*count each time a bed was occupied for the night by any homeless individual as a bed night*): \_\_\_\_\_
- Total number of those persons who were age 17 to 7: \_\_\_\_\_
- Total number of those persons who were age 6 or under: \_\_\_\_\_
- Number of bed nights for persons age 17 to 7 in the last completed fiscal year (*count each time a bed was occupied for the night by a person under the age of 18 as a bed night*): \_\_\_\_\_
- Number of bed nights for persons age 6 or under in the last completed fiscal year (*count each time a bed was occupied for the night by a person age 6 or under as a bed night*): \_\_\_\_\_
- Number and percentage of those households who moved to permanent housing from your facility(s) # \_\_\_\_\_ % \_\_\_\_\_

**Handicapped Accessibility Statement**  
(Attachment I)

\_\_\_\_\_ Yes \_\_\_\_\_ No There is sufficient accessibility so that persons with disabilities have an equal opportunity to participate in and benefit from the program

\_\_\_\_\_ Yes \_\_\_\_\_ No The same range of choices and amenities are offered to persons with disabilities as those offered to others.

\_\_\_\_\_ Yes \_\_\_\_\_ No Steps are taken to assure that information regarding the availability of accessible units reaches eligible individuals with disabilities.

\_\_\_\_\_ Yes \_\_\_\_\_ No Reasonable non-discriminatory steps are taken to maximize use of such units by eligible individuals.

\_\_\_\_\_ Yes \_\_\_\_\_ No Are handicapped units located on an accessible route and those which can be approached, entered, and used by individuals with physical disabilities?

The Federal Fair Housing Act (FHAct) 42 U.S.C. prohibits discrimination in housing practices on the basis of race, color, religion, sex, national origin, familial status, and disability. The Act prohibits housing providers from discriminating against persons because of their disability or the disability of anyone associated with them and from treating persons with disabilities less favorably than others because of the disability. The Act also requires housing providers “to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling. In addition, the Act requires that housing providers allow tenants to make reasonable modifications to units and common spaces in a dwelling. The Act applies to the vast majority of privately and publicly owned housing including housing subsidized by the federal government or rented through the use of Section 8 voucher assistance.

Mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of individuals with physical disabilities are not required to be made accessible in projects.

**Mission Statement and Project Summary**  
(Attachment II)

Organization Mission Statement:

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Project Summary

Include the following:

- Goal - What are you trying to accomplish?
- Objectives to be achieved. Describe how this project meets a community need.
- What problem(s) are you attempting to address by requesting funds for this project?
- Describe your target population
- Describe how are you hoping program participates will change as a result of your service/activities/project.
- Summary of major activities to be conducted using ESG funds.

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**Involvement of Homeless Persons**  
(Attachment III)

Check all of the following methods of involving homeless persons in the operations and maintenance of your facility, and in the provision of services that you are currently using or will be using in fiscal year 2011:

- Suggestion Box
- Chore Lists for Residents
- Regularly Scheduled House Meetings
- Clients Assist with Children's Program
- Clients Assist with Parenting Classes
- Clients Assist with Vocational Training
- Clients or Former Clients Serve on Board
- Exit Interview
- Other (Be Specific):

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**Process for Terminating Assistance**  
(Attachment IV)

Provide an explanation of program requirements:

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Provide a summary of your termination policy. How do you communicate your policy to participants?

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Provide your grievance procedures:

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**Delivery of Supportive Services**  
(Attachment VI)

Check the services provided to homeless clients and whether the service is a part of your agency's in-house program or provided through linkages with other Agencies or service providers in the community. All subrecipients must complete this form and include either 1) brochures or pamphlets describing your in-house program, or 2) a statement on agency letterhead from the Executive Director or Board President. At a minimum, need assessment and case management must be provided.

SUPPORTIVE SERVICE	SERVICE PROVIDED	SERVICE PROVIDED IN HOUSE	SERVICE IS PROVIDED THROUGH LINKAGES WITH OTHERS (INCLUDE NAME OF AGENCY PROVIDING SERVICE)
Needs Assessment			
Case Management			
Information and Referral			
Substance Abuse Counseling			
Individual/Family Counseling			
Vocational Training			
Job Placement			
Employment Counseling			
Adult Education			
Life Skills Training			
Budgeting/Financial Training			
Parenting Workshops/Classes			
Transportation			
Legal Assistance			
Children's Program			
Day Care			
Support Group(s)			
Food			
Clothing			
Housing Counseling			
Health Care			
Mental Health			
Mentoring			

**Attachment VII  
Sources of Funding**

Estimated total project cost: \$ \_\_\_\_\_

Complete the detailed project budget below:

Types of Funding Utilized						
Sources	City ESG	Private	In-kind	Other Federal	Other	TOTAL
<b>TOTAL</b>						

List/explain “other federal” sources of funding:

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List/explain “other” funding sources:

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Indicate which funds are committed and explain the status of any that are still pending:

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