



**County of Morris
Department of Human Services
Division of Community & Behavioral Health Services
Office of Community Development
P.O. Box 900
Morristown, New Jersey, 07963-0900
Telephone: (973) 285-6060**

Emergency Solutions Grant (ESG)

2017 ESG Instructions and Application

Program Year 2017 (July 1, 2017 to June 30, 2018)

Emergency Solutions Grant(ESG)

The County of Morris - Office of Community Development reserves the right to reject any application that is not completed in accordance with the following instructions.

Program Goals

The County of Morris's ESG Program Goals are concurrent with those stated in the National Objective and 2015-2019 Five Year Consolidated Plan.

Application Requirements

The application must be completed in its entirety including all attachments and exhibits. Single sided only. Applications must have an original signature. Scanned and Fax copies will not be accepted.

- Application received after the due date will not be accepted.
- Do not include these instructions in your application. Please do not use binders or folders.
- A separate application is required for each project/activity.
- The most recent Financial Audit or 990 is required and should be attached to the application.

Application Instructions

Applications must be submitted by Friday, December 16, 2016 by 4:00PM to the County of Morris-Office of Community Development. Applications may be mailed or hand delivered.

Mailing Address

County of Morris
Department of Human Services
Division of Community & Behavioral Services
Office of Community Development Programs
P.O. Box 900
Morristown, NJ 07963-0900

Physical Address

County of Morris
Department of Human Services
Division of Community & Behavioral Services
Office of Community Development Programs
30 Schuyler Place – 3rd Floor
Morristown, NJ 07960

Program Description

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law in May 2009, amended and reauthorized the McKinney-Vento Homeless Assistance Act. The law revised the Emergency Shelter Grants Program and renamed the program the Emergency Solutions Grants Program (ESG). ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds may be used for street outreach, emergency shelter operations and services, homelessness prevention, and rapid re- housing assistance.

To review additional information on ESG program's guidelines, please refer to the U.S. Department of Housing and Urban Development (HUD) website at: <http://www.hudhre.info/hearth/>

In summary, applicants for the Emergency Solutions Grant may apply for:

- Street outreach;
- Emergency shelter;
- Homelessness prevention;
- Rapid re-housing assistance;

Homeless Definition

As defined by 24 CFR 576.2, Homelessness and At-Risk of Homelessness are defined as:

Homeless 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 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.

For additional information about the new homeless definition, please refer to the following website <http://www.hudhre.info/hearth/>

Eligible Applicants

Applicants may be non-profit agencies and local governmental entities that provide direct services to homeless persons or persons at risk of becoming homeless.

Match Requirements

Non-profit agencies or local governments must match ESG funds a minimum of 100% from non-ESG sources.

Please Note: Funds used to match a previous ESG activity may not be used to match a subsequent grant award. The agency must demonstrate additional Match funds in the Application.

Applicants may use any of the following as sources of match:

1. Cash Match (including all grants, donations, etc.)
2. Value or fair rental value of any donated material or building;
3. Value of any lease on a building;
4. Salaries paid to staff to carry out the project

Eligible ESG Activities and Funding Caps

ESG funding may be used by shelters and other service providers for four main categories of

eligible activities. The categories are:

1. Street Outreach & Emergency Shelter Operations

- Eligible activities for street outreach include costs related to essential services for unsheltered persons, including engagement, emergency health and mental health services, case management, transportation and services for special populations.
- Eligible activities for emergency shelter include shelter activities as well as services for shelter residents including case management, childcare, employment assistance, mental health and substance abuse treatment, transportation and services for special populations.

2. Homeless Prevention

Funds can be used to prevent an individual or family from becoming homeless or to help an individual or family regain stability in current housing or other permanent housing. Eligible activities include:

- Housing relocation and stabilization services (search, mediation or outreach to landlords, case management, legal services, credit repair,
- Moving and storage costs and other eligible activities that are effective at either stabilizing individuals or households in their current housing or quickly moving such individuals or families to other permanent housing).
- Short and medium-term rental assistance in tenant based or project based housing. (Maximum of 24 months in a 3 year period) for those who are at risk of becoming homeless.
- Rent Arrears for a maximum of 6 months
- Security Deposits
- Utility Deposits and Payments - including arrears for a maximum of 6 months

3. Rapid Re-housing

Funds can be used for individuals or families defined as *homeless*. Eligible activities include:

- Housing relocation and stabilization services (search, mediation or outreach to landlords, case management, legal services, credit repair, moving and storage costs)
- Short and medium-term rental assistance in tenant based or project based housing. (Maximum of 24 months in a 3 year period).
- Security Deposits
- Utility Deposits and Payments.

County of Morris
EMERGENCY SOLUTIONS GRANT PROGRAM
(ESG)
2017 Application

Applicant:					
Project Name:					
Contact:		Title:			
Address:					
City:		State:		Zip:	
Telephone:		Fax:			
Email:					
SAM/CAGE #		DUNS #			
FEIN:					
Total Project Cost:		\$			
Total Amount Requested in this Application		\$			
Percent of project cost being requested:					
Number of unduplicated people to be served by project:					
Project location address:					

Type of Funding (click the appropriate box):

- Emergency Shelter
 Rapid Rehousing
 Street Outreach
 Homeless Prevention

Part II- Summary

Please provide a brief description of the proposed project for which you are requesting funds.

Part III -Certification

Certification: *The undersigned certifies that to the best of his or her knowledge and belief, data in this application and its attachments are true and correct, the document has been duly authorized by the governing body of the organization, and the organization will comply with all regulations and guidelines applicable to Morris County's Continuum of Care program. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.*

Printed Name: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

Part IV - Organizational Capacity and Experience

A. Provide an organizational overview of your agency:

B. Program-Specific Organizational Chart:

Attach an organizational chart. Include all employees that will contribute time toward this program, whether funded by ESG or some other source. Include name of staff, title, and years of experience.

C. Describe the organization's fiscal management procedure including:

- financial reporting
- record keeping
- accounting systems
- payment procedures
- Audit requirements and Board involvement

D. Has your organization previously carried out a program funded by Morris County ESG?

Yes _____ No _____

E. If YES, what was the funding amount and number served for the last complete year of ESG?

Year _____ Amount _____ Planned Number Served _____ Actual Number Served _____

If you did not meet your planned number to be served, please provide an explanation below.

F. Is your Agency an active participant in the County's HMIS System?

Yes _____ No _____

1. Describe your agency's participation in the HMIS system – Example: are all clients in homeless programs entered into the HMIS, how often is client data updated, what HMIS reports is your agency using?

2. Is your agency willing to participate in Centralized Intake and Assessment for all your agency's homeless activities?

Yes _____ No _____

If No, explain why?

3. In your previous experience with Federal projects, was your organization required to pay back funds?

Yes _____ No _____

If Yes, please explain.

G. Performance Measures

If the organization presently serves homeless people, briefly describe the average time that households remained homeless in the program. Briefly describe actions steps that can be taken to decrease that time, in order to rapidly re-house homeless households.

Part V - Services to be Provided

A. Identify the activity for which funds are being requested.

Eligible Activities	Proposed Number to be Served	Funds Requested
Emergency Shelter Operations		
Emergency Shelter Supportive Services		
Street Outreach		
Rapid Rehousing		
Homeless Prevention		

B. Please identify the primary beneficiaries to be served. Check the appropriate categories below:

<input type="checkbox"/> Chronically Homeless	<input type="checkbox"/> Other Disabled
<input type="checkbox"/> Unaccompanied Youth	<input type="checkbox"/> Elderly
<input type="checkbox"/> Victims of Domestic Violence	<input type="checkbox"/> Veterans
<input type="checkbox"/> Chronic Substance	<input type="checkbox"/> Persons with HIV AIDS

C. Total unduplicated individuals to be served

1. Indicate the number of unduplicated adults to be served:

2. Indicate the number of unduplicated children to be served:

D. Does the program collaborate with the Morris County Continuum of Care (CoC) and other main stream resources to provide services to clients?

Yes _____ No _____

If yes, explain collaborative efforts with the CoC and list specific organizations and programs that provide services to the clients served by the organization.

Part VI - Statement of Work / Scope of Services

A. Statement of Work

Develop a sound statement of work/work plan narrative that details the service activities the program will undertake to achieve the program's goal. Include the following:

- Service activity plan of action for each service activity to be provided (e.g. prevention, rapid re-housing, street outreach, basic shelter)
- Coordination of intake and referral procedures with other service providers;
- Use of the homeless management information system (HMIS) to track client information;
- Program location(s) and hours of operation;
- Program evaluation plan, **specific performance measures and outcomes** to evaluate the success of your program
- Program specific procedures and guidelines.

B. Scope of Services

This information will be used to structure the scope of services portion of the agreements with the County, if your project is selected for funding.

Part VII - Budget Narrative

Budget Overview

Describe the program budget, including itemized revenues and expenses. The budget narrative should explain the total program budget in detail and explain the budget line items in the order they are listed on the budget form.

Provide an explanation for each line item expense.

Please Note: All funds are disbursed on a reimbursement basis. The successful applicant will be able to request reimbursement of expenses during the program year (July 1 to June 30) only and must have sufficient operating cash to await reimbursement of expenses incurred which may take 3 to 4 weeks.

A. PROJECT BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

- Complete the Budget Summary chart.
- Identify sources of leveraged Match funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.
- Match - Consideration will be given to the amount of non-ESG funds committed to the project.

SUMMARY BUDGET

Category	Homeless Prevention	Rapid Re-Housing	Emergency Shelter Operations /Services	Street Outreach
Rental Assistance¹				
Housing Relocation and Stabilization Services - Financial Assistance²				
Housing Relocation & Stabilization Services – Services³				
Administrative Cost (up to 7%)				
Essential Services*				
Operations**				
Renovation				
Administrative Cost (up to 7%)				
Outreach***				
Administrative Cost (up to 7%)				
TOTAL				

¹Rental Assistance – up to 24 months of rent supplements

² Financial Assistance – rental application fees, utility and rent deposits, rent and utilities arrears, moving costs

³ Services – Intake, housing search and placement, case management, mediation, legal services

* Essential Services may include: Case Management, Child Care, Employment assistance, Legal Services, Life Skills, Health Services, and Transportation

** Operations may include: Utilities, taxes, insurance, cleaning, staffing for night watch

*** Outreach may include: Engagement, Case Management, Health Services, and Transportation

EMERGENCY SHELTER BUDGET DETAIL

Category Breakdown	ESG Funding Requested	Match Funds	Source of Match Funds	Total Funds
Essential Services				
Personnel Salaries and Benefits				
Third Party Services:				
Legal Services				
Housing Search and placement				
Health Services				
Child Care				
Transportation				
Budgeting & Credit Repair				
Other (specify)				
Operations				
Personnel Salaries and Benefits				
Third Party Services and Direct Costs:				
Taxes				
Utilities				
Insurance				
Maintenance				
Other (specify)				
Renovation				
Identify scope of work and provide detailed cost estimate				
TOTAL				\$

***NOTE:**

Complete Budget Detail Personnel Costs page if staff costs are included above.

Rapid-Rehousing OR Homeless Prevention Budget Detail

Category Breakdown	ESG Funding Requested	Match Funds	Source of Match Funds	Total Funds
Direct Financial Assistance				
Short & Medium Term Rental Assistance				
Security Deposits				
Utility Deposits				
Utility Payments				
Moving & Storage Costs				
Other-Specify				
Financial Assistance Subtotal				
Services Costs Related to Housing Relocation and Stabilization Services				
Personnel Salaries and Benefits				
Third Party Services and Direct Costs:				
Legal Services				
Housing Search and placement				
Health Services				
Budgeting & Credit Repair				
Other-Specify				
Services Subtotal				
Total ESG Request				
Total Other Funds				
Grand Total				\$

***NOTE:**

Complete Budget Detail Personnel Costs page if staff costs are included above.

STREET OUTREACH BUDGET DETAIL

Category Breakdown	ESG Funding Requested	Match Funds	Source of Match Funds	Total Funds
Personnel Salaries and Benefits				
Third Party Services and Direct Costs:				
Legal Services				
Housing Search and placement				
Other-Specify				
TOTAL				\$

***NOTE:**

Complete Budget Detail Personnel Costs page if staff costs are included above.

Budget Detail - Personnel Costs

A Note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with ESG funding that relate to the proposed activity. If multiple staff members have the same position/title, list separate (For example: Case Manager 1 Case Manager 2). **You must submit job descriptions with the application for each position title identified below.**

Position Title	Current or Proposed Position	Annual Salary	Annual Fringe Benefits	Total Annual Salary	Multiplied by % Time spent on ESG Program	Total Position Cost Requested From ESG
EXAMPLE Case Manager	CURRENT	\$25,000	\$5,000	\$30,000	X40	\$12,000

***NOTE:**

This form must be completed if staff costs were included in the previous budget detail pages.

MATCH

Please identify the Match cited in the budget detail by type of contribution, source and commitment level.

Type of Contribution	Source	Level of Commitment (signed agreement, agreement pending, anticipated agreement, proposed agreement)	Total Value
Other Non-ESG HUD Funds			\$
Other Federal Funds			\$
State Government			\$
Local Government			\$
Private Funds			\$
Other – In Kind Donations			\$
Fees		TOTAL:	\$
Program Income			

Part VIII - Checklist

- Signed Application
- Audit or 990 attached
- Organizational Chart
- Job Description(s)