



Department of Planning, Housing, & Community Development

Mayor, Richard C. David

Acting Director, Tito L. Martinez

REQUEST FOR PROPOSALS 43rd YEAR EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM September 1, 2017

The City of Binghamton is an entitlement community designated to receive funding from the U.S. Department of Housing and Urban Development (HUD) under the Emergency Solutions Grant (ESG) Program authorized under The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The interim rule published in the Federal Register on December 5, 2011 revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name from Emergency Shelter Grants to Emergency Solutions Grants reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

Under this proposal, the City is allocating \$144,837.68 for programs that serve persons who are homeless or at-risk of becoming homeless. In order to comply with federal regulations and approvals from HUD and the Coalition for the Homeless of the Southern Tier, NY Inc., the City has established the following funding amounts:

- \$58,431.00 will be allocated towards homeless prevention/rapid re-housing activities.
- \$86,406.68 will be allocated towards emergency shelter/street outreach activities.

Funding will be made available for programs that advance City goals and initiatives and empower citizens to obtain permanent housing and maximum self-sufficiency. Applicants must document that the proposed program will meet a need within the City of Binghamton as identified in the City's 2015-2020 Consolidated Plan, Exhibit I of the Coalition for the Homeless of the Southern Tier, NY Inc. Continuum of Care Application, or other local planning document and/or needs analysis generated by a local collaboration(s).

Priority goals to eliminate homelessness include:

- Rapidly moving persons living on streets or emergency/transitional housing settings to permanent housing
- Maintaining persons stability in permanent housing
- Providing supportive services to assist with persons stability in obtaining/maintaining housing
- Enhancing persons access to employment opportunities and/or mainstream resources
- Eliminating gaps in systems delivery for underserved/underrepresented homeless populations

ESG funds should not be considered a permanent source of program funding. Funds will be competitively allocated on a year-to-year basis for programs that have proven track records in delivering quality services, meeting or exceeding program goals, and complying with grant requirements. A project, program or service that received ESG funding in 2017 may be considered again for funding under this Request for Proposals. Contract periods will correspond with the 2018 calendar year.

In accordance with HUD's final rule, faith-based organizations are eligible to apply for community planning and development funds, including the ESG program. HUD's rule makes clear the following:

- Faith-based organizations are eligible for HUD funding on an equal footing with any other organization. Organizations competing for HUD funding, including faith-based organizations, should be assessed on their merits and how well they perform eligible activities, not on their religious or secular character.
- As with any mission-oriented organization, faith-based organizations retain their independence over their governance and expression of their beliefs. They may constitute their boards on a religious basis, display religious symbols and icons, and retain their civil right to hire only employees that share their beliefs, to the extent consistent with governing HUD program statutes.
- Direct HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization. A faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under a HUD program.
- Faith-based organizations, like all organizations under HUD-funded programs, must serve all eligible beneficiaries without regard to religion. For example, an organization receiving HUD funds may not restrict HUD-funded services to people of a particular religion or religious denomination.
- Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings and other real property, so long as the funds only pay the percentage of the total cost attributable to HUD activities. Faith-based organizations are no longer required to form a separate, secular organization to receive HUD funds for real property as they were under HUD's former regulations. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship.
- The rule applies to state or local funds, if a state or local government commingles its own funds with the HUD funds covered by the rule.

In accordance with HUD's final rule, *Federal Register* notice (69 FR 45888) as clarified by an October 19, 2004, *Federal Register* notice (69 FR 61517), homeless shelter and service providers receiving funds under the Emergency Shelter Grant (ESG) program are required to participate in an HMIS if the provider is located in a jurisdiction covered by a Continuum of Care (CoC) with an HMIS. **The City of Binghamton is within a jurisdiction that is covered by a CoC, thus applicants seeking FY43 ESG funds must participate in the Coalition for the Homeless of the Southern Tier, NY Inc. ShelterNet Homeless Management Information System.**

The City of Binghamton is now accepting project proposals for activities that can be funded under the program guidelines for each of the following components:

- **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

- **Emergency Shelter**

Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services such as case management, childcare, 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.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

- **Prevention**

Housing relocation and stabilization services and short-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of HUD's area median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

- **Rapid Re-Housing**

Housing relocation and stabilization services and short-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs for prevention and rapid re-housing services include security deposits, utility deposits and payments, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

PLEASE NOTE: Please do not submit an application that covers multiple homeless service

activities. Your agency **MUST** submit separate applications for each of the above listed homeless service activities listed.

Subject to the cost principles in OMB Circulars A-87 and A-122, employee compensation and other overhead costs directly related to carrying out eligible program components are eligible costs of the ESG program.

SUBRECIPIENTS OF ESG GRANT AWARDS ARE REQUIRED TO PROVIDE A MINIMUM 50:50 MATCH. Eligible matches include:

- cash;
- non-cash contributions including the value or any real property, equipment, goods or services contributed to the subrecipient's ESG program, provided that if the subrecipient had to pay for them with grant funds the costs would have been allowable;
 - methodology for calculating donated building, material or lease must be reasonable in establishing fair market value.
 - services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization. If the subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
 - Some noncash contributions are real property, equipment, goods, or services that if the subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

Enclosed please find an application for ESG funding. Please review the application thoroughly, address all questions, and provide all information requested. The evaluation of applications will be prioritized by the services proposed and how such services propose to meet a serious need within the City.

If agencies have any questions about the applications, those must be submitted the Department of Planning, Housing, and Community Development in writing by 10:00 AM, Friday, September 22, 2017. Pertinent answers will be compiled into an FAQ that will be posted on the City website. It is the responsibility of applicants with questions to review this FAQ.

For consideration under the 43rd Year CDBG program, **applications must be received by the Purchasing Department on or before 10:30 a.m., Wednesday, October 4, 2017. Applications should be placed in a sealed envelope with a label addressed as follows:**

Board of Contract and Supply
2nd Floor, City Hall
38 Hawley Street
Binghamton, NY 13901
Attn: Purchasing Agent
Re: FY 43 ESG Applications

Applications that are faxed, e-mailed, or received after this deadline will not be processed.

Applicants, not courier services or other intermediaries are responsible for the timely submission of applications.

The Department of Planning, Housing, and Community Development staff will perform a technical review of all applications to check for completeness and eligibility of activities. The City may reject applications that are determined to be significantly deficient without requesting additional information. All submitted applications will be available to the public for review.

As applications are reviewed it may become apparent that additional information is needed. Agencies will be notified of the additions by Friday, October 6 and must submit all documentation to complete the application by Thursday, October 12, 4:00 PM.

All applicants will be allowed to make presentations. The schedule and locations for these presentations will be released on Friday, October 13th. Presentations will be held during the regular CDAC meeting which start at 6:00 PM. These meetings are open to the public and CDAC members will be allowed to ask questions to the agencies. After the presentations, any outstanding questions from CDAC members to the agencies will be submitted via email to the agencies. The due date for the answers to these final questions will be announced along with the questions.

The evaluation of applications will involve recommendations from the following coordinative bodies:

- **Board of the Coalition for the Homeless of the Southern Tier** will review and rank all ESG applications
- **Community Development Advisory Committee**, designated by City Council as the official citizen participation body of HUD entitlement programs, will review agency proposals and board recommendations, and provide funding recommendations to the Mayor and City Council.

The CDAC will evaluate the applications and make finding recommendations. Final funding decisions, however, will be determined by the Mayor and Binghamton City Council. The City of Binghamton reserves the right to allocate funds to any, all, or none of the funding proposals/applications received under this Request for Proposals; to allocate funds at a lesser amount than applicants' request; and to rescind a grant award upon agency's failure to execute a contract within 90 days of the grant award date and/or a decrease in funds available under the FY43 CDBG program.

Some general program requirements include the following:

1. All organizations that receive funding will be responsible for complying with HUD's documentation requirements for homelessness and homeless prevention activities. Such documentation germane to program administration must be readily available for inspection by the City. In addition, all organizations will be subject to on-site inspections and peer monitoring site visits as scheduled by the Coalition for the Homeless of the Southern Tier, NY Inc.
2. All organizations that receive funding must participate in the Coalition for the Homeless of the Southern Tier, NY Inc. ShelterNet HMIS. Subrecipients will

be required to execute an agreement with Fairview Recovery Services which currently serves as the ShelterNet Administrator. **HMIS costs for ESG programs are a separate cost above any other HMIS costs that an agency may already incur and are not currently eligible for reimbursement under the City of Binghamton's ESG program. Applicants should contact the HMIS Technical Consultant Northern Creations Consulting at 607-760-4914 to discuss the needs and costs of using HMIS if awarded ESG funding.**

3. Subrecipient organizations must document the eligibility of clients and must submit progress reports in a format prescribed by the City of Binghamton.
4. The City will enter into an agreement with each subrecipient organization that will include a detailed budget. Funding will be made available on a reimbursement basis for eligible, approved, and fully documented expenses.
5. Any program providing services to youth ages 0-18 will be required to certify that its employees and volunteers have passed a criminal background check and are suitable for regular contact with youth.
6. All organizations that receive funding will be required to submit an annual audit and management letter. Agencies may be required to comply with the guidelines of the Single Audit Act depending on the level of that agency's annual federal funding.
7. All organizations that receive funding will be required to submit a copy of its Certificate of Liability Insurance with endorsement, naming the City of Binghamton as additional insured on a primary non-contributory basis. Organizations will also be required to submit a copy of its Certificate of Worker's Compensation Insurance in a form approved by the New York State Worker's Compensation Board. Such insurances will be reviewed by the City's Corporation Counsel. If the insurances meet the insurance requirements contained within the contract and is approved by Corporation Counsel, then said insurances shall be kept in full force and effect during the entire term of the contract.

Please carefully review the information in this application packet to determine whether or not ESG is an appropriate funding source for your program. **By submitting an application, it will be assumed that your organization has thoroughly reviewed the application and can meet all requirements of the ESG program.**

If there are any questions concerning the application process, please contact me at 607-772-7028 or e-mail at stcarson@cityofbinghamton.com.

Yours truly,

Stephen Carson
Grants Administrator

CITY OF BINGHAMTON

APPLICATION INSTRUCTIONS

43rd YEAR EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM

Please use the following format to prepare your application for ESG public service funding. Answer each numbered question separately.

Applicants must submit a total of fourteen (14) applications including at least one (1) application with original signatures, as well as one (1) electronic copy of its cover sheet, program narrative, budget tables, and budget narrative saved as one single Adobe Acrobat (PDF) or Word Document (DOC or DOCX) file on a readable CD-ROM or USB flash drive. Applications should be typewritten in 12 point font and three-hole punched on the left side for binding purposes. DO NOT staple the applications or attachments. In order to conserve paper, applications may be double-sided.

PROPOSAL CHECKLIST FORM

Insert signed Checklist Form as the first page of application.

COVER SHEET

Please complete the cover sheet and budget tables included in this packet.

NARRATIVE

A. INTRODUCTION

1. Describe the proposed program to be considered for ESG funding and its correlation to fulfilling the organization's mission.

B. NEEDS ASSESSMENT/STRATEGY

1. Indicate the population you intend to serve with the proposed program.
2. Provide an assessment of a need(s) you intend to address. If the need for your proposed program is specifically identified in a formally adopted/municipally endorsed plan, local planning document or a needs analysis generated by a local collaboration(s), submit copies of the plan's cover page with date of publication, if available, and relevant pages with supporting statements highlighted.
3. Describe the extent to which your program is either unduplicated or uniquely qualified to address the indicated need.

C. PROGRAM IMPLEMENTATION

1. Describe and quantify the scope of services for the program or facility, including numbers of persons to be served and the depth of service to be provided.
2. List personnel responsible for administering the project and indicate the number of hours staff will devote to the project. Identify the staff-to-client ratio (direct service staff only) for a typical service hour.
3. Indicate intended outcomes of the project and how these outcomes and the project's effectiveness will be measured. Outcomes should correlate to how the activity will assist the person in achieving permanent housing and maximum self-sufficiency.

D. BUDGET NARRATIVE

1. In narrative form, please justify **each line item** in the accompanying budget (Table 2). Please describe specific types of expenses that will be charged under any ambiguous lines such as “program supplies” or “training”.

TABLES

Please complete the attached budget tables (Tables 1 and 2).

LETTER OF SUPPORT

Provide a recent letter of support that indicates that your program meets a demand or need from the local Continuum of Care.

ATTACHMENTS

Please submit one (1) copy of the following attachments. (Attachments must also be three-hole punched on the left side for binding purposes. Please do not staple. If you have submitted these forms in previous applications, indicate this on the checklist and do not include a copy)

1. Proof of your organization's legal status as a non-profit organization.
2. A copy of you agency's articles of incorporation and by-laws
3. A list of your board of directors or other local governing body
4. A copy your agency's most recent Form 990.
5. A copy of your most recent annual audit and management letter.

Please note: The overall application should be ten (10) pages or less, excluding attachments and citations.

PROPOSAL CHECKLIST FORM

Please complete this form and insert it as the first page of each completed application.

_____ Fourteen three-hole punched completed copies of ESG application including:

_____ Cover Sheet

_____ Narrative

_____ NY511 Letter of Support

_____ Budget Tables

_____ One (1) three-hole punched completed copy of the Attachments including:

_____ Proof of Non-Profit Status....._____ Submitted Previously

_____ Articles of Incorporation....._____ Submitted Previously

_____ By-Laws....._____ Submitted Previously

_____ List of Board of Directors....._____ Submitted Previously

_____ Most Recent Form 990

_____ Most Recent Annual Audit and Management Letter

As an authorized official of _____, I certify the following:

Insert Name of Agency

- The content in this application is true and correct to the best of my knowledge;
- I reviewed the request for Proposal for Emergency Solutions Grants funding assistance in its entirety and understand that in applying for ESG funds, my agency will be responsible for complying with ESG reporting requirements in accordance with HUD guidelines.

(Signature of Authorized Official)

(Title)

(Print Name of Authorized Official)

(Date)

CITY OF BINGHAMTON

APPLICATION COVER SHEET
43rd YEAR EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM

ORGANIZATION NAME: _____ SUBMITTAL DATE: _____

ORGANIZATION DUNS #: _____ ORGANIZATION EMPLOYEE ID #: _____

CONTACT PERSON/TITLE: _____ E-MAIL: _____

PHONE NUMBER: _____ FAX NUMBER: _____

MAILING ADDRESS: _____

MISSION STATEMENT: _____

PROGRAM COMPONENT: Street Outreach Emergency Shelter
 Homeless Prevention Rapid Re-Housing

PROGRAM TITLE: _____

PROGRAM DESCRIPTION: _____

PROGRAM LOCATION: _____
(DAYS/HOURS OF OPERATION) _____

PROGRAM BUDGET: ORGANIZATION BUDGET: \$ _____
PROGRAM BUDGET: \$ _____
ESG REQUEST: \$ _____

ESTIMATED UNDUPLICATED PERSONS SERVED
PER DAY: _____
PER YEAR: _____

TABLE 1: PROPOSED PROGRAM FUNDING SOURCES

A	B	C	D
PROGRAM FUNDING SOURCES	SECURED? YES/NO	AMOUNT	% OF TOTAL PROJECT BUDGET
PROPOSED CITY OF BINGHAMTON (ESG)	NO		

TABLE 1. Instructions:

- Column A: List all proposed funding sources for the specific program from highest to lowest (except the ESG portion). Please spell out the names of the sources (do not use acronyms or abbreviations).
- Column B: Indicate whether funding has been secured from each source.
- Column C: Indicate the anticipated funding amount.
- Column D: Indicate the percentage of the specific program budget reflected by each funding source.

A	B	C	D	E
BUDGET ITEM	TOTAL PROGRAM BUDGET	ESG PORTION	OTHER FUNDING SOURCES	ESG PERCENT OF BUDGET
PERSONNEL SALARY (TITLES)				
SUBTOTAL: PERSONNEL SALARY				
FRINGE BENEFITS & PAYROLL TAXES				
SUBTOTAL: FRINGE BENEFITS & PAYROLL TAXES				
OPERATING/ADMINISTRATIVE EXPENSES				
SUBTOTAL: OPERATING/ADMINISTRATIVE				
GRAND TOTAL				

TABLE 2: PROPOSED PROGRAM LINE ITEM BUDGET

TABLE 2. Instructions

- Column A: Under each applicable section, list all proposed budget lines. Please use sufficient detail in defining line items. In most cases, there should be an individual line for each distinct staff position. **It is acceptable to provide an overall fringe benefit rate and amount for each position**, however, a detailed computation of the fringe benefit rate **must** be included in the **budget narrative**.
- Column B: Enter the total amount proposed for each line.
- Column C: Enter the ESG portion proposed for each line.

Column D Enter the amount covered by other funding sources. The total must equal Column B minus Column C.

Column E: Enter the percentage of each line item to be charged to ESG. This amount will equal Column C divided by Column B.