



Mid Florida Homeless Coalition, Inc.

FL520- Citrus, Hernando, Lake, Sumter Continuum of Care
Unified Homeless Grant #RFAMFHC2022
(Request for Applications)

SUBMISSION DEADLINE
Monday, May 2, 2022, 4:00 p.m.

Contact:
Kathy Karros
Phone: 352.651-2017
Email: mfhco43@gmail.com

Grant Overview

The MFHC Unified Homelessness Grant Application provides an opportunity for Mid Florida Homeless Coalition, Inc. (MFHC) to consolidate multiple funding streams into a single solicitation that serves as a competitive funding request for eligible applicants. This solicitation is designed to include funding for the state appropriation for the Challenge Grant program, authorized by section 420.622(4) of the Florida Statutes; the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576; and the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant program authorized by section 414.161 of the Florida Statutes.

Mid Florida Homeless Coalition has been awarded funding through the Office on Homelessness for a three-year grant cycle and will be contracting with providers for one year. Providers will be evaluated throughout the year via the CoC Performance Committee, and contracts will be renewed based on the yearly performance. All grants must be obligated by an executed grant agreement and all grant funded activities or project services shall be completed or provided as per contract requirements.

As the lead agency for FL520 – Citrus, Hernando, Lake and Sumter Counties, MFHC may allocate the grant funds to programs, services, and/or housing providers that support the implementation of the CoC Plan. MFHC may sub-grant the provision of direct services described herein to another agency, as consistent with the CoC Plan. The lead agency retains overall grant administration and financial accountability. The lead agency may choose to share the grant administrative costs with the sub-grant agency.

To qualify for funding, organizations must be a paid member of Mid Florida Homeless Coalition as spelled out in its By-Laws. (Membership application and payment can be made online at midfloridahomeless.org - Membership or a payment can be submitted to 1512 Hwy 41 N, Inverness, FL 34450.)

This grant solicitation describes the MFHC's instructions that govern the Challenge Grant application process.

The ESG program is awarded to the State of Florida through the U.S. Department of Housing and Urban Development (HUD). The State of Florida is required to distribute the grant for projects operated by local government agencies or private non-profit organizations. ESG funds *may* be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS); as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR 576.101 through 24 CFR 576.107.

Finally, the Homelessness Prevention Grant program which was authorized by section 414.161, Florida Statutes, began in 2013 to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crisis. The intent of the program is to assist families to prevent them from becoming homeless, and to enable them to remain stably housed following the assistance provided.

The contact person at Mid Florida Homeless Coalition for the application process is:
Kathy Karros, Mid Florida Homeless Coalition, Inc., 1512 Hwy 41 N, Inverness, FL 34450,
352.651-2017.

Solicitation Process

Eligible Applicants

This Unified Grant Application provides opportunities for organizations that are paid members of Mid Florida Homeless Coalition that are serving Citrus, Hernando, Lake, or Sumter Counties to apply for funding through the Challenge Grant program, the ESG program, and the TANF Homelessness Prevention Program.

Application Notice

The grant application shall be posted on the Mid Florida Homeless Coalition website at midfloridahomeless.org - Library - Grant Information - State of Florida-DCF.

The contact person for the application process is:

Kathy Karros, 1512 Hwy 41 N, Inverness, FL 34450, 352.651-2017

MFHC will hold a GoToWebinar on April 12, 2022, at 10:30 am Eastern Time. The purpose of the GoToWebinar is to review how the different grant programs, review of application, and to answer questions. Participation is not mandatory but recommended.

Activity		Date & Time	Location
Distribution of the DCF RFA	Mid Florida Homeless Coalition, Inc.	April 5, 2022	Email to entire distribution list
GoToWebinar	Mid Florida Homeless Coalition, Inc.	April 12, 2022, at 10:30 am Eastern Time	https://attendee.gotowebinar.com/register/8350664791246901773
Deadline date for submission of the application	Eligible Applicants	May 2, 2022 4:00 p.m. Eastern	1512 Hwy 41 N, Inverness, FL 34450
Review, score & select proposals	CoC Grant Review Committee	To be determined. By May 13, 2022	1512 Hwy 41 N, Inverness, FL 34450
Anticipated date to post selected proposals	Mid Florida Homeless Coalition, Inc.	May 17, 2022	Email and voice notification
Appeal window closes	Applicants	Two business days from proposal post date	
Anticipated effective date of contract execution	Mid Florida Homeless Coalition, Inc. and Sub-Grantees	July 1, 2022	N/A

Deadline to Apply

The deadline to submit grant applications will be May 2, 2022, at 4:00pm Eastern Time. MFHC is not responsible for any costs incurred by an applicant in responding to this grant application. Such costs are not eligible for reimbursement from the grant award.

4.4 Instructions for Preparation and Submission of Applications

All applications must be received by 4:00pm Eastern Time on May 2, 2022, at 1512 Hwy. 41 N, Inverness, FL 34450.

Applicants shall submit one original application signed in blue ink plus three (3) copies. Applications with multiple projects will contain a program description, budget, and budget narrative for each project. Failure to submit an original signed copy, shall result in the rejection of the application.

All applications shall be on standard letter sized paper (8½ x 11). Applicants must make sure that if the application is mailed or sent by courier service that adequate time is allowed for the application to be delivered to the MFHC office. MFHC will not entertain appeals based on the failure of a delivery service to make timely deliveries.

Responsibilities After Receiving Applications

All applications received shall be date stamped upon receipt in the MFHC office. The MFHC office will maintain a log to reflect the receipt of each application.

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Challenge Grant

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance CoC. The lead agencies may allocate the grant funds for projects to provide housing, program, or service needs included in the CoC Plan. Stated above are the priorities that are in the CoC Plan for this Continuum of Care.

The Office has awarded Mid Florida Homeless Coalition \$119,000 per FY for Challenge Grants to help expand and diversify projects that help meet needs across the state. Mid Florida Homeless Coalition has not put a maximum on what any provider may request. It is the desire of the Continuum of Care to provide services throughout the four counties served by the CoC.

The intent of Challenge Grant funding is to help implement the CoC Plan, and to help the community reach the goals and objectives outlined in the CoC Plan. In addition, this state allocation is intended to be used in concert with private funding contributed to local homeless service agencies to address the needs of individuals who are at-risk of becoming homeless or experiencing homelessness in the respective counties served. The overall goal of the grant is to use the Challenge Grant to partner with local agencies to reduce homelessness in Florida.

This CoC – FL520 – Citrus, Hernando, Lake, and Sumter Counties has determined the use and priorities for the Challenge Grant will be as follows:

First Priority

Challenge Grant funding will be used to provide the needed match for the HUD CoC Coordinated Assessment System Grant. This system is required by HUD and must be in place to receive HUD CoC and HUD ESG funding.

Second Priority

At least 50% of the funds will be used for Rapid Rehousing. Up to ¼ of these funds would be allowed to be used for Homeless Prevention as identified under the Continuum of Care's Written Standards, which includes being assessed using the Homeless Prevention VI-SPDAT.

Third Priority

Challenge Grant funding will be used to provide Housing Locator services throughout the CoC.

Fourth Priority

Challenge Grant funding will be used to provide Case Management services throughout the CoC.

Mid Florida Homeless Coalition's Responsibilities:

The Lead Agency (MFHC) shall evaluate the success of those awarded grants using the performance measures described in the Written Standards.

The application must clearly identify the projects to be funded, the purpose of each, the amount allocated for each, and the person to carry out that use or activity.

The Lead Agency (MFHC) shall be responsible for ensuring that all grant funds are expended only for eligible activities. In the case where funds are expended on ineligible activities, the lead agency will be responsible for reimbursing the Department. Therefore, all sub-grantees will be monitored to ensure that all grant funds are expended only for eligible activities, and in the cases where funds are expended on ineligible activities, the sub-grantee will be responsible for

reimbursing MFHC.

Performance monitoring of grant activities is the lead agency's responsibility. Upon completion of the grant funded activities, the lead agency shall provide a written assessment to the Office of the grant's effectiveness in furthering the CoC Plan. Therefore, sub-grantees will be required to submit a written assessment to MFHC of the grant's effectiveness.

All grant funds shall go to activities that directly benefit persons experiencing or at risk of homelessness.

The maximum amount of allowable administrative costs is identified in Section 420.622(4), Florida Statutes. Challenge Grant administrative costs may be used by the lead agency for staff salary, benefits, or operating expenses directly related to the management and oversight of this grant. A lead agency may spend a maximum of (10) percent of its funding on administrative costs and will be allowing providers up to five (5) percent of its award for administrative costs.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within five days after the closing of the month (as defined in the contract with your organization) and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

Section 420.622(4)(a), Florida Statutes, requires that "the lead agency shall also document the commitment of local government or private organizations to provide matching funds or in-kind support in the amount of 25% of the grant requested." MFHC will be collecting this data from provider applicants' budget forms – Revenue. An applicant may use in-kind services, or other public or private cash sources to meet the match requirement, so long as those funds are dedicated to this grant award. Matching funds must be provided after the date of the grant award.

See the list of acceptable state expenditures at the following webpage:

http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf

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Emergency Solutions Grant

The Emergency Solutions Grant (ESG) Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Applicants should review the definitions included in Appendix 1 of this document.

Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Emergency Shelter (24 CFR 576.102), Homelessness Prevention (24 CFR 576.103), Rapid Rehousing (24 CFR 576.104), and HMIS (24 CFR 576.107). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

CONTINUUM OF CARE RECOMMENDATIONS

First Priority - At least 60% of these funds should be used for Rapid Rehousing. This does not include Homeless Prevention as long as Homeless Prevention funding is available through Challenge Grant funding.

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Second Priority - At least 1% be used to pay for HMIS costs incurred by Mid Florida Homeless Coalition.

Homeless Management Information Systems (HMIS) – eligible costs include the costs of contributing data to the HMIS; costs of functioning as the HMIS lead agency; and participating in a comparable database if the agency is a victim services or legal services provider.

Third Priority - Outreach funding that would allow a team of at least two persons to provide outreach and case management throughout the entire CoC. It is recommended that if feasible that the outreach component include funds to provide needed medical and mental health services.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS)

Fourth Priority - Homeless Prevention and Emergency Shelter will be funded after all other priorities are funded. Homeless Prevention and Emergency Shelter will also be funded should funds need to be reallocated during the course of the 3-year grant cycle and the other priority areas are not able to spend down the funds.

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Emergency Shelter – eligible costs include essential services (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, transportation, and/or services for special populations – homeless youth, victim services, and people living with HIV/AIDS); renovations; and shelter operations. *Local Government Certification*

is required by shelter providers. See page 11.

Administrative Costs – eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews. A lead agency may spend a maximum of five (5) percent of its funding on administrative costs and will be allowing providers up to one (1) percent of its award for administrative costs.

The Office has awarded Mid Florida Homeless Coalition \$257,000 per FY for Emergency Solutions Grant (ESG) Programs. Funding of the ESG Program is subject to the appropriation of spending authority by the Legislature for applicable budget years. The Department may add to the allocations unobligated or unexpended funds available from previous years.

ESG award recipients are required by 24 CFR 576 and the State of Florida to provide matching funds or in-kind support in an amount equal to the grant requested. The applicant may use in-kind services, or other public or private cash sources to meet the 100% match requirement. Grant recipients may use any of the following as matching funding in accordance with 24 CFR 576.201(e): 1) Cash; 2) Value or fair rental value of any donated material or building used to support the ESG program, including the value of any lease on a building; and 3) Value of the time and services contributed by volunteers to carry out the program of the recipient based on the value at rates consistent with those paid for similar work in the recipient's organization. For cash match, "provided" means when the funds are expended (or when the allowable cost is incurred). For in-kind match, it is the date the service (or other in-kind match source) is actually provided to the program or project. ESG matching funds must be expended within the same expenditure deadline that applies to the ESG funds being matched (i.e., the 12-month deadline). Non-cash contributions must be made within the expenditure deadline. Matching funds must be provided after the date of the grant award. Funds used to match previous ESG, or any other grant may not be used to match the grant award made under this grant application.

MFHC will be collecting this data from provider applicants' budget forms – Revenue. An applicant may use in-kind services, or other public or private cash sources to meet the match requirement, so long as those funds are dedicated to this grant award. Matching funds must be provided after the date of the grant award.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within five (5) days after the closing of the month (as defined in the contract with your organization) and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

TANF Homelessness Prevention

The purpose of the Homelessness Prevention Grant Program is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant. For each recipient of funding from the Homelessness Prevention Grant, the providing agency must complete the following tasks:

- 1) Develop a written case plan and conduct mandatory case management for each family applying for financial assistance. The family's case plan shall set forth with all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family. The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed, the

agency's schedule for monitoring the family's housing stability following the cessation of grant assistance, whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing

- 2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.
- 3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least **85%** of the families assisted to remain in housing and avoid becoming homeless during the **ensuing** year.

To be eligible for assistance under this grant, families must reside in Florida; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS).

<https://www.govinfo.gov/content/pkg/FR-2022-01-21/pdf/2022-01166.pdf>. See chart below for 2022 poverty guidelines:

Persons in family/household	Poverty guideline
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For families/households with more than 8 persons, add \$4,720 for each additional person.	

A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced.

The adult who applies for the grant assistance with the CoC must be either the parent or guardian of the minor child residing in the household.

Household income includes both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions, and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for assistance. The family's housing emergency shall be the result of a financial or other crisis, and documented by the lead agency, or its subrecipient.

Eligible Activities

The Homelessness Prevention Grant may assist eligible families to avoid homelessness through the following supports: 1) past due rent or mortgage payments, not to exceed four months of rent or mortgage payment; and 2) past due utility bills, not to exceed four months in arrears for electric, gas, water, and sewer only. Staff and operating costs for required case management services is an allowable expense.

The maximum amount of allowable administrative costs is identified in Section 414.161(4), Florida Statutes. Administrative costs will be maintained and used by the Mid Florida Homeless Coalition to administer this grant.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within seven (7) days after the closing of the month (as defined in the contract with your organization) and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

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*Certification of Local Government Approval
for ESG applying Nonprofit Organizations – **Emergency Shelter**
Only Required by 24 CFR 576.202*

I, _____ (name and title) duly authorized to act on behalf of the
_____ (name of city or county government) hereby approve the
submission of the following ESG application proposed by _____ (name of agency)
which will serve persons living in _____ (name of city or county).

This certification solely warrants that the jurisdiction has agreed to allow the nonprofit organization to seek the grant to be able to serve citizen in need who reside in this jurisdiction. This certification places no responsibility or liability upon the local government jurisdiction related to the nonprofit's performance of grant-funded activities in our jurisdiction.

By: _____
(name) (title)

(signature) (date)

This form must be signed, dated, and returned prior to Mid Florida Homeless Coalition's application is submitted in order for the Organization's application to be included in MFHC application if it is to be funded.

Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative
Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(signature)

(date)

(name of authorized individual)

(application number)

(address of the organization)

8.1 Definitions

All activities provided must follow the federal definitions for homeless and at risk of homelessness as defined in 24 CFR 576.2.

Homeless as defined in 24 CFR 576.2 means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised 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, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance.
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
- (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:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));

- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance.
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60- day period immediately preceding the date of applying for homeless assistance: and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

At Risk of Homelessness as defined in 24 CFR 576.2 means:

- (1) An individual or family who:
- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.

- (B) Is living in the home of another because of economic hardship.
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance.
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals.
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau.
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
- (2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or
- (3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Eligible activities to be funded under each component of the Emergency Solution Grant are identified in the respective federal regulations. The component funded under this grant are identified below.

Street Outreach Component (24 CFR 576.101)

- (1) *Engagement.* The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. 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. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

(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. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under [576.400\(d\)](#); conducting the initial evaluation required under [576.401\(a\)](#), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; 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.*

(i) Eligible costs are for 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.

(ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.

(iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

(4) *Emergency mental health services.*

(i) 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.

(ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.

(iii) 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.

- (iv) 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.
- (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. These costs include the following:
 - (i) The cost of a program participant's travel on public transportation.
 - (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants.
 - (iii) 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; and
 - (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (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, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term *victim services* mean 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, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Emergency Shelter Component (24 CFR 576.102)

- (1) *Essential services*. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
 - (i) *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. Component services and activities consist of:
 - (A) Using the centralized or coordinated assessment system as required under [576.400\(d\)](#);
 - (B) Conducting the initial evaluation required under [576.401\(a\)](#), including verifying and documenting eligibility;

- (C) Counseling.
 - (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits.
 - (E) Monitoring and evaluating program participant progress.
 - (F) Providing information and referrals to other providers.
 - (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.
- (ii) *Childcare*. The costs of childcare 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 in which it operates in order for its costs to be eligible.
 - (iii) *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, literacy, English as a Second Language, and General Educational Development (GED). 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.
 - (iv) *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. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
 - (v) *Outpatient health services*. Eligible costs are for the direct outpatient treatment of

medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants 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 non-cosmetic dental care.

(vi) Legal services.

- (A) 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 in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.
- (B) 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.
- (C) 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.
- (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
- (E) Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
- (F) 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.

(vii) 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. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

(viii) Mental health services.

(ix) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.

(x) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.

(xi) 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. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

(xii) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(xiii) Substance abuse treatment services.

(A) 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.

(B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.

(C) 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. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

(xiv) *Transportation.* Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, childcare, or other eligible essential services facilities. These costs include the following:

(A) The cost of a program participant's travel on public transportation.

- (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants.
 - (C) 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; and
 - (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation
- (xv) *Transportation*. Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
- (A) The cost of a program participant's travel on public transportation;
 - (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - (C) 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; and
 - (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (xvi) *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, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. 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, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- (2) *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.
- (3) *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.

- (4) *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” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.

Homelessness Prevention Component (24 CFR 576.103)

ESG funds may 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 or another place described in paragraph (1) of the “homeless” definition in [576.2](#). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in [576.2](#) 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. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- term and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Rapid Rehousing Assistance Component (24 CFR 576.104)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in [576.2](#) or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

HMIS Component (24 CFR 576.107)

- (1) The recipient or subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:
 - (i) Purchasing or leasing computer hardware;
 - (ii) Purchasing software or software licenses;
 - (iii) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
 - (iv) Obtaining technical support;
 - (v) Leasing office space;
 - (vi) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
 - (vii) Paying salaries for operating HMIS, including:
 - (A) Completing data entry;
 - (B) Monitoring and reviewing data quality;
 - (C) Completing data analysis;
 - (D) Reporting to the HMIS Lead;
 - (E) Training staff on using the HMIS or comparable database; and
 - (F) Implementing and complying with HMIS requirements;
 - (viii) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
 - (ix) Paying staff travel costs to conduct intake; and
 - (x) Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

- (2) If the recipient is the HMIS lead agency, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, it may also use ESG funds to pay the costs of:
 - (i) Hosting and maintaining HMIS software or data;
 - (ii) Backing up, recovering, or repairing HMIS software or data;
 - (iii) Upgrading, customizing, and enhancing the HMIS;
 - (iv) Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;
 - (v) Administering the system;
 - (vi) Reporting to providers, the Continuum of Care, and HUD; and
 - (vii) Conducting training on using the system or a comparable database, including traveling to the training.
- (3) If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Administrative Activities (24 CFR 576.108)

This does not include staff and overhead costs directly related to carrying out activities eligible under [576.101](#) through [576.107](#), because those costs are eligible as part of those activities. Eligible administrative costs include:

- (4) *General management, oversight and coordination.* Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
 - (i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

- (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
 - (B) Developing systems for assuring compliance with program requirements;
 - (C) Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;
 - (D) Monitoring program activities for progress and compliance with program requirements;
 - (E) Preparing reports and other documents directly related to the program for submission to HUD;
 - (F) Coordinating the resolution of audit and monitoring findings;
 - (G) Evaluating program results against stated objectives; and
 - (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.
- (ii) Travel costs incurred for monitoring of subrecipients;
 - (iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
 - (iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
- (5) *Training on ESG requirements.* Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
- (6) *Consolidated plan.* Costs of preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with ESG requirements and [24 CFR part 91](#).
- (7) *Environmental review.* Costs of carrying out the environmental review responsibilities under [576.407](#).

Written Standards for Providing ESG Assistance (24 CFR 576.400(e)(3))

The following written standards for providing ESG assistance are found in 24 CFR 576.400(e).

(e) *Written standards for providing ESG assistance.*

(3) At a minimum these written standards must include:

- (i) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);

- (ii) Standards for targeting and providing essential services related to street outreach;
- (iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, *e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- (iv) Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter
- (v) Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see [24 CFR 576.400](#)(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- (vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- (vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re- housing assistance;
- (viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- (ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.