

2021-2022-2023 York County Emergency Solutions Grant Program General Information

The Emergency Solutions Grant Program

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, revised the Emergency Shelter Grants program established under the McKinney-Vento Homeless Assistance Act of 1987 and renamed it as the Emergency Solutions Grants (ESG) program (Exhibit I). The HEARTH Act formalized the Continuum of Care process in ESG programming and planning, emphasizing greater coordination between service providers in responding to the needs of the homeless population. In 2011, HUD released the Interim Rule for the ESG program, which set forth regulations on eligible activities and program requirements.

The ESG Program is designed to be one-step in a continuum of assistance to enable homeless individuals and families to move toward independent living, as well as to prevent homelessness. It is designed to provide access to services by unsheltered homeless, maintain operations and improve the quality of existing emergency shelters for the homeless; and to help people to obtain and maintain permanent stable housing after experiencing a potential housing crisis and/or actual homelessness.

The County of York is an entitlement community whose annual allocation is calculated on a formula basis. The amount of the annual ESG grant varies, but it is anticipated that the allocation from HUD for 2021 will be approximately \$180,000.00. The County is limited to spending no more than 60% of the annual allocation for street outreach and emergency shelter activities combined.

10 Year Plan to End Homelessness, Written Standards, Consolidated Plan, Three Year Project Plan, and Annual Action Plans

In accordance with the HEARTH Act, and implementing HUD regulations, the County and the Coalition on Homelessness (COH) (formerly York City and York County Continuum of Care Committee (CoC)) have prepared and adopted a *10 Year Plan to End Homelessness*. The *10 Year Plan* creates an outline for the work necessary to prevent and eliminate homelessness in York County, given the needs and resources available. It serves as a strategic plan for funding decisions, priorities, and the work needed to ensure that everyone has a safe, stable place to call home.

Also, in accordance with the HUD Interim Rule for the ESG Program (24 CFR 576), the CoC has prepared and adopted *Written Standards (CoC Policies)*. The *Standards* establish the term, types, and duration of assistance.

The York County *Consolidated Plan* is prepared every five years. It establishes priority needs and community goals for the HUD-funded programs administered by the York County Planning Commission (YCPC): Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); Continuum of Care (CoC); and Emergency Solutions Grant (ESG). The *Plan* currently in place covers the years 2015 through 2019. A 2020 update is underway.

The *Annual Action Plan* is prepared by the YCPC and adopted by the County Commissioners. It lists specific projects/activities and grant amounts for the current program year. Each *AA Plan* is limited by the CDBG and ESG entitlement amounts provided by HUD, which can vary from year to year.

The *2021, 2022, and 2023 Three Year Project Plan* for CDBG and ESG funded projects will provide the list of ESG program activities for the 2021, 2022, and 2023 Annual Action Plans. At this time, non-profit organizations are invited to submit applications for ESG projects and programs that they would like to undertake in the following program years:

2021 Program Year 1 - July 1, 2021 to June 30, 2022

2022 Program Year 2 - July 1, 2022 to June 30, 2023

2023 Program Year 3 - July 1, 2023 to June 30, 2024

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Three Year Plan Preparation Schedule

<p>September/ October, 2020</p>	<p>A "Notice of Request for Projects for the ESG Program Years 2021, 2022, and 2023" is e-mailed to all to presently funded homeless services providers, and other non-profit organizations who have expressed interest in the program.</p> <p>Additional application forms are available at: https://www.ycpc.org/316/Emergency-Solutions-Grant-ESG</p> <p>and by contacting : Chief, Community Development Division York County Planning Commission 28 East Market Street, York PA 17401 Telephone (717)771-9870 extension 1742 e-mail: jgaliano@ycpc.org</p>
<p>October 2020 (date tbd)</p>	<p>Virtual Workshop for ESG program application</p>
<p>January 30, 2021</p>	<p>Complete applications are due at the YCPC no later than <u>4:00 P.M., January 15, 2021</u>.</p>
<p>February & March 2021</p>	<ul style="list-style-type: none"> • Applications are screened for eligibility for ESG funding by the CD staff. • The CoH Project Funding Evaluation Team (PFET) reviews, scores, and ranks the eligible applications with assistance by the CD staff. • The full CoH reviews the PFET recommendations and approves the activities and funding amounts for the Three Year Funding Plan.
<p>April, 2021</p>	<p>The activities and funding amounts are compiled in the 2021-2022-2023 Three Year Project Plan, which is presented to the York County Board of Commissioners.</p>
	<ul style="list-style-type: none"> • The Three Year Project Plan Year 1 activities are included in the proposed 2021 Annual Action Plan • Public notice advertised and public hearing held for proposed 2021 Annual Action Plan • 2021 Annual Action Plan presented to York County Board of Commissioners for approval • 2021 Annual Action Plan submitted to HUD for review and approval
<p>July 1</p>	<p>Beginning date for each program year</p>

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Preparing an Application

- A. Eligible Activities.** Complete an application for the activity type you wish to fund: street outreach, emergency shelter, homeless prevention or rapid re-housing. Multiple year funding can be requested on one application. An entity may submit more than one application. Further information regarding eligible ESG activities is available in HUD regulations Interim Rule 24 CFR part 576.
1. Street Outreach provides 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, and people living with HIV/AIDS). *ESG assistance limited to:* unsheltered homeless under HUD definition for Homeless, Category 1, literally homeless.
 2. Emergency Shelter provides temporary housing without requiring a lease or occupancy agreement. A commitment to maintain the shelter for the duration of assistance is required. *Assistance limited to:* shelters serving homeless under HUD definition for Category 1, literally homeless; and Category 4, fleeing domestic violence.
Eligible emergency shelter activities include:
 - *Renovation, major rehabilitation, or conversion of building* for use as emergency shelter for the homeless.
 - *Shelter operations* includes maintenance, operation, rent, repairs, security, fuel, equipment insurance, utilities, food & furnishings. Includes payment of motel/hotel vouchers to provide individual shelter nights, if there is no space at the shelter.
 - *Essential Services* includes 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 (including homeless youth, victims' services, and people living with HIV/AIDS).
 3. Homeless Prevention (HP) keeps housed people from becoming homeless. *Assistance limited to:* Individuals and families who have an annual income below 30% of the household median income for York County *and* who either meet the HUD definition of "At-Risk-of-Homelessness" *or* the definition of "Homeless" under Categories 2, 3, *or* 4.
Rental Assistance for 1 month, not to exceed \$1,000 for singles and \$1,500 for families.
Housing relocation and stabilization services limited to case management for clients receiving rental assistance that consists of an initial evaluation for eligibility and needs and referral to supportive services, where appropriate, and the development of a plan that assists the program participant in retaining permanent housing after ESG assistance ends.
 4. Rapid Re-housing (RRH) assists homeless people in obtaining permanent housing and achieving stability in that housing. *Assistance limited to:* homeless under HUD definition for Category 1, literally homeless; and Category 4, fleeing domestic violence.
Rental assistance for 6 to 24 months.
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

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appropriate, referral to supportive services, and the development of a plan that assists the program participant in retaining permanent housing after ESG assistance ends. Program participants are required to attend monthly meetings with the case manager.

B. ESG Program Requirements. Further information regarding ESG Program requirements is available at Subparts B, C, & E of the Interim Rule.

1. **Match** Any organization funded through the ESG program must commit and track matching funds for each funded activity for each year of funding.
 - The ESG program requires a dollar for dollar match.
 - Only matching funds used for an eligible ESG activity are applicable.
 - Match funds can be counted only once and must be allowed by funding source.
 - ESG subrecipients will be required to report on matching funds upon the completion of the activity.
2. **HMIS** The County is required to report to HUD the homeless assistance and prevention activities undertaken, as well as, data on assisted individuals and families. Accordingly, ESG program subrecipients are required to enter data into the York County Homeless Management Information System (HMIS). For information about HMIS, contact Kelly Blechertas at kblechertas@ycpc.org. She can provide training on the system data requirements, as well as, funding opportunities for HMIS software, hardware and training.
Victim service providers may choose not to use the County HMIS and may select another data collection system that is able to conform with HUD reporting requirements. Documentation of the comparable system will be required if the activity is selected for ESG program funding.
3. **Participation in Coordinated Entry System.** The County centralized/coordinated assessment process, also known as the Coordinated Entry System, requires assessment of persons requesting assistance and referral of those in greatest need to agencies. Each ESG program subrecipient must participate in the Coordinated Entry System for assessment and referrals.
4. **Participation in the York County Coalition on Homelessness (CoH).** Organizations receiving ESG program funds are required to participate in the CoH. For information regarding the CoH, visit <https://www.ycpc.org/315/York-County-Coalition-on-Homelessness-YC> .

C. York County 10 Year Plan to End Homelessness includes Five Guiding Principles, which were developed to help the County to achieve the goal of preventing and ending homelessness. Each ESG program funded activity must be consistent with the five principles:

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

D. Written Standards (CoC Policies). The County of York, in consultation with the CoC, has developed *Written Standards*. These standards outline the specific guidelines and priorities that have

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been established for the conduct of activities funded through the County ESG program. Each ESG program funded activity must be consistent with the following:

1. “Standards for All Project Types” (page 8)
 - a. Non-Discrimination
 - b. Coordinated Entry Participation
 - c. Homeless Management Information System (HMIS) Participation
 - d. Participant Inclusion
 - e. Access to Mainstream Resources
 - f. Education Services/Liaisons
 - g. Termination and Grievance Procedures
 - h. Discharge Planning
2. “Rapid Re-housing” (page 14)
3. “Homeless Prevention” (page 18)
4. “Violence Against Women Act 2013” (page 21)
 - a. applicants for assistance
 - b. emergency transfer plan

F. Applicant Description. The each ESG program funded entity must be a non-profit organization or governmental agency serving York County that is capable of operating the proposed activity in accordance with the program requirements.

E. Activity Estimated Cost, Description of Matching Funds and Summary of Funding Sources. Each activity must be fully funded, including the proposed ESG funding and eligible match funds. Matching funds must be consistent with program requirements.

Review of Applications

The County typically receives requests for funding far in excess of the amount of ESG funds provided by HUD each year. Accordingly, the application process is very competitive. In addition, only 60% of the annual ESG funding may be used for street outreach and emergency shelter activities, combined. CD staff will review each application for:

- completeness - including signatures, required documentation and attachments, and completion of all pages.
- eligibility with HUD regulations and County ESG program
- organization’s non-profit status, experience and capacity
- consistency and accuracy of costs, matching funds and summary of funds

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PFET Review, Scoring, and Ranking

All applications will be submitted to the Program Funding Evaluation Team (PFET) of the COH for review, scoring, and ranking.

PFET will consider the following elements, score each activity, and rank the applications according to the rating. Recommendations for funding will be made to the full COH.

- A. **Projected match**, with greater consideration given to activities that leverage more than the HUD required dollar-for-dollar match.
- B. **Cost effectiveness** of the activity (reasonableness of cost elements and total costs) with greater consideration given to activities that demonstrate greater cost efficiencies.
- C. **Quality of proposed activity**, including (*this element carries the greatest weight in the scoring system*):
 - 1. incorporation of outside support services that are identified and coordinated by the agency based on the agency's assessment of needs, including a plan to serve the needs of people with disabilities;
 - 2. inclusion of elements in the activity, provided by the agency itself, that help people to obtain and maintain stable permanent housing;
 - 3. effectiveness in adhering to the HUD Interim Rule, County 10 Year Plan, and County Written Standards; and
 - 4. Serving families with children.
- D. **Applicant capacity**, including:
 - 1. experience with other activities with similar population and track record with previous ESG and/or Continuum of Care grant programs such as Supportive Housing; and
 - 2. procedures to provide York County HMIS with acceptable data quality.

Questions? Need more information? Contact:

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