



**A. ESG Activities:**

Complete the following information for your activity. Complete one type of activity (street outreach, emergency shelter, rapid re-housing, or homeless prevention) per application.

**Street Outreach Activity**

\$	<p><u>Street Outreach</u> <i>Essential services</i> to the unsheltered homeless including engagement, case management, emergency health services, emergency mental health services, transportation, services for special populations (inc. homeless youth, victims, HIV/AIDS).</p>
<p>Assistance limited to households meeting HUD’s definition of homeless under Category 1,(i). “Literally Homeless” 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.</p>	
<p><u>Eligible Services:</u> “Provide essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing or critical services; and provide urgent non-facility based care to unsheltered homeless people who are unable or unwilling to access emergency shelter, housing, or an appropriate health facility. Services include engagement, case management, emergency health services, emergency mental health services, transportation, services for special populations (including homeless youth, victims’ services, people living with HIV/AIDS).”</p>	
<p><b>Provide description of how the activity assists eligible persons and provides eligible services</b> including description of the applicant’s prior experience in the administration and provision of this activity or program, or similar activities (<i>not required for currently funded subrecipients</i>); procedures for delivery of services; staffing; fiscal procedures; coordination with shelter and supportive services providers; and, the anticipated demographic characteristics and projected number of activity beneficiaries. (<i>narrative may be attached</i>)</p>	

## Emergency Shelter

\$	<u>Emergency Shelter Renovation, major rehabilitation, or conversion of building for use as emergency shelter for the homeless</u>
\$	<u>Emergency Shelter Operations</u> Shelter maintenance, operation, rent, repairs, security, fuel, equipment insurance, utilities, food & furnishings Includes payment of motel/hotel vouchers to provide individual shelter nights as an eligible expense, if there is no space at the shelter.
\$	<u>Emergency Shelter Essential Services</u> case management, childcare, education services, employment assistance and job training, outpatient health services, legal services life skill training, mental health services, substance abuse treatment services, transportation, and services for special populations

**Assistance limited to households meeting HUD’s definition of homeless under Category 1 and/or Category 4**

1. “Literally Homeless” 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) Is living in a 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 and local government programs); or (iii) Is exiting an institution where (s)he has 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

4. Fleeing domestic violence. Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

**Requirements for shelter activities:**

- Provides temporary shelter for the homeless in general or for a specific population of the homeless and does not require occupants to sign leases or occupancy agreements
- Demonstrate commitment to assist homeless persons in obtaining appropriate support services & other available assistance for the duration of the funding is required, and coordination with service providers
- Demonstrate commitment to maintain shelter in accordance with HUD standards (24 CFR 576.102) for the duration of the funding
- Policies and procedures for the admission, diversion, referral, and discharge of individuals in emergency shelters assisted under ESG shall be in accordance with established standards in place in subrecipient emergency shelters for all shelter residents.
- Safety and shelter needs of special populations (inc. homeless youth, DV victims, victims of HIV/AIDS) shall be in accordance with established standards in place in subrecipient emergency shelters for these populations. In no case shall a child under the age of 18 be used as a basis for denying any family's admission into an emergency shelter that uses ESG funding.
- Provide for housing disabled persons.

**Provide description of how the activity assists eligible persons and provides eligible services**

including: including description of the applicant’s prior experience in the administration and provision of this activity or program, or similar activities (*not required for currently funded subrecipients*); procedures for delivery of services; staffing; fiscal procedures; coordination with shelter and supportive services providers; and, the anticipated demographic characteristics and projected number of activity beneficiaries. (*narrative may be attached*)

## Homeless Prevention (HP)

\$	Homeless Prevention (HP) Services Rental Assistance
\$	Homeless Prevention (HP) Services Housing relocation and stabilization services

**Assistance limited to:** individuals and families who have an annual income below 30% of the household median income for York County and either meet the HUD definition of “At-Risk-of-Homelessness” or the definition of “Homeless” under categories 2, 3, or 4.

People meeting the *At-Risk of Homelessness* definition:

- do 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 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;

AND meet at least one of the following conditions:

- has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; or
- is living in the home of another because of economic hardship; or
- 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;
- lives in a hotel/motel, the cost of which is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; or
- 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 per room, as defined by the U. S. Census Bureau; or
- 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
- otherwise lives in housing that has characteristics associated with instability and increased risk of homelessness as identified in the Consolidated Plan
- youth qualifying under other Federal statutes

Or, People meeting either of the *Homeless* definitions Category 2, 3, or 4:

(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) 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 needed to obtain other permanent housing

(3) Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

**Homeless Prevention - Eligible Assistance and Requirements:**

- Rental assistance for a maximum of one months, maximum \$1,000 for an individual or \$1,500 for a family
- Housing relocation and stabilization services are limited to case management for clients receiving rental assistance that consists of an initial evaluation for eligibility and needs, and where appropriate, referral to supportive services. Case management also includes development of a plan that assists the program participant in retaining permanent housing after ESG assistance ends. Program participants should meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability
- Assistance must not exceed 24 months of assistance from ESG Rapid Re-housing or Homeless Prevention within a consecutive three (3) year period

**Provide description of how the activity assists eligible persons and provides eligible services,** including description of the applicant's prior experience in the administration and provision of this activity or program, or similar activities (*not required for currently funded subrecipients*); procedures for delivery of services; staffing; fiscal procedures; coordination with shelter and supportive services providers; and, the anticipated demographic characteristics and projected number of activity beneficiaries. (*narrative may be attached*)

**Rapid Re-Housing (RRH) Activities**

\$	<u>Rapid Re-housing (RRH) Rental assistance</u> short- and/or medium-term (including utility and housing costs) to assist homeless in obtaining permanent housing and achieve stability in that housing
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\$	<u>Rapid Re-housing (RRH) Services</u> Housing relocation and stabilization services to assist homeless in obtaining permanent housing and achieve stability in that housing
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**Assistance limited to:** Individuals and families meeting HUD’s definition of homeless under Category 1 and/or Category 4

1. “Literally Homeless” 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) Is living in a 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 and local government programs); or (iii) Is exiting an institution where (s)he has 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

4. Fleeing domestic violence. Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

**Eligible Assistance and Requirements:**

- Provides tenant-based rental assistance from six (6) months to twenty four (24) months, as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing..
- Housing relocation and stabilization services are limited to case management for clients receiving rental assistance that consists of an initial evaluation for eligibility and needs, and where appropriate, referral to supportive services. Case management also includes to development of a plan to assist the program participant to obtain and maintain permanent housing after assistance ends. Monthly visits with a case manager are required for the duration of assistance.
- Program participants must be re-evaluated not less than once per year to ensure that the type and amount of assistance being received is necessary to retain housing.
- Assistance must not exceed 24 months of assistance within a consecutive three (3) year period from ESG Rapid Re-housing or Homeless Prevention.

**Provide description of how the activity assists eligible persons and provides eligible services,** including description of the applicant’s prior experience in the administration and provision of this activity or program, or similar activities (*not required for currently funded subrecipients*); procedures for delivery of services; staffing; fiscal procedures; coordination with shelter and supportive services providers; and, the anticipated demographic characteristics and projected number of activity beneficiaries. (*narrative may be attached*)

**B. Narrative Section. Attach to the application.****1. ESG Program Requirements:**

- a. Required Match (24 CFR 576.201) – The ESG program requires a dollar for dollar match. Only funds used for an ESG program eligible activity can be counted towards match. Match funds can only be counted once and must be allowed by funding source. Describe agency's ability to obtain and track matching funds for each activity for each year of funding and complete Sources of Matching funds table on page 4 of this application.
- b. Commitment to data entry into County HMIS System (24 CFR 576.400) – Describe agency's commitment and ability to provide data for County HMIS system.  
*NOTE: VICTIMS SERVICES PROVIDERS – Describe alternate system that will provide data suitable for reporting.*
- c. Participation in Coalition on Homelessness – Describe agency's commitment to participate in Coalition on Homelessness.

**2. York County Five Guiding Principles of “York County 10 Year Plan to End Homelessness”**

Prepare and attach a narrative describing how the activity will be consistent with the following:

- a. Every homeless person who needs housing and services can easily access them.
- b. The system identifies and addresses the full range of housing and service needs of each homeless family and individual.
- c. The time a person is homeless is minimized.
- d. Every homeless person is treated with dignity and respect.
- e. All County agencies maximize efforts to prevent homelessness

**3. Activity Narrative and Consistency with York City/County Continuum of Care “Written Standards” (CoC Policies)** The Written Standards are included with this application as Attachment A. Prepare and attach a narrative describing how the activity complies with the following requirements:

- a. “Standards for All Project Types” (page 8):
  - i. Non-Discrimination
  - ii. Coordinated Entry Participation
  - iii. Homeless Management Information System (HMIS) Participation
  - iv. Participant Inclusion
  - v. Access to Mainstream Resources
  - vi. Education Services/Liaisons
  - vii. Termination and Grievance Procedures
  - viii. Discharge Planning
- b. “Violence Against Women Act 2013” (page 21)
  - i. applicants for assistance
  - ii. emergency transfer plan

**4. Applicant Description** Please prepare and attach a narrative describing the ESG program applicant who will be operating the proposed activity/program and provide copies of the following:

- a. the mission statement of agency
- b. organizational structure of applicant and parent organization, if any
- c. list of organizational officers and board members for applicant, and parent organization, if any
- d. most recently accepted audit or financial statements (*not required for currently funded subrecipients*)
- e. current strategic plan and reports on program outcomes
- f. formal process used to terminate homeless assistance (*not required for currently funded subrecipients*)

**C. Activity Estimated Cost, Description of Matching Funds, and Summary**

Provide the financial data described below. When preparing this data:

1. Provide annual budget information for the *activity*, not for the entire agency, unless it runs only one program.
2. For multi-year activities, please prepare a table for each funding year, as well as, the summary table.
3. Use the best information currently available. More detailed and exact figures will be requested if the activity is approved for funding.

**Year 1 or Single Year Activity Estimated Budget**

Essential Services (shelters and street outreach)	\$
Shelter Operations (shelters)	\$
Relocation and Housing Stability Services (rapid rehousing and homeless prevention)	\$
Rental Assistance (rapid rehousing and homeless prevention)	\$
Other: <i>Describe</i>	\$
<b>Year 1/Single Year Activity Total</b>	<b>\$</b>

**Year 2 Activity Estimated Budget**

Essential Services (shelters and street outreach)	\$
Shelter Operations (shelters)	\$
Relocation and Housing Stability Services (rapid rehousing and homeless prevention)	\$
Rental Assistance (rapid rehousing and homeless prevention)	\$
Other: <i>Describe</i>	\$
<b>Year 2 Activity Total</b>	<b>\$</b>

**Year 3 Activity Estimated Budget**

Essential Services (shelters and street outreach)	\$
Shelter Operations (shelters)	\$
Relocation and Housing Stability Services (rapid rehousing and homeless prevention)	\$
Rental Assistance (rapid rehousing and homeless prevention)	\$
Other: <i>Describe</i>	\$
<b>Year 3 Activity Total</b>	<b>\$</b>

**Summary of Years Estimated Budget**

Essential Services (shelters and street outreach)	\$
Shelter Operations (shelters)	\$
Relocation and Housing Stability Services (rapid rehousing and homeless prevention)	\$
Rental Assistance (rapid rehousing and homeless prevention)	\$
Total Other	\$
<b>SUMMARY of Years TOTAL Budget</b>	<b>\$</b>

**Required Funding Match**

List all sources of match. ESG requires a minimum dollar for dollar match. Only funds used for an ESG program eligible activity can be counted towards match. Match funds can be counted only once and must be allowed by funding source.

<b>Year 1 ESG Match</b>	<b>List Each Source of Match Separately</b>	<b>Amount Pledged</b>
Other Non-ESG <b>HUD</b> Funds		\$
Other <b>Federal</b> Funds		
<b>State</b> Government		
<b>Local</b> Government		
<b>Private</b> Funds		
Other (attach if need)		
<b>Total Match for Year 1</b>		<b>\$</b>
<b>Year 2 ESG Match</b>	<b>List Each Source of Match Separately</b>	<b>Amount Pledged</b>
Other Non-ESG <b>HUD</b> Funds		\$
Other <b>Federal</b> Funds		
<b>State</b> Government		
<b>Local</b> Government		
<b>Private</b> Funds		
Other (attach if need)		
<b>Total Match for Year 2</b>		<b>\$</b>
<b>Year 3 ESG Match</b>	<b>List Each Source of Match Separately</b>	<b>Amount Pledged</b>
Other Non-ESG <b>HUD</b> Funds		\$
Other <b>Federal</b> Funds		
<b>State</b> Government		
<b>Local</b> Government		
<b>Private</b> Funds		
Other (attach if need)		
<b>Total Match for Year 3</b>		<b>\$</b>

**Summary of Activity Funding Request**

**Total funding sources (including ESG request):**

	<u>Year 1/Single Year</u>	<u>Year 2</u>	<u>Year 3</u>
Total Non-ESG HUD Funds <i>(from page 5)</i>	\$ _____	\$ _____	\$ _____
SG Funds Requested <i>(from page 1)</i>	\$ _____	\$ _____	\$ _____
<b>TOTAL All Sources</b> <i>(must match totals on page 4)</i>	\$ _____	\$ _____	\$ _____

**SUMMARY OF ALL SOURCES FOR ALL YEARS**      \$ \_\_\_\_\_

*(Summary must match the "Summary of Years Total Budget" line from Activity Estimated Cost on page 4.)*