

**Program Overview: 2019 Federal Emergency Solutions Grant  
Rapid Re-housing/Prevention**

<b>Amount available:</b>	\$40,000 (estimated)
<b>Eligible Uses:</b>	Rapid Re-housing/Homeless Prevention Services
<b>Eligible Applicants:</b>	Non-profit agencies that currently provide services to the target population and have mechanisms in place to effectively and rapidly implement the program.
<b>Matching requirement:</b>	Dollar for dollar match
<b>Project Period:</b>	Twelve Months
<b>Application Deadline:</b>	<b>4:00 PM, March 18, 2019</b>

Bucks County is pleased to announce the anticipated availability of funds the US Department of Housing and Urban Development (HUD) for the **2019 Emergency Solutions Grant Program (ESG)**. Bucks County is considered the grantee for these funds and seeks to award funds to eligible sub-grantees to implement **Rapid Re-housing and/or Prevention projects**. Bucks County is reaching out to providers including the Homelessness Continuum of Care of Bucks County (HCoCBC), to solicit proposals for the use of these funds.

The selection of projects will be incorporated into the County's Annual Action Plan to be submitted to HUD after April. All funding allocation requirements for the provision of services, allowable budget expenditures, and necessary reporting and outcome measurements will be incorporated into the subcontracts by reference to the 2019 HUD agreement with the County. The subcontracts will also include the specific time frames for project progress, completion and expenditure of funds.

The 2019 ESG Rapid Re-housing/Prevention program will be modeled on existing Bucks County Rapid Rehousing/Prevention programs. The participant intake and initial case management will establish a clear process for determining the type, level, and duration of assistance appropriate for each program participant.

Participants will be evaluated by the sub-grantee according to policy to ensure continued program eligibility. Sub-grantees will submit reports to the Bucks County Housing Services Department (HSD) monthly to document participant eligibility, services provided and funds expended. HSD will review all requests for payment for services to ensure compliance with regulatory and procedural requirements. HSD will schedule, at a minimum, annual monitoring visits with each sub-grantee to ensure that participant eligibility and uses of funds are properly documented.

The 2019 Federal ESG Application criteria have been designed to ensure compliance with 2019 Rapid Rehousing and Prevention goals and directives and to assess an agency's capacity in operating similar projects. In addition, the information will determine if an agency has mechanisms in place to implement the program quickly and effectively. **Proposals must address all criteria with specific and complete information.**

Completed applications must be submitted by email to [cedhs@buckscounty.org](mailto:cedhs@buckscounty.org) with the subject **2019 ESG Application** by 4:00 PM, Monday, March 18, 2019. The Housing Services Department will confirm receipt of your application via email. If you do not receive a confirmation within 48 hours, please contact the number below.

If you have any questions about the 2019 ESG funding opportunity or require further information, please contact Deb Kirkner at 215-345-3840 or [dakirkner@buckscounty.org](mailto:dakirkner@buckscounty.org).

## **2019 Federal Emergency Solutions Grant Application Homelessness Prevention/Rapid Re-housing Programs**

### **Agency Information/ Program History**

1. Name, address, primary contact
2. EIN number, DUNs number and registration expiration date
3. Provide brief overview of agency facilities and services provided including number of beds/units operated by agency in most recent year, if applicable
4. Describe history of the provision of Homelessness Prevention/Rapid Re-housing services to target population
5. Indicate number of families/clients served in past two years for Homelessness Prevention/Rapid Re-housing services
6. Describe the outcomes achieved by those who have received Homelessness Prevention/Rapid Re-housing services. Include an assessment of the status of clients based upon the following:
  - a. income levels at entry and exit
  - b. employment at entry and exit
  - c. housing status at entry and exit
  - d. average length of stay in rapid rehousing
  - e. connection to mainstream benefits
  - f. recidivism rates
7. Describe level of participation in the County's Continuum of Care
8. Describe the policies and procedures in place to enable the participation of homeless and/or formerly homeless persons in the decision making processes of the agency

### **Interagency Collaborations**

1. Describe formal agreements or collaborations with agencies integral to implementing the project. Also, specifically include a description of interactions/collaborations with agencies to identify and assess target participants

### **Proposed Project/Program Design**

1. Name of proposed project and brief project description, not to exceed five sentences
2. Describe how project meets the program targets as noted below:
  - a. Providing services to those most in need, including single adults who are already employed and or have income
  - b. Reducing the number of people living on the streets or in emergency shelter
  - c. Shortening the amount of time spent homeless – evidence based models such as Housing First
  - d. Reducing housing barriers or housing stability risks
3. Provide number of participant families/persons to be served
4. Describe plan for identification, outreach, targeting and selection of participants including client assessment criteria to be used
5. Describe policies and procedures for determining which eligible households will be selected for program participation
6. Describe standards for determining the share of rent and utilities for each program participant.

7. Describe standards for determining the maximum length of time that each program participant may remain in the program
8. Describe plans to assist clients to identify and obtain suitable, affordable housing and to move through barriers to obtaining and maintaining housing
9. Provide detailed project development timeline including contract execution, staffing, start of client services, etc.

### **Staffing**

1. Describe staffing required to fully implement the project
2. Provide job descriptions for project staff
3. Indicate if new positions will be created and/or retained

### **Budget**

1. Provide a complete Budget for this project using "Attachment A: Project Budget" form. Additionally, include a budget narrative with specific indication of how the amount for each category was determined
2. Describe the source of funding to satisfy the one-to-one Match requirements. Include a letter from each funding source identified to ensure that the Match funding is available
3. Provide a budget attachment with all project related funds that are not ESG and the required match if applicable

### **Program Reporting and Outcomes**

1. Describe history of HMIS participation, including an assessment of how the HMIS reporting has met the Bucks County Data Quality Plan indicators
2. Describe how project goals, objectives and outcomes will be measured including a discussion of the following:
  - a. Employment at entry and exit
  - b. Income and increase in income at exit
  - c. SPDAT score at entry and an explanation of how SPDAT and other metrics will be used to evaluate priority and need
  - d. Connection to mainstream benefits
  - e. Housing status at exit
  - f. Average cost per household exiting to permanent housing
  - g. Average length of time between program referral and move into permanent housing
  - h. Percentage of exits to permanent housing who return to homelessness within 12 months of entering permanent housing

### **Additional Documentation Required**

1. If a first time applicant of Bucks County Housing Services, ESG funds, please submit a letter or email from a current/recent public funder confirming overall compliance as a recipient/sub-recipient
2. Most recent completed Financial Audit plus the previous year (total 2)

**2019 Emergency Solutions Grant  
Attachment A: Project Budget  
All Components**

**Attach a Budget Narrative that details the basis for the amounts requested by line item.**

For example: 10 months of rental assistance @\$500 per month = \$5,000 or

20 hours of counseling at \$50 per hour = \$1,000

<b>Date:</b>				
<b>Applicant:</b>				
<b>Project Name:</b>				
	<b>Bucks County Request</b>	<b>Local Match</b>	<b>Match Source</b>	<b>Total Project</b>
<b>Street Outreach Component</b>				
Case Management				
Essential Services				
<b>Emergency Shelter Component</b>				
Renovations				
Operations				
Essential Services				
<b>Rapid Rehousing Component</b>				
Financial Assistance				
Services				
Rental Assistance				
<b>Homelessness Prevention Component</b>				
Financial Assistance				
Services				
Rental Assistance				
<b>Total</b>				