

**Program Overview: 2019 Federal Emergency Solutions Grant  
Shelter and Street Outreach**

**Amount available:** \$100,000 (approximate)  
**Eligible Uses:** Shelter and Street Outreach  
**Eligible Applicants:** Non-profit agencies that currently provide services to the target population and have mechanisms in place to effectively and rapidly implement the program.  
**Matching requirement:** Dollar for dollar match  
**Project Period:** Twelve Months  
**Application Deadline:** **4:00 PM, March 18, 2019**

Bucks County is pleased to announce the anticipated availability of funds from 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 for **Emergency Shelter and Street Outreach 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. 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 timeframes for project progress, completion and expenditure of funds.

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 Shelter Operations/Outreach 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 Shelter Operations/Outreach services to target population
5. Indicate number of families/clients served in past two years for Shelter Operations/Outreach services
6. Describe level of participation in the County's Continuum of Care
7. 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
  - b. Reducing the number of people living on the streets or in emergency shelter
  - a. Shortening the amount of time spent homeless – the Housing First model
  - b. 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 standards for determining the maximum length of time that each program participant may remain in the program, as appropriate
6. Describe plans to assist clients to identify and obtain suitable, affordable housing and to move through barriers to obtaining and maintaining housing
7. 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, as appropriate:
  - a. Employment at entry and exit
  - b. SPDAT score at entry and an explanation of how SPDAT and other metrics will be used to evaluate priority and need
  - c. Income and increase in income at exit
  - d. Length of stay in shelter
  - e. Housing status at exit

**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>				