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**Invitation to Apply for  
2019 - 2020  
Emergency Solutions Grant (ESG)  
Funding**



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The Emergency Solutions Grant (ESG) program is authorized by Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371–11378) as amended by the HEARTH Act. The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

The ESG, or Emergency Solutions Grant Program, replaced the previous Emergency Shelter Grant program and incorporates elements of the Homelessness Prevention and Rapid Re-housing Program (HPRP). While still providing support for emergency shelters and services to the homeless, the new Emergency Solutions Grant Program focuses more funding on preventing initial and recurrent homelessness, shortening the duration of homelessness, assisting in the transition from homelessness to independent living, and providing outreach, needs assessment, and other services for unsheltered homeless.

The County will select one or more organizations to act as a subrecipient of ESG funding, providing homelessness services in one or more service areas. The County reserves the right to reject any and all proposals.

Horry County anticipates receiving approximately **\$180,000** for the 2019-2020 ESG Program year. Agencies are invited to submit an application to Horry County Community Development, located at 1515 Fourth Avenue, Conway, SC 29526.

Applications are due no later than **March 4, 2019 at 5pm** in order to be eligible for funding consideration. Applicants should submit one original and two copies of the application, as well as an electronic version submitted via email. All applications should be delivered in a sealed envelope marked Horry County ESG Application.

County staff will conduct a compliance review and may issue a request for response to any applicant to address technical review questions. Applicants will be given five (5) days to respond to all requests for information.

Applications can be downloaded at [www.horrycounty.org](http://www.horrycounty.org). Agencies that are unable to download documents from the webpage may obtain a copy of the application via email by contacting [carol.wiestner@horrycounty.org](mailto:carol.wiestner@horrycounty.org).

**SCORING CRITERIA**

Need Statement	30 points
Previous experience (HMIS data)	25 points
Budget	15 points
Cost Per Client	10 points
Housing First	10 points
HMIS Participation	10 points
<b>TOTAL</b>	<b>100 points</b>

**Program Overview**

Interested organizations can find additional information related to the ESG program at <https://www.hudexchange.info/programs/esg/>. Policies related to the Horry County ESG program can be found on the County’s website.

The ESG program provides funding to:

1. Rapidly re-house homeless individuals and families;
2. Prevent families and individuals from becoming homeless;
3. Engage homeless individuals and families living on the street;
4. Improve the number and quality of emergency shelters for homeless individuals and families;
5. Provide essential services to shelter residents;
6. Maintain required HMIS beneficiary data

**Beneficiary Eligibility**

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under §576.2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must

meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

### **Housing First Compliance**

**Housing First** is a proven method of ending all types of homelessness and is the most effective approach to ending chronic homelessness. “Housing First” offers individuals and families experiencing homelessness immediate access to permanent affordable or supportive housing. The US Council on homelessness provide a quick assessment to help organizations to determine if they are Housing First compliant.

1. Are applicants allowed to enter the program without income?
2. Are applicants allowed to enter the program even if they aren't “clean and sober” or “treatment compliant”?
3. Are applicants allowed to enter the program even if they have criminal justice system involvement?
4. Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

As a part of the application process, organizations will have to illustrate compliance with Housing First.

### **Eligible Program Components**

#### **Rapid Re-Housing**

Rapid Rehousing is a type of permanent housing that offers supportive services, as needed, and/or short-term (up to three (3) months) or medium-term (three (3) to 24 months) rental assistance in order to help homeless individuals or families move as quickly as possible into permanent housing and achieve stability (24 CFR 578.37(a)(1)(ii)). Participants may locate housing of their choice in the private rental market within Horry County.

Rapid Rehousing assistance will be prioritized for individuals and families who are currently living in Horry County, cannot be more appropriately served by another program or system of care, lack a support network and have no other options or resources for housing. Persons who have been homeless previously, have received prevention assistance in the past, or have a history of chronic homelessness will be prioritized. Rapid Rehousing projects must collect documentation that participants would become homeless but for this assistance.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs

- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

Please see 24 CFR 576.104 for additional guidance on rapid re-housing.

### **Homelessness Prevention**

Homelessness Prevention is intended to prevent households from moving into emergency shelter or other homeless situations. Homelessness Prevention provides housing relocation, stabilization services and short and medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or a place not designed for, or not ordinarily used as, a regular sleeping accommodation, including a car, a park, an abandoned building, a bus or train station, an airport, or a campground.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Please see 24 CFR 576.103 for additional guidance on homelessness prevention.

### **Street Outreach**

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people, referred to as Street Outreach. The concept of street outreach is to reach homeless individuals and families who are least likely to request housing or services. Another component of outreach can be to affirmatively further fair housing. Outreach is to be conducted in both service settings (organizational outreach) and in places not meant for human habitation by all case managers and dedicated outreach workers. Outreach services are to be documented in an outreach log or in HMIS. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. Please see 24 CFR 576.101 for additional guidance on street outreach.

### **Emergency Shelter**

The overarching goal of ESG projects is to reduce the time spent homeless. ESG Emergency Shelter funds are intended to respond to crisis and provide short-term emergency assistance to enable homeless households to move toward independent living by obtaining permanent housing as quickly as possible. To the extent practicable, recipients will prioritize individuals and families who are currently living in Horry County who have an identified prior residence as living

in places not designed for, or not ordinarily used as, a regular sleeping accommodation including a car, a park, an abandoned building, a bus or train station, an airport, or a campground. Recipients that are defined as Victim Service Providers will exclusively serve individuals and families who are fleeing or attempting to flee domestic violence. Coordination between Emergency Shelters, Rapid Rehousing, and Homelessness Prevention projects is required to help persons find short-term emergency assistance. To the extent practicable, recipients will refer households to Rapid Rehousing and Prevention projects to prevent them from entering shelter or assisting them to rapidly exit shelter. When Prevention and Rapid Rehousing are either inappropriate or unavailable, recipients will refer households to other resources in the community in order to best meet the households' needs.

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter is an eligible expense. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 10 to 30 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations. Please see 24 CFR 576.102 for additional guidance on emergency shelter.

### **Data Collection (HMIS)**

Section 416(f) of the McKinney-Vento Act requires that ESG-funded projects participate in the Homeless Management Information System (HMIS). The ESG interim rule makes certain costs eligible to the extent necessary to enable this participation. HUD published a proposed rule on HMIS, 24 CFR 580 that will govern HMIS when it is published as final. Recipients will participate in the ECHO Homeless Management Information System ("ECHO HMIS") which is administered by the ECHO, the regional Continuum of Care. ECHO HMIS is an electronic database that collects data on homeless persons who receive outreach, homelessness prevention and intervention services, emergency shelter, transitional housing, supportive services not linked with housing, and permanent supportive housing.

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area. Please see 24 CFR 576.107 for additional guidance on data collection.

### **Administration**

Up to 5 percent of a recipient's allocation can be used for administrative activities. These include general management, oversight, and coordination; reporting on the program; the costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.

**Program Match**

The applicant must make matching contributions to supplement its ESG program in an amount that equals the amount of ESG funds expended. The matching requirement, as defined in OMB Circular 200.306(b), must be followed. Program match must be provided as a part of the application budget. A match audit will be conducted prior to the final payment request of the agency awarded ESG funds.

**Name of Organization**

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**Mailing Address**

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<i>Telephone Number:</i>					
<i>Type of Agency:</i>	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Agency DUNS number:</i>			<i>Federal Tax ID number:</i>		
<i>Contact Person:</i>			<i>Contact Person Email:</i>		

**Project Information**

<i>Are you willing to participate in HMIS (Homeless Management Information System) for the ESG program, a requirement of ESG allocations?</i>

<i>Brief project description (ONE paragraph for contract narrative if awarded):</i>

<i>Select an Eligible Activity</i>		
<input type="checkbox"/> Street Outreach	<input type="checkbox"/> Emergency Shelter	<input type="checkbox"/> Homelessness Prevention
<input type="checkbox"/> Rapid Rehousing	<input type="checkbox"/> HMIS	

<i>Please Identify the primary beneficiaries of your ESG program (check all that apply)</i>		
<input type="checkbox"/> Chronically Homeless	<input type="checkbox"/> Unaccompanied Youth	<input type="checkbox"/> Victims of Domestic Violence
<input type="checkbox"/> Chronic Substance Abuse	<input type="checkbox"/> Persons with HIV/AIDS	<input type="checkbox"/> Elderly
<input type="checkbox"/> Veterans	<input type="checkbox"/> Severe Mental Illness	<input type="checkbox"/> Other Disabled

<i>Total Unduplicated Individuals to be served:</i>	
Indicate the number of unduplicated adults to be served	
Indicate the number of unduplicated children to be served	

*Provide evidence of the need for the services proposed. Include as much data as possible support your application (include HMIS data). Describe how you will meet the priority need of the homeless individuals or those at risk of homelessness in Horry County.*



*Describe how your agency will ensure that program participants are assisted in obtaining services including but not limited to social services, education, employment, youth programs, etc.*

*Describe how your agency ensures that all clients served by the project meet HUD's definition of homeless or at risk of homelessness.*

*1.11. What will your agency's strategy be to ensure clients receive individualized assistance to meet their needs of housing stability?*

*The information provided will be used to structure the funding agreement with Horry County if your project is selected (provide additional pages as necessary).*

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

1. Service activity plan for the project area(s) to be completed
2. Coordination of intake and referral procedures with HMIS and other service providers
3. Use of HMIS to track clients
4. Program location and hours of operation
5. Program evaluation including specific performance measures
6. Program specific procedures and guidelines

1.12. *Illustrate your agency's efforts to participate in HUD's Housing First model.*

Emergency Solutions Grant	2019 Request
1. ESG Funding Request	
2. Total Project Budget	
3. ESG Request as % of total program budget (item 1 divided by item 2)	
4. Total number of unduplicated client to be served	
5. Total program cost per client (item 2 divided by item 4)	
6. Total ESG cost per client (item 1 divided by item 4)	

## Checklist

- 1) Attach the following additional documentation to your application package:
- A map that specifically identifies the location of your project
  - Copy of your organization's Articles of Incorporation and Bylaws
  - Organization's Policies and Procedures
  - Documentation of your non-profit status (if applicable)
  - A listing of your Board of Directors with contact information for each member
  - Your organizational chart
  - Resumes of your Chief Administrator and Chief Fiscal Officer
  - Your organization's most current financial statements
  - Your organization's most recent audit (if it has one)

**Certifications Required of All Recipients of 2019/2020 ESG Funding**

*Every person or agency awarded a 2019 ESG Contract or grant by Horry County for the provision of services shall be required to certify to the County that they will comply with federal requirements. The person authorized to sign Agreements should initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.*

<i>Required Certifications</i>		<i>Initials</i>
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current Horry County policy regarding audits and OMB Super Circular 2 CFR Part 200.501 Shall comply with current Horry County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Conflict of Interest	(24 CFR 84.42 and 576.404 and 2 CFR 200) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to ESG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, sub-contract, or agreement with respect to the ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Debarred/Suspended Contractor	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency. ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Financial Management	<b>Accounting Standards:</b> Agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with OMB Super Circular 2 CFR Part 200.500.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48 and 2 CFR 200.	

<i>Required Certifications</i>		<i>Initials</i>
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.	
Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 24 CFR Part 85.369(E) to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to Horry County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with ESG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 576.407 (c)(2) & 24 CFR 576.102(c)) applicable to any property within the owner’s control that is acquired or improved in whole or in part using ESG funds.	
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 576.406, such as worship, religious instruction, or proselytization.	
Section 3	Certify and agree to ensure compliance with Section 3 (24 CFR 576.407(a)), a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency’s behalf.

**AGENCY:**

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**PROJECT:**

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**AUTHORIZED OFFICIAL TO SIGN ESG AGREEMENTS AND PAY REQUESTS:**

NAME/TITLE (Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_