



Emergency Solutions Grants (ESG) Program

2019 completed application is due in my office no
later than 5:00 p.m. (CST) on Friday, May 31, 2019

What is ESG?

A federal block grant authorized by subtitle B of the McKinney Vento Homeless Assistance Act and is funded by the US Department of Housing and Urban Development (HUD). The ESG program is administered by SD Housing Development Authority for the State of South Dakota.

ESG Priorities:

- To broaden existing emergency shelter and homelessness prevention activities.
- To emphasize rapid re-housing.
- To help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.
- To support more coordinated and effective data collection, performance measurements, and program evaluation.

Who Can Apply

Applicants must be non-profits or units of local government. Eligible applicants must be able to demonstrate prior experience in serving individuals and families at-risk or currently experiencing homelessness. Also, the applicant must evidence their staff's expertise with case management and ability to administer programs.

Current sub-recipients include:

- Emergency shelters
- Domestic Violence shelters
- Community Action Agencies
- Non-profit agencies

5 Components of ESG

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention & Rapid Re-housing
4. HMIS
5. Admin

Street outreach component

Street Outreach Component is essential services necessary to reach out to **unsheltered homeless** individuals and families, connect them with emergency shelter, housing or critical services, and provide them with urgent, non-facility-based care.

Eligible activities include:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services for Special Populations

Emergency Shelter Component

Eligible activities include:

- Renovation - including major rehabilitation or conversion of a building to serve as an emergency shelter.
- Essential Services - services provided to individuals/families while staying in emergency shelter include: case management, child care, education services, employment assistance & job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation
- Shelter Operations
 - Maintenance/repair, rent, security, insurance, utilities, food, furnishings and supplies necessary for the operation of the shelter
 - Other Operations: costs associated with hotel or motel vouchers when emergency shelter is not available

Homelessness Prevention and Rapid Re-housing

Homeless Prevention - serves individuals/families that are at risk of becoming homeless. Eligible participants must have an income below 30% Area Median Income (AMI) as determined by HUD.

Rapid Re-Housing - serves individuals/families that are literally homeless. Eligible participants do not have to meet an AMI requirement to enroll. They are required to be at/or below 30% AMI at recertification.

ESG funds cannot be used to help a program participant remain in or move into housing that does not meet the minimum habitability standards.

Eligible Activities:

- Housing Relocation and Stabilization Services
- Financial Assistance
- Short- and Medium-Term Rental Assistance

Housing Relocation & Stabilization Services

- Housing Search & Placement: Assessment of housing barriers, needs & preferences; Development of action plan
- Case Management: Counseling, developing, security & coordinating services including Federal, state & local benefits; Monitoring & evaluating program participant progress
- Mediation: Mediation between the program participant & the owner/manager of the rental unit to prevent them from losing permanent housing
- Legal Services: Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing
- Credit Repair: Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report and resolving personal credit problems **Does not include any payment of debt**

Financial Assistance

- Moving Costs: Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
- Rental Application Fees: Application fee that is charged by the owner to all applicants
- Security Deposit: *Per SD Law, ESG funds may pay for a security deposit that is equal to one month rent. A larger deposit may be collected by mutual agreement where special conditions pose a danger to maintenance of the premises.*
- Last Month's Rent: Paid to the owner of housing at the time security deposit and first month's rent are paid
- Utility Deposit: Standard utility deposit required by the utility company for all customers
- Utility Payments: Up to 24 months of utility payments per participant, per service including up to 6 months of arrearages, per service

Rental Assistance

- Short-Term Rental Assistance: Up to 3 months of rental assistance;
- Medium-Term Rental Assistance: 4 to 24 months of rental assistance
- Payment of Rental Arrears: One time payment up to 6 months, including any late fees on those arrears

**Any Combination of the 3 Types of Rental Assistance:* Total not to exceed 24 months during any 3 year period, including payment for last month's rent

Compliance with Fair Market Rents and Rent Reasonableness

A written legal binding lease agreement must be in place

Tenant-Based vs. Project Based Rental Assistance

Tenant-Based Rental Assistance - The rental assistance is paid to any rental unit that passes all HUD requirements for a individual or family. Tenant is able to choose their rental unit.

Project-Based Rental Assistance - The rental assistance is paid to a pre-identified housing project that passes all HUD requirements, in which the landlords agrees to keep units available for individuals and families currently receiving ESG funds.

HMIS

(Homeless Management Information System)

The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and subrecipients.

- HMIS is a web-based database used to collect client-level data and data on the provision of housing and services to homeless individuals/families and persons at risk of homelessness.
- A separate database module, SD Domestic Violence Database (SDDVD), was created for victim service providers to use.

Eligible Activities:

- Staff time spent entering data, monitoring & reviewing data quality, data analysis, reporting and training staff
- Monthly user fees. Currently the monthly user fee for up to two users per agency is covered.

Administration

Up to 7.5% of ESG funds may be used for administration. Five percent (5%) is available to SDHDA and 2.5% available to recipients.

Eligible Costs:

- General Management/Oversight/Coordination
 - Salaries, wages & related costs of staff engaged in program administration
- Costs of attending training on ESG requirements and attending HUD-sponsored ESG trainings

Many staff functions are eligible under specific components of the grant and not considered to be Admin.

Match

- Dollar for dollar match
- Matching funds may be obtained from any source, including any Federal source other than the ESG program, as well as state, local and private sources. The sub-recipient must ensure the laws governing any funds to be used as match do not prohibit those funds from being used to match ESG.
- Cash Contributions
- Non-Cash Contributions - the value of any real property, equipment, goods or services, volunteer hours, as well as the purchase value of any donated building

Case management

Case management is an eligible expense under Street Outreach, Essential Services (under Emergency Shelter Component), Homelessness Prevention and Rapid Re-Housing

Case Management is ESSENTIAL to the success of the this program. Meeting with a case manager is REQUIRED in order to receive ESG assistance.

Case Management includes:

- Identification, assessment, planning, resource acquisition, stabilization and support
- Build plan around program participant's own goals
- Assessing household needs
- Determine the best plan of action to address those needs; and
- Facilitate access to the service and resources necessary for long-term housing stability

Coordination with mainstream resources

Subrecipients must coordinate and integrate ESG-funded activities with mainstream resources (those that are not targeted to homeless persons specifically) for which persons who are homeless or at-risk of homelessness may be eligible

EXAMPLES of MAINSTREAM RESOURCES

- Housing Programs
- Health Services
- Social Services
- Employment Programs
- Education Programs
- Youth Programs

Homeless Participation

- Subrecipients must involve homeless or formerly homeless persons on the board of directors or other policy/decision-making body regarding ESG assistance
- Subrecipients unable to meet this requirement, must develop and implement a plan to consult with homeless or formerly homeless persons in considering and making policies regarding ESG assistance.

**On-site monitoring visit will include an update on the status of your homeless participation plan

Required Policies and Procedures

Each sub-recipient is required to create an Admin Plan which explains the policies and procedures as to how they will administer ESG for HP and RRH Services. Policies must contain:

- ❖ Evaluating eligibility of assistance;
- ❖ Coordination among service providers;
- ❖ Prioritizing assistance;
- ❖ Determining client share of costs (if applicable);
- ❖ Determining length of rental assistance (if applicable); and
- ❖ Determining type, amount and duration of housing stabilization and/or relocation services

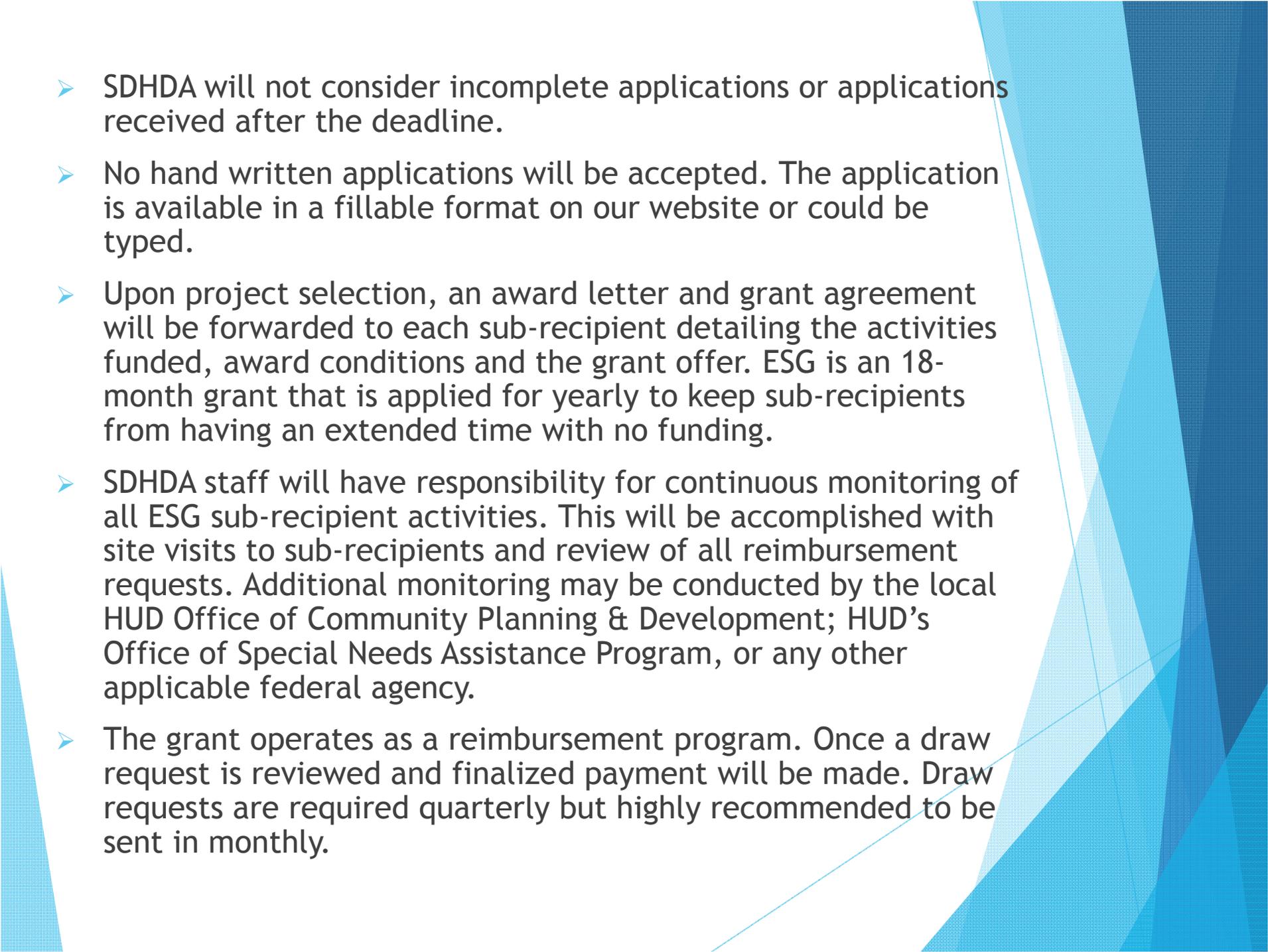
SD Housing for the Homeless Consortium (SDHHC)

Eligible applicants must be an active member of the SDHHC. SDHHC was formed in 2000 and since that time has been engaged in the work of advocacy, education, data collection and grant writing opportunities. SDHHC meets quarterly and has assisted in the development of affordable housing enriched with supportive services that are vital for housing success.

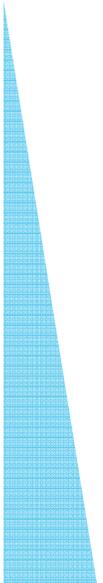
SDHHC's goal is to reach every community across South Dakota, assist every individual or family in need and ultimately end homelessness in South Dakota.

General Information

- 2019 Funds available \$607,391
- Up to 7.5% may be used for administrative expenses
- Sixty-percent 60% of the total funding will be available for street outreach and shelter operation activities
- Forty-percent 40% will be available for homeless prevention and rapid-re-housing
- Maximum amount of grant funds eligible to be requested is \$80,000. The Selection Committee may recommend an award for less than the amount applied for or for fewer than all of the activities identified in the application, based on the demand for the ESG funds.
- 18-month grant
- Due by 5:00 p.m. (CST), Friday, May 31st, 2019
- Awards usually announced late August/Early September

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- SDHDA will not consider incomplete applications or applications received after the deadline.
 - No hand written applications will be accepted. The application is available in a fillable format on our website or could be typed.
 - Upon project selection, an award letter and grant agreement will be forwarded to each sub-recipient detailing the activities funded, award conditions and the grant offer. ESG is an 18-month grant that is applied for yearly to keep sub-recipients from having an extended time with no funding.
 - SDHDA staff will have responsibility for continuous monitoring of all ESG sub-recipient activities. This will be accomplished with site visits to sub-recipients and review of all reimbursement requests. Additional monitoring may be conducted by the local HUD Office of Community Planning & Development; HUD's Office of Special Needs Assistance Program, or any other applicable federal agency.
 - The grant operates as a reimbursement program. Once a draw request is reviewed and finalized payment will be made. Draw requests are required quarterly but highly recommended to be sent in monthly.

Questions?



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Plan & Application:
<http://www.sdhda.org/social-programs/emergency-solutions-grants-program.html>

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