

Request for Proposals

Homelessness Prevention and Rapid Re-Housing for Pregnant Women November 2020

Part 1: GUIDELINES

Community Shelter Board
355 E. Campus View Blvd, Suite 250
Columbus, OH 43235

1. Purpose

Community Shelter Board (CSB) is seeking proposals for a program providing homelessness prevention (HP) and rapid re-housing (RRH) services for pregnant women who are homeless or at risk of homelessness in Columbus and Franklin County, Ohio, starting January 1, 2021. CSB may award funds to one or multiple partners, with preference for a singular partner. Applicants must propose provision of both HP and RRH services.

HP is an intervention designed to stabilize in housing people who will become homeless in the next 14-21 days. RRH is an intervention designed to help people quickly exit homelessness, return to permanent housing in the community, and not become homeless again immediately after exiting services or in the near term.

2. Target Population

The HP program will serve pregnant women at imminent risk of homelessness referred by CelebrateOne, Moms2Be, Gladden Community House, Center for Healthy Families, and Homelessness Prevention Network partners. The program will serve pregnant women who will imminently lose their housing; have no alternative, safe, and appropriate housing; and have no other resources to obtain or maintain housing. Pregnant women imminently at-risk of literal homelessness within 14 days in families with school-age children, and/or families residing in a household with one or more additional families will be prioritized for services. Eligibility for HP services is based on 1) housing status, 2) household income, 3) the need for assistance, and 4) applicability of eviction moratoria. See Appendix A for additional details. To be eligible for CSB HP Direct Client Assistance (DCA, i.e., financial assistance for rent and security deposits), households must have income below 50% of the Area Median Income (AMI) as determined by the U.S. Department of Housing and Urban Development (HUD).

The goal is for all pregnant women who are at imminent risk of homelessness to receive HP assistance and avoid entering emergency shelter. When pregnant women do enter emergency shelter, they will receive RRH services to quickly re-house and stabilize the household. This includes households that are enrolled in an RRH program while in shelter and subsequently exit shelter to either an unsheltered location or to an institution, such as a hospital or jail, for a period of 90 days or less. This means the program will continue to assist homeless, pregnant women while they remain homeless and until they are permanently housed or otherwise are no longer literally homeless and no longer need services. To be eligible for CSB RRH DCA households must have income below 35% of the AMI as determined by HUD.

3. Program Specifications

a. HP Core Components

HP programs prioritize and provide direct assistance to households at the greatest risk of becoming homeless, providing problem-solving and stabilization services, including rental assistance to prevent households from entering emergency shelter, and helping them regain housing stability. HP staff will include case managers who will help households maintain their current housing, if appropriate, by engaging with landlords, providing case management and services, and linking households to community supports, such as access to benefits, employment resources, food pantries, and child care. If the household's current housing is not appropriate or the landlord is unwilling to work with the household, case managers will help identify and secure alternate housing and will provide moving and transportation assistance and utility deposits, as needed, preventing the household from becoming homeless. Staff will help households develop and maintain an Individualized Housing Stabilization Plan (IHSP) that includes housing stabilization and retention goals.

Housing Identification (if needed)

- < Recruit landlords to provide housing opportunities for households that need to leave their current housing.
- < Address potential barriers to landlord participation such as concerns about the short-term nature of rental assistance and household qualifications.
- < Assist households to find and secure appropriate rental housing that meets habitability standards.

Rent and Move-In Assistance (financial assistance via CSB's DCA program)

- < Provide financial assistance to cover allowable move-in costs, deposits, and the rental and/or utility assistance necessary to allow households to stabilize in permanent housing, not to exceed 12 months of financial assistance.
- < CSB's DCA program will administer the costs for at least the first month's rent and the security deposit. The program can request up to four months of rent in the initial DCA application, at the program's discretion. The program will administer the costs for subsequent months' rent and request reimbursement from CSB for these costs.

HP Case Management and Services

- < Collaborate with CelebrateOne and Moms2Be for pre- and post-natal care and other medical services, as part of the Care Pathway for pregnant women.
- < If needed, help households identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- < If needed, help households address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- < If needed, help households negotiate manageable and appropriate lease agreements with landlords.
- < Make appropriate and time-limited housing-related services and supports available to households to allow them to stabilize quickly in permanent housing.
- < Monitor households' housing stability and be available to resolve crises, at a minimum during the time HP assistance is provided.
- < Provide or assist households with connections to resources that help them stabilize in housing, improve their safety and well-being, and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services so they can sustain rent payments independently when rental assistance ends.
- < Use CSB's standardized [Case Review and Closure Checklist](#) to determine when to adjust HP assistance, when the household has achieved housing stability, and when services can be discontinued.
- < Ensure that services provided are participant-directed, respectful of people's right to self-determination, and voluntary. Households understand that HP assistance is premised on their active involvement with HP case management. HP staff in turn actively work to engage households in problem-solving and goal achievement, including use of evidence-based practices, such as Motivational Interviewing, when members of the household are not engaging in case management.

b. RRH Core Components

Programs will adhere to the [RRH Program Standards](#) published by the National Alliance to End Homelessness (NAEH). (NOTE: applicants should disregard the RRH performance benchmarks included in the NAEH document. CSB will establish a Program Outcomes Plan (POP) that includes

applicable performance measures and goals for the program). RRH is a Housing First intervention providing housing and voluntary services for people experiencing a housing crisis without preconditions (such as employment, income, absence of criminal record, or sobriety). The program should use a progressive assistance approach that seeks to help households end their homelessness as rapidly as possible, despite barriers, with the least amount of financial assistance and services needed to quickly resolve the housing crisis and avoid an immediate return to homelessness. While the program must have all three RRH core components below available, it is not required that a participating household use them all.

Housing Identification

- < Recruit landlords to provide housing opportunities for households experiencing homelessness.
- < Address potential barriers to landlord participation such as concerns about the short-term nature of rental assistance and household qualifications.
- < Assist households to find and secure appropriate rental housing that meets habitability standards.

Rent and Move-In Assistance (financial assistance via CSB's DCA program)

- < Provide financial assistance to cover allowable move-in costs, deposits, and the rental and/or utility assistance necessary to allow households to move immediately out of homelessness and stabilize in permanent housing, not to exceed 12 months of financial assistance.
- < CSB's DCA program will administer the costs for the initial rent and security deposit. The program can request up to four months of rent in the initial DCA application, at the program's discretion. The program will administer the costs for subsequent months' rent and request reimbursement from CSB for these costs.

RRH Case Management and Services

- < Collaborate with CelebrateOne and Moms2Be for pre- and post-natal care and other medical services, as part of the Care Pathway for pregnant women.
- < Help households develop and maintain an Individualized Housing Stabilization Plan (IHSP) that includes housing search and placement goals initially and is then updated, once housed, to include housing stabilization and retention goals.
- < Help households identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- < Help households address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- < Help households negotiate manageable and appropriate lease agreements with landlords.
- < Make appropriate and time-limited housing-related services and supports available to households to allow them to stabilize quickly in permanent housing.
- < Monitor households' housing stability and be available to resolve crises, at a minimum during the time RRH assistance is provided.
- < Provide or assist households with connections to resources that help them stabilize in housing, improve their safety and well-being, and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services so they can sustain rent payments independently when rental assistance ends.

- < Use CSB's standardized [Case Review and Closure Checklist](#) to determine when to adjust RRH assistance, when the household has achieved housing stability, and when services can be discontinued.
- < Ensure that services provided are participant-directed, respectful of people's right to self-determination, and voluntary. Households understand that RRH assistance is premised on their active involvement with RRH case management to achieve their IHSP. RRH staff in turn actively work to engage households in problem-solving and goal achievement, including use of evidence-based practices, such as Motivational Interviewing, when members of the household are not engaging in case management.

c. Program Staffing, Training, and Supervision

Applicants should propose the number of case managers they believe can be supported with the proposed funding, accounting for type, intensity, duration of services, and other necessary staffing and program costs. Applicants should describe the roles and responsibilities for case managers and other staff. Ensure a single, primary case manager is assigned to households throughout program enrollment and that there is adequate and regular case supervision and program management. HP and RRH case managers will have a case load size of 15-20 households. Applicants must have a staffing plan that will assure continuity of care, and full program active case load capacity throughout the funding term.

All program staff will have appropriate education, experience, and training necessary to provide high quality, effective services. Applicants must describe in the proposal the training each staff person will receive upon hire (e.g., Housing First, motivational interviewing, trauma-informed care, harm reduction, domestic violence, community resources), along with the timelines for training completion (e.g., within 90 days of hire). Staff will be scheduled to work during hours when they are most likely to contact household members, including during evening and weekends as necessary.

Final decisions for program design and staffing must be made in consultation with and be approved by CSB post-award and prior to January 1, 2021.

d. Screening, Triage, Assessment, and Housing Plans

The need for HP services will be determined via a standardized screening process.

- < One route for referrals is when people at risk of experiencing homelessness contact the Homeless Hotline, which conducts a preliminary triage and assessment and explores diversion possibilities. If diversion from literal homelessness is not possible, the Homeless Hotline refers the household to Gladden Community House Family Diversion program or Homelessness Prevention Network program. If a household that includes a pregnant woman has a place to stay that night, but is at imminent risk of homelessness, Gladden staff will refer the household to this HP program for pregnant women.
- < CelebrateOne, Moms2Be, Gladden Community House, the Center for Healthy Families, and Homelessness Prevention Network partners can refer households directly to this program.
- < Regardless of the referral route, the program will accept referrals using the prioritization criteria described above and based on caseloads and case manager capacity. The assessment and an initial IHSP will be completed no later than two (2) business days following program referral and intake. Phone calls, electronic communication, and verbal authorization are encouraged during the COVID-19 pandemic

The need for RRH services will be determined via a standardized screening process completed by emergency shelter staff. Following referral and program intake, RRH case managers will conduct a housing barrier and service needs assessment using a standardized assessment tool. The assessment will focus on housing barriers and other history, characteristics, and service needs

directly relevant to quickly obtaining and stabilizing in permanent housing and will form the basis for an initial IHSP. The assessment and initial IHSP will typically be conducted in shelter, via phone, or where otherwise practical for the household. The assessment and an initial IHSP will be completed no later than two (2) business days following program referral and intake. Phone calls, electronic communication, and verbal authorization are encouraged during the COVID-19 pandemic.

e. Program Services

Household members will be actively engaged in identifying their housing barriers and other critical service needs, developing their IHSP, and deciding which housing options and services best meet their needs. The program will strive to honor household choices while also actively engaging household members, using Motivational Interviewing and other strategies, in making choices that quickly resolve their homeless crisis. This may involve strongly encouraging or limiting housing options for which financial assistance may be provided to those that are practical, safe, and at least reasonably sustainable.

Programs will cultivate relationships with landlords and develop a successful process for accessing safe, sustainable housing on behalf of households. Programs will work closely with landlords to address landlord concerns about leasing to a household and address tenancy issues to avoid eviction and maintain landlord satisfaction. Programs will coordinate with the CSB Housing Department to engage landlord partners. Once housed, staff will continue actively working with households on service needs and to help household members understand and meet lease obligations.

Households will exit from either the HP or RRH program when they have stabilized in housing, are able to sustain their housing, and are connected to community-based services they need and desire. Programs will use CSB's standardized [Case Review and Closure Checklist](#) to help staff determine when to exit households. After the initial rental assistance, programs will offer only what the household needs and wants and only as long as necessary to achieve the goal of ending the housing crisis and avoiding literal homelessness or a near-term return to homelessness, not to exceed 12 months of financial assistance.

4. Qualifications and Performance

CSB is seeking proposals that will demonstrate the ability to create a sustainable program that will achieve all expected outcomes. Agencies should have experience with providing some or all of the services described above.

CSB is seeking proposals that include specific strategies for addressing race equity. According to CSB data, 87% of the pregnant women served in the homelessness system last quarter were African American. Applicants should describe how race equity strategies will be embedded in the program design and implementation.

For the HP program, CSB will work with successful applicants to develop a POP based on the following minimum expectations:

- < The applicant should propose the number of households to be served during the grant term.
- < 100% of households receiving program assistance will receive direct services (in-person or via phone) from their assigned case manager at least once per week until they achieve housing stability, either in their current housing situation or in new housing.
- < The average length of participation in the program will not exceed 12 months.
- < At least 80% of participating households will achieve a successful housing outcome.
- < The recidivism rate for households that successfully exit the program will not exceed 10%.

For the RRH program, CSB will work with successful applicants to develop a POP based on the following minimum expectations:

- < The applicant should propose the number of households to be served during the grant term.
- < 100% of households that complete a program intake will complete a housing barrier and service needs assessment and initial IHSP within two (2) business days of RRH program intake.
- < 100% of households receiving program assistance will receive direct services (in-person or via phone) from their assigned case manager at least once per week until they obtain permanent housing or otherwise exit homelessness.
- < The *average* length of stay in shelter and/or the streets (program entry to permanent housing residential move-in date) will not exceed 32 days.
- < The average length of participation in the program will not exceed 12 months.
- < At least 80% of households will achieve a successful housing outcome.
- < The recidivism rate for households that successfully exit to permanent housing will not exceed 10%.

5. Contract Amount and Terms

The available funding is \$2,900,000 through September 2022. These funds are non-renewable. The grant funds are federal Emergency Solutions Grant (ESG) funds and the program must comply with HUD ESG regulations in 24 CFR Part 576. See Appendix A and Appendix B for details on eligible and ineligible costs. CSB will contract with successful applicants for 21 months (January 1, 2021 – September 30, 2022). CSB may, at its discretion, reduce the successful applicant’s allocated funding for FY2022, if spend-down benchmarks are not met.

Applicants should account for the initial, allowable move-in expenses to be processed through the CSB DCA process (security deposit and initial rent/utilities). Applicants are required to estimate both the move-in expenses CSB will retain from the total program funding for DCA and the subsequent monthly costs that the applicant will administer and request reimbursement for from CSB. Take into account in the budgeting process whether the program will request one or more months of rent during the CSB DCA process. The program budget should only include funding for space costs if actual additional costs are incurred. Applicants may use match funding for space costs.

6. Schedule

Dates	Activities
11/30/2020	Request for proposals released
12/3/2020, 1pm	Bidders Conference (virtual)
12/14/2020	Completed proposals due to CSB by 5 pm
12/21/2020	Award announcement
12/21/2020- 1/1/2021	Contract issuance, with a 1/1/2021 effective date
2/1/2021	Program fully staffed and operational

7. Review Criteria

Proposals will be reviewed based on the following:

- < Administrative Capacity: Does the applicant have the capacity to comply with [CSB Partner Agency Standards](#) and the [Homeless Crisis Response System Policies and Procedures](#)? Does the applicant demonstrate the experience and capacity to achieve the goals and objectives described in the RFP?
- < Application Completeness: Is the RFP responsive? Is the application complete?
- < Program Design: To what extent is the project design clear, reasonable, and consistent with HP and RRH core components, HP and RRH practice standards, and RFP requirements? Does the applicant adequately describe the project?
- < Race Equity: Does the applicant have specific proposals for addressing race equity in program design and implementation?
- < Cost Efficiency: Is the requested budget reasonable? Are project costs adequately explained and reasonable? To what extent does the project leverage other community and CSB investments?

8. Questions and Submission Requirements

Please direct any questions to Grants and Compliance Director Heather Notter (hnotter@csb.org, 614-715-2542). Responses to all questions submitted will be provided to all applicants that submit questions or express interest in this RFP. Please notify Heather Notter via email by December 4, 2020 if you would like to receive responses to submitted questions.

If you want to attend the bidders conference on December 3, 2020 at 1pm, please contact Steve Skovensky (sskovensky@csb.org) for the virtual meeting details.

Completed and signed applications are due electronically to Heather Notter no later than **5 pm on December 14, 2020**.

Additional Resources

- < Appendix A: Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention
- < Appendix B: Emergency Solutions Grant (ESG) Rapid Re-Housing Eligible and Ineligible Costs

Appendix A

Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention

The Emergency Solutions Grant (ESG) Program Rule (24 CFR Part 576) outlines the costs that are eligible under the ESG program. This reference document summarizes the eligible cost guidance from the Rule and augments that information with clarifications from HUD and other funders and HUD guidance on ESG-CV funds. As the recipient of the ESG-CV funds, the City of Columbus may impose additional restrictions on the use of funds.

CLIENT ELIGIBILITY

Eligibility is based on 1) housing status, 2) household income, 3) the need for assistance, and 4) applicability of eviction moratoria.

Eligibility Requirements	Details	Required Documentation
Housing Status	<p><u>Category 1c</u>: The household's right to occupy housing will be terminated within 21 days</p> <p><u>Category 2</u>: The household must physically vacate the unit within 14 days as a result of an eviction action</p>	<p><u>Category 1c</u>: Written notification from the landlord or host home of termination, including the date of termination</p> <p><u>Category 2</u>: Court order from an eviction action requiring household to vacate residence within 14 days or notice equivalent to an eviction action under state law or notice to quit or notice to terminate under state law</p>
Household Income	At or below 50% of the average median family income (AMI) for Columbus and Franklin County	CSB Direct Client Assistance (DCA) application
Need for assistance	<p>Assistance is necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing AND the household lacks sufficient resources or support networks immediately available to prevent them from entering emergency shelter or a place not meant for human habitation.</p> <p>Indications that assistance is necessary include: 1) the household has moved because of economic reasons 2 or more times during the 60 days immediately preceding program entry; 2) is living in the home of another because of economic hardship; 3) has been notified in writing that their right to occupy housing or living situation will be terminated within 21 days; 4) lives in a hotel/motel and the cost is not paid by other programs; 5) lives in an SRO or efficiency where more</p>	<p>Client self-certification is sufficient documentation of a lack of sufficient resources or support networks and that no subsequent residence has been identified</p> <p>Imminent loss of housing should be documented by eviction notices or emails/letters from landlords or hosts that includes the date that the household will lose access to housing</p> <p>Hotel/motel stays should be documented by receipts</p>

Appendix A

Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention

	than 2 persons live, or lives in a unit where more than 1.5 persons per room live; 6) is exiting a publicly funded institution or system of care; or 7) lives in unstable housing with an increased risk of homelessness.	
Eviction moratoria	<p>Landlords cannot evict tenants for non-payment of rent if the client submits a signed declaration confirming that they meet the conditions in the CDC eviction moratorium order. If the household meets the conditions, they cannot be evicted and are not eligible for homelessness prevention assistance.</p> <p>If the landlord evicts the household in violation of the CDC order and Legal Aid cannot help, the household is eligible for homelessness prevention assistance</p> <p>A client who is not on the lease and is being forced to leave by the leaseholder within 14-21 days is eligible for homelessness prevention assistance regardless of whether eviction moratoria are in effect</p>	<p>Contact CSB if you need a sample declaration form for the CDC moratorium</p> <p>The CDC moratorium expires 12/31/2020</p>

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Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention

ELIGIBLE AND INELIGIBLE COSTS

HOMELESSNESS PREVENTION (24 CFR 576.103, 576.105, 576.106, 576.400) – Housing relocation and stabilization services and short-and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or a place not meant for habitation.	
Eligible Costs	Notes and Resources
Housing relocation and stabilization services	The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Eligible relocation and stabilization costs are outlined in Appendix B.
Rental assistance	Eligible rental assistance costs are outlined in Appendix B. 12-month cap on rental assistance
Staff costs	The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing services to program participants. The salary and benefit packages of staff who deliver the services. Additional hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Work-related telephone, cell phone, and internet services for staff who deliver services. Community meeting expenses directly related to service provision. Training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Volunteer incentives (cash or gift cards)
Ineligible Costs	Notes and Resources
Costs that were incurred outside the contract period or not mentioned above	

ADMINISTRATIVE (24 CFR 576.108) – Costs related to the planning and execution of ESG activities	
Eligible Costs	Notes and Resources
General management, oversight, and coordination	Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. The sub-recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. <ul style="list-style-type: none"> < Preparing program budgets and schedules, and amendments to those budgets and schedules < Developing systems for assuring compliance with program requirements

Appendix A

Emergency Solutions Grant COVID-19 (ESG-CV) Client Eligibility and Eligible/Ineligible Costs for Homelessness Prevention

	<ul style="list-style-type: none"> < Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities < Monitoring program activities for progress and compliance with program requirements < Preparing reports and other documents directly related to the program for submission to HUD < Coordinating the resolution of audit and monitoring findings < Evaluating program results against stated objectives < Managing or supervising persons who conduct administrative activities <p>Travel costs incurred for monitoring of sub-recipients.</p> <p>Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services.</p> <p>Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.</p>
Training on ESG requirements	Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings
Staff costs	<p>The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing administrative services.</p> <p>The salary and benefit packages of staff who deliver the services.</p> <p>Work-related telephone, cell phone, and internet services for staff who deliver services.</p> <p>Community meeting expenses directly related to service provision.</p>
Ineligible Costs	Notes and Resources
Staff and overhead costs directly related to carrying out homelessness prevention activities	Direct staff and overhead costs related to carrying out homelessness prevention activities are eligible as part of those activities and are not administrative costs
Costs that were incurred outside the contract period or not mentioned above	
Administrative costs are only eligible if specifically designated in your grant agreement	

Appendix B

Emergency Solutions Grant COVID-19 (ESG-CV) Eligible/Ineligible Costs for Rapid Re-Housing

The Emergency Solutions Grant (ESG) Program Rule (24 CFR Part 576) outlines the costs that are eligible under the ESG program. This reference document summarizes the eligible cost guidance from the Rule and augments that information with clarifications from HUD and other funders. As the recipient of the ESG-CV funds, the City of Columbus may impose additional restrictions on the use of funds.

RAPID RE-HOUSING (24 CFR 576.104 576.105, 576.106, 576.400) – Housing and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.	
Eligible Costs	Notes and Resources
Financial assistance	<p>Payment to housing owners, utility companies, and other third parties for:</p> <ul style="list-style-type: none"> < Rental application fees < Security deposits equal to no more than 2 months' rent < Last month's rent paid with the security deposit and first month's rent, not to exceed the cost of one month's rent < Utility deposits < Utility payments for gas electric, water, and sewage, including up to 6 months of utility payments in arrears, per service, for utilities in the program participant's name. < Moving costs, including temporary storage fees for up to 3 months
Rental assistance	<p>12-month cap on rental assistance</p> <p>Assistance can be tenant-based or project-based.</p> <p>Each program participant must have a binding, legal lease between the owner and the participant. The lease must be at least 6 months for tenant-based rental assistance and 12 months for project-based rental assistance. The lease must be terminable for cause and automatically renewable upon expiration for at least 1 month, except on prior notice by either party.</p> <p>Rent and utilities can exceed the federal Fair Market Rent with CSB approval, justification related to COVID-19, and a lease dated between 3/31/20 and 6/30/2022. Rent and utilities should be within FMR for households to promote long-term affordability. Rents and utilities over FMR will only be approved in rare, specific cases.</p> <p>Rent and utilities must be reasonable in relation to other rents in the area.</p> <p>Rental assistance must be paid to the landlord, not the program participant.</p> <p>Unit size is not limited by household size (at least a living room, kitchen area, bathroom, and 1 bedroom for each 2 persons, except SROs). Children of the opposite sex, other than very young children, cannot occupy the same bedroom.</p> <p>Participants must be able to sustain rent and utilities after rental assistance ends.</p> <p>Payment of rental arrears is eligible, limited to one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears</p> <p>HUD FMRs</p> <p>Federal Fair Market Rent and Rent Reasonableness Regulations</p>

Appendix B
Emergency Solutions Grant COVID-19 (ESG-CV) Eligible/Ineligible Costs for Rapid Re-Housing

	Fair Market Rent and Rent Reasonableness Calculator Utility Allowances
Habitability and lead-based paint inspections	<p>Inspections can be conducted in person, completed and certified by the landlord, or completed using technology (such as dated video or photos). Sub-recipients that own their property cannot conduct inspections. Lead-based paint visual assessments are required for units built before 1978 and where a child under the age of 6 or a pregnant woman can be living or spending time.</p> <p>Habitability Inspection Form Lead-based paint resources</p>
Housing search and placement	<p>Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, including:</p> <ul style="list-style-type: none"> < Assessment of housing barriers, needs, and preferences < Development of an action plan for locating housing and housing search < Outreach to and negotiation with owners < Assistance with submitting rental applications and understanding leases < Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness < Assistance with obtaining utilities and making moving arrangements < Tenant counseling
Housing stability case management	<p>Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing.</p> <ul style="list-style-type: none"> < Using the centralized or coordinated assessment system to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance < Conducting the initial evaluation, including verifying and documenting eligibility < Conducting re-evaluations of eligibility and service needs every 90 days < Counseling < Developing, securing, and coordinating services and obtaining Federal, State, and local benefits < Monitoring and evaluating program participant progress < Providing information and referrals to other providers < Developing an individualized housing and service plan, including planning a path to permanent housing stability <p>Virtual case management by phone or electronically is encouraged during the COVID-19 pandemic.</p>
Mediation	<p>Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.</p>

Appendix B
Emergency Solutions Grant COVID-19 (ESG-CV) Eligible/Ineligible Costs for Rapid Re-Housing

<p>Legal services</p>	<p>Hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant’s ability to obtain and retain housing. ESG funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. Eligible subject matters are:</p> <ul style="list-style-type: none"> < child support < guardianship < paternity < emancipation < legal separation < orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking < appeal of veterans and public benefit claim denials < resolution of outstanding criminal warrants < landlord/tenant matters <p>Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient’s employees’ salaries and other costs necessary to perform the services.</p>
<p>Credit repair</p>	<p>Credit counseling and other services necessary to assist participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving credit problems.</p>
<p>Staff costs</p>	<p>The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing services to program participants. The salary and benefit packages of staff who deliver the services. Additional hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Work-related telephone, cell phone, and internet services for staff who deliver services. Community meeting expenses directly related to service provision. Training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to COVID-19 among people experiencing or at risk of homelessness. Volunteer incentives (cash or gift cards)</p>

Appendix B
Emergency Solutions Grant COVID-19 (ESG-CV) Eligible/Ineligible Costs for Rapid Re-Housing

Ineligible Costs	Notes and Resources
Rental assistance	Rental assistance is capped at 12 months. Rental assistance to a program participant who is receiving tenant-based rental assistance or living in a housing unit receiving project-based rental assistance or operating assistance through other public sources. Rental assistance to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments. Eviction costs, including landlord eviction fees
Utilities	Utility assistance is capped at 12 months.
Moving costs	Temporary storage fees accrued prior to the date the program participant began receiving assistance Temporary storage fees in arrears
Housing stability case management	Assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.
Debt	Payment or modification of debt
Financial assistance	Assistance to a program participant who is receiving the same type of assistance through other public sources.
Household items	Bedding, linens, kitchen supplies
Costs that were incurred outside the contract period or not mentioned above	

Appendix B

Emergency Solutions Grant COVID-19 (ESG-CV) Eligible/Ineligible Costs for Rapid Re-Housing

ADMINISTRATIVE (24 CFR 576.108) – Costs related to the planning and execution of ESG activities	
Eligible Costs	Notes and Resources
General management, oversight, and coordination	<p>Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. The sub-recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.</p> <ul style="list-style-type: none"> < Preparing program budgets and schedules, and amendments to those budgets and schedules < Developing systems for assuring compliance with program requirements < Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities < Monitoring program activities for progress and compliance with program requirements < Preparing reports and other documents directly related to the program for submission to HUD < Coordinating the resolution of audit and monitoring findings < Evaluating program results against stated objectives < Managing or supervising persons who conduct administrative activities <p>Travel costs incurred for monitoring of sub-recipients.</p> <p>Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services.</p> <p>Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.</p>
Training on ESG requirements	Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings
Staff costs	<p>The costs of labor, supplies, and materials incurred by the sub-recipient in directly providing administrative services.</p> <p>The salary and benefit packages of staff who deliver the services.</p> <p>Work-related telephone, cell phone, and internet services for staff who deliver services.</p> <p>Community meeting expenses directly related to service provision.</p>
Ineligible Costs	Notes and Resources
Staff and overhead costs directly related to carrying out RRH activities	Staff and overhead costs directly related to carrying out RRH activities are eligible as part of those activities
Costs that were incurred outside the contract period or not mentioned above.	
Administrative costs are only eligible if specifically designated in your grant agreement	