

EMERGENCY SOLUTIONS GRANT



COUNTY OF MORRIS ESG TECHNICAL GUIDE

2017

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A letter from the Director of Community Development Programs-Timothy J. Tansey

It is my great pleasure to present to you this ESG Program Manual. Our Office of Community Development is fortunate to have the members of the Morris County Community Development Revenue Sharing (CDRS) Committee, whom are dedicated individuals with years of experience and countless hours in reviewing all of our applications and presentations. They have been hard at work for years and the fruit of their labor is seen across all facets in our communities across Morris County.

The Emergency Solutions Grants from HUD allows the communities in Morris County to bring to the constituents' different programs, such as, Homeless Prevention, rapidly re-house homeless individuals, engage homeless individuals, improve the number and quality of emergency shelters for homeless individuals and families, families living on the street, help operate shelters, provide essential services to shelter residents, and prevent families/individuals from becoming homeless. All the programs funded by ESG are geared toward positive changes to the physical, economical, and social conditions of our County.

The ESG program partners with non-profit organizations, as well as community based organizations to bring quality homelessness programs to our communities in Morris County. Our goal at the Office of Community Development is to build stronger communities in our county and to provide quality emergency services and shelters, as well as rapidly re-house the homeless community members and at the same time provide essential services opportunities. Our ESG subrecipients must follow many HUD rules and regulations that will be further explained in this Manual.

For this reason, I invite you to carefully read this Manual that will allow you to learn about every aspect of the ESG-HUD process. We keep the communities abreast of our accomplishments, application process, and annual reports, and legal notices on our website at www.MorrisHumanServices.org/community. Should you have further questions, please do not hesitate to contact me at 973-285-6033 or of our Community Development staff. We will be happy to help you with any questions or concerns you may have.

Sincerely,

Timothy J. Tansey

Technical Guide Prepared by Darsi D. Beauchamp, Ph.D.
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What is the Emergency Solutions Grant?

The Emergency Solutions Grant is authorized under the Hearth Act (The Homeless Emergency Assistance and Rapid Transition to Housing Act) as enacted in 2009 with a final ruling on Hearth Act in 2011 (Federal Register, Vol. 76, No. 233/Monday, December 5, 2011) and regulations at 24 CFR 576.2.

The ESG Program (formerly the Emergency Shelter Grant Program) was refocused on Ending Homelessness by the HEARTH Act. More emphasis was placed on using the funds to move people from homelessness to permanent housing. While funding for shelters was still recognized as an integral part of a system of care, the funds were limited to an amount not to exceed 60% of the grant or the FY 2012 funding level, whichever was greater. Homeless Prevention and Rapid Re-housing activities must comprise at least the other 40%,

Emergency shelter and Rapid Re-housing address the needs of persons who are homeless while Homeless Prevention program address those at risk of becoming homeless.

HOMELESS DEFINITION AND REGULATIONS AS PER FINAL RULE

The HUD definition is inclusive of three categories: Homelessness, At Risk of Homelessness and Chronic homeless of the Final Rule and are as follows:

Homeless:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition;
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. **24 CFR Parts 91, 582, and 583**

PURSUANT TO HUD, THE INDIVIDUAL OR FAMILY MUST HAVE:

1. Income below 30 percent of median income for the geographic area; **AND**
2. Insufficient resources immediately available to attain housing stability. [*e.g., family, friends, faith-based or other social networks immediately available*] to prevent them from moving to an emergency shelter or another place described in Category 1 of the homeless definition.

At Risk Definition:

At-risk homeless-includes domestic violence, any dangerous life threatening event, where rent or mortgage exceeds 30 percent of household income, or lives with a relative and relative cannot continue to help person with disability, resides in institution or facility not meant for permanent

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human habitation and lacks the resources necessary to reside where they are at for more than 14 days. The certification of homeless is acceptable by a local private non-profit organization, state or local government entities responsible for administering assistance under other federal statutes like a school district.

Risk factors are:

- (A) Has moved frequently because of economic reasons--"2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance."
- (B) Is living in the home of another because of economic hardship.
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application.
- (D) Lives in a hotel or motel; ["and the cost of the hotel or motel is not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations."]
- (E) Lives in severely overcrowded housing; [in a single-room occupancy or efficiency apartment unit in which more than two persons, on average, reside or another type of housing in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau.]
- (F) Is exiting a publicly funded institution; or system of care, [such as a health-care facility, mental health facility, foster care or other youth facility, or correction program or institution.]
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness. (Use the characteristics described in your jurisdictions Consolidated Plan).

CHRONIC HOMELESS

An "individual" or "family" who is ...

- literally homeless and has been such for at least one year *or on at least four separate occasions in the last 3 years, where each occasion lasted for at least 15 days*. Continuously unsheltered or in a shelter for past 1 year, or this is the 4th separate occurrence of this living situation in the past 3 years; **AND**
- Head of household has a specific (see regulations) disability.

PROGRAM HOMELESS REQUIREMENTS

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

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ESG ELIGIBLE PROGRAM COMPONENTS AND DEFINITIONS

STREET OUTREACH

These are essential services that are necessary in order to reach out to families and individuals that are homeless. The idea is to have agencies collaborate to help homeless individuals receive: emergency shelter, housing, critical services, urgent care and component series that consist of: case management, emergency health and mental health services and even transportation.

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These continue to be essential services also for families and individuals in emergency shelter. This category provides case management, child-care, education services, employment assistance, job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment centers and services, transportation, and relocation assistance.

HOMELESS PREVENTION

This component provides housing relocation, stabilization services, short term or medium term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, help with housing search and placement-through- case management, mediation, legal services and credit repair, in order to prevent a family from losing their home and moving into an emergency shelter or any other place that falls under the category of "homeless."

RAPID RE-HOUSING

These services provide housing relocation to stabilize families and individuals and also providing short and medium term rental assistance. All necessary to helping families and individuals that are in an emergency shelter and fulfill the definition of emergency shelter or other place as "homeless," to find permanent housing and become stable as soon as possible. The additional services provided are: rental assistance, rental arrears payment, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, case management, mediation, legal services, and credit repair.

DOCUMENTING HOMELESSNESS

The Final Rule allows the following methods of documentation:

1. Third-party documentation,
2. Intake worker observation,
3. Certification by individual. HUD now also allows for the information recorded on HMIS which retains auditable history of all entries, including who entered the data, the date of entry, and the change made and that prevents overrides of changes of the dates on the data. They have also included discharge records, written or oral referrals from a social worker, case manager, or other institution official and written record

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of the intake worker's due diligence in attempting to get a statement from an official at the institution and coupled with a certification by the individual seeking assistance.

RECORDKEEPING AND REPORTING REQUIREMENTS

- The use of the HUD ESG Homeless Prevention and Rapid Re-Housing Client File Checklist to collect documentation and evidence must be used on all files.
- Third party documents are the preferred method of verifying and documenting the housing status
- Staff/Intake worker observation-documented by only ESG staff is second method
- Self-reporting and certifying by person seeking assistance is third method
- **Category 1 acceptable evidence:**
 - Affidavit of housing status and self-certification
 - HMIS verification of Homelessness-to determine that ESG application was enrolled in a homeless program for individuals or family
 - A written observation by an outreach worker of the conditions of the individual or family where they were living, a written referral by another housing or service provider.
 - Discharge paperwork or written or oral referral form from a social worker, case manager, or an official of the institution of where they were residing inclusive of beginning and end dates. All oral statements must be recorded in writing by the intake worker.
 - Where there is no evidence from discharge papers or from an oral referral form, then the intake worker must make every attempt and due diligence to obtain the evidence and record the due diligence and obtain then an Affidavit of housing status and self-certification.
- **Category 2 acceptable evidence:**
 - A court order that results from an eviction that depicts a time frame for the family or individual to leave their home within 14 days after the date of their application for homeless assistance
 - Any notice under state law such as a Notice to Quit, or Notice to Terminate provided under the state law regulations
 - If the primary residence is a hotel or motel room that is not paid by any charitable organization, federal, state or local governments then the evidence should include:
 - Any evidence that the individual or family lacks any necessary resources to continue residing in a hotel or motel for more than 14 days after the date of application for homeless assistance or
 - An oral documented statement by the individual or the head of household that the owner or renter of the housing where they now reside will no longer allow them to stay for more than 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found to be credible.
 - To be credible, the oral statement must either:

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- Be verified by the owner or renter of the housing where the individual or family resides at the time of the application for homeless assistance and
 - Be documented by a written certification by the owner or renter or by the intake worker that is recording the renter's or owners' oral statement.
 - If the intake worker cannot contact the owner or the renter then:
 - The intake worker must provide written documentation whereby she/he certifies that they performed due diligence in attempting to obtain verification and written certification that the applicant's statement was true and complete.
 - The applicant individual or head of household certifies in writing that they have not been able to find another residence.
 - The applicant individual or head of household certifies in writing that they lack the resources and the support networks that are needed to retain permanent housing.
- **Category 4 acceptable evidence:**
 - If this is an individual or family that is from a domestic victim service provider:
 - Use the affidavit of housing status and self-certification or
 - Certification by the intake worker
 - The affidavit of housing status and self-certification should document the applicant is fleeing a domestic violence situation, has not identified another residence, and lacks the resources and support networks, e.g. family, friends, faith-based, or other social networks that is needed to obtain housing where his/her safety would not be jeopardized and
 - A written observation statement by the intake worker, a referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, pastoral counselor, or any other organization from whom the individual or head of household has asked for assistance for domestic violence or records contained in HMIS.
 - **At Risk Homelessness acceptable evidence:**
 - If determining the annual income of an individual or family, use the annual income calculation under 24 CFR 5.609 or the Income Eligibility Calculator from HUD under the 1040 Adjusted Gross Income:
 - Evidence of Second Eligibility is:
 - Notice of termination of employment, unemployment compensation statement, bank statement, health care bill showing arrears, utility bill showing arrears
 - If no source documentations from above, then a written statement by a relevant third party-former employer, public administrator, relative, or written certification by the intake staff of the oral verification by the third

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- party as listed above, demonstrating the applicant meets one or both criteria of “at risk homelessness.”
- If no source documents or oral verification of third party, then a written statement by the intake staff describing their due diligence in obtaining the proper evidence without results.
- **Evidence in documenting at least 1 of the 7 risk factors:**
 - Notice of termination of employment, unemployment compensation statement, bank statement, health care bill showing arrears, utility bill showing arrears
 - If no source documentations from above, then a written statement by a relevant third party-former employer, public administrator, relative, or written certification by the intake staff of the oral verification by the third party as listed above, demonstrating the applicant meets one or both criteria of “at risk homelessness.”
 - If no source documents or oral verification of third party, then a written statement by the intake staff describing their due diligence in obtaining the proper evidence without results.

WORK GOALS

The agency that serves homeless people should be able to track and maintain data that demonstrates:

1. The average time that household remain homeless
2. The extent to which persons who exit homelessness to Permanent Housing return to homelessness
3. The number of first time homeless served
4. The growth in employment income and non-employment cash income
5. The successful placement in permanent housing destinations

The HMIS can be used to obtain some of this data using the reports function.

CASE MANAGEMENT

All ESG subrecipients must make available the service of a case manager. The services are inclusive of:

- Developing a plan with each participant. The plan must be inclusive of how the participant will retain permanent housing once the ESG assistance ends.
- Program participants are required to meet with the case manager not less than once a month (*please see exception below)¹ while they are receiving ESG assistance. The meeting allows the plan to be implemented and the monitoring of the progress towards permanent housing

¹ **Exception:** Those agencies that also receive funding under the Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act are except from meeting monthly with their participants. These other Acts prohibit making housing conditional on following up and meeting to be a part of the program.

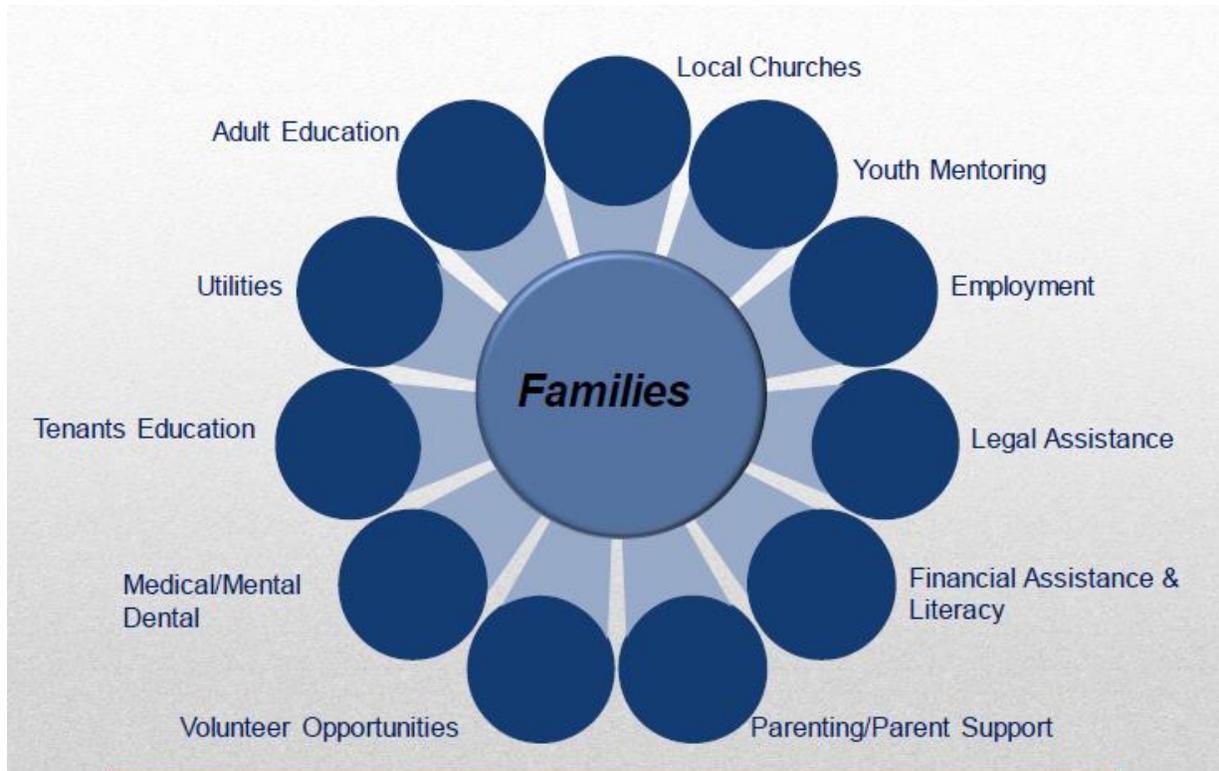
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and stability. This case management approach is required even when just making a one-time payment for rent or utility arrears (in this type of scenario, a single case management session meets the requirements, as long as the housing plan can be established and referrals (Federal, State, local and private benefits and services) made to resources (not limited to Medicaid, SNAP, WIC, unemployment, SSI/SSDI, services for veterans and TANF) during the initial intake meeting-you can still request the participant to follow-up additional times as a condition to receiving assistance.)

ESG Case Management without Rental or Financial Assistance:

- This case management is for participants that have been deemed eligible for Rapid Re-Housing assistance, but are still in an emergency shelter or otherwise in a place not meant for human habitation while they are waiting for a unit to be identified. At this point the case management assistance is under Rapid Re-Housing for up to 30 days while the participant is living on the street and or in an emergency shelter and seeking permanent housing.
- If the participant needs more than 30 days of case management for housing stability, then the case management should be charged to the Emergency Shelter: essential services or Street Outreach: case management, whichever is appropriate. Please keep in mind the cap on these components for case management.
- The moment the participant is in permanent housing, the case management under housing stability can continue under Rapid Re-Housing for up to 24 additional months.

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THE HOUSING STABILIZATION CASE MANAGER MUST:

- Have the ability to work with clients at different levels of assistance always assessing participant's progress and real need
- Ability to juggle high case load while maintaining all documentation
- Ability to connect re-housed clients with community resources so they do not continue to be program dependent and do not become homeless again.

RENT REASONABLENESS AND FAIR MARKET RENT (FMR)

Rent Reasonableness

- The total rent for the unit cannot exceed the fair market rent as published by HUD or the rental assistance cannot be provided for a housing unit.
- Must comply with HUD's standard of reasonableness.
- These restrictions are to be applied so that the participants can be successful in remaining in their housing even after the ESG assistance has ended.

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- Rent reasonableness can be obtained in many ways: by market surveys, classified ads, and real estate agents' information.
- Supporting documentation needed is a copy of a signed and dated Rent Reasonableness chart
- The unit chosen must be compared to three (3) other units.

Fair Market Rent (FMR)

- The FMR is a gross rent estimate. HUD estimates annually FMR's for different areas and counties. The HUD FMR's are published to allow for a sufficient supply of rental housing to be available to participants.
- HUD publishes new FMR's at the start of HUD's fiscal year, which commences on October 1.
- SEE <http://www.huduser.org/portal/datasets/fmr.html>
- The FMR includes the utility allowance which can be requested at the local housing authority.
- The utility allowance is only used for those utilities the participants pay outside of the rent payment (NOTE: if the refrigerator and stove range are included in the rent-then those are not used in the calculation).
- Keep in mind that the phone, cable, satellite TV service and internet services are not a part of the utility allowance.
- If the utilities are included in the rent, then there is no utility allowance.
- FMR – Utility costs included in rent per PHA schedule = Maximum contract allowed rent.

LEAD BASED PAINT DISCLOSURE AND REMEDIATION

Subgrantees that receive funds for Emergency Shelter, Homeless Prevention, and Rapid Re-Housing MUST comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R. Most emergency shelters are exempt, because they are under the zero-bedroom dwellings, which are also exempt from Title X Statute, please NOTE: if the shelter does not qualify under this exemption, then this regulation must be followed.

A zero-bedroom dwelling is defined in section 35.110 as "any residential dwelling in which the living areas are not separated from the sleeping area. The term includes efficiencies, studio apartments, dormitory or single room occupancy housing, military barracks, and rentals of individual rooms in residential dwellings." The term "single room occupancy housing" is defined as "housing consisting of zero-bedroom dwelling units that may contain food preparation or sanitary facilities or both." Group homes are exempt if they consist of "rentals of individual rooms in residential dwellings."

If you provide funds for a shelter with units having one or more bedrooms, and that receive assistance for more than 100 days, it is required that you adopt and implement a policy that assures that the child-occupied spaces will be lead safe. If you provide funds for a shelter with zero-bedroom units, or a shelter receiving assistance for up to, but not more than, 100 days, the units are exempt from the regulation, but HUD recommends that you adopt and implement a policy that assures that the child-occupied spaces will be lead safe, when the units are occupied by children of less than 6 years of age.

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For homeless prevention and rapid re-housing the rule is that a lead-based paint visual assessment must be completed for all units that meet the three following conditions:

- ✓ The household living in the unit is being assisted with ESG financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears).
- ✓ The unit was constructed prior to 1978.
- ✓ A child under the age of six, or a woman who could become pregnant is or may be living in the unit.

Use with Other Subsidies

ESG financial assistance for rents and utilities cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by Uniform Relocation Act (URA) payments.

Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided 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 may not be provided 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.

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APPLICATION PROCESS

WHAT IS THE HUMAN SERVICES ADVISORY COUNCIL (HSAC)?

The HSAC was established to review county level human services activities and to serve as the way the public can provide input and participate for the New Jersey Department of Human Services decision making. The primary purpose in ESG for HSAC's involvement is to review and monitor and improve county level human services activities, services, and programs for the homeless and modest income children, families and victims of domestic abuse, neglect, and abandonment. The County of Morris-Office of Community Development is housed within the Human Services Department-Division of Community and Behavioral Health Services, whereby the COC also meets. The COC and the ESG components of HUD grants are interrelated in that the Hearth Act provides for the grantees to consult with the local Continuum of Care² (COC) in determining how to allocate ESG funds. Other than that the grantee manages the ESG funds and program. Consultation can be with various other organizations that include citizens, such as the CDRS. There must be a former homeless person on the COC.

Once the applications are reviewed and scored by the HSAC using the COC's rank and review tool, the winning applications are then rendered to the CDRS for approval and recommendation of the activities. The review tool used by the HSAC is very comprehensive whereby applicants must answer a series of questions in relation to their projects and the impact of the projects with the homeless community. The questions address the program past performance, how the chronically homeless has been serviced (data all inclusive), the use of permanent housing for homeless families using a Rapid Re-Housing Model, how the program works to remove barriers for the individuals and families that are homeless, how the program uses a maximization of use of mainstream resources, the impact of the program, which priority populations they service, how the program participates in the development of coordinated assessments, and the agency track record. A series of performance standards are used to review the applications as well as a scoring matrix to determine the factors already mentioned.

WHAT IS THE MORRIS COUNTY COMMUNITY DEVELOPMENT REVENUE SHARING COMMITTEE (CDRS)?

The Mayor and governing body of each municipality is requested to provide the committee with names and addresses of two representatives (one by Mayor and an alternate appointed by the Mayor and one by governing body) following the annual organizational meeting. Each municipality has two representatives,

² *Continuum of Care* means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

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but can appoint an alternate appointing official (by Mayor). The Committee is headed by a chairperson and a note taker is also elected among the subcommittee members. The Committee is sub-divided into four standing sub-committees, such as *Public Services, Public Improvements, Public Facilities, and Housing*. Each subcommittee is charged with reviewing applications for projects that fit within their responsibility. A county staff member serves as a facilitator, but because there is a chairperson chosen by the subcommittee members, the facilitator is always available to answer any questions any applicants and participants may have, but cannot be involved in the review of proposed activities, cannot ask questions, and cannot make any recommendations for funding during the meeting. These meetings are mostly used for CDBG and HOME funded activities. The Morris County Community Development Revenue Sharing Committee is bound by written policy and procedures called “Ground Rules” and “By-Laws”. The “Ground Rules” are the step by step procedures on how to handle the applications that are provided to the committee for review and in choosing the proposed list of activities and making funding recommendations. In addition, we provide a list of review questions for the subcommittee members to use upon reviewing the application before the applicants present. Furthermore, a rubric-scoring tool is used to evaluate the program proposals whereby maximum numbers for each category are explained. Moreover, a list of abbreviations are also provided to help our subcommittee members better navigate the HUD program acronyms. After the ESG presentations to the HSAC, the Regional Coordinators of the CDRS meet to recommend a funding plan for approval by the full CDRS Committee. We conduct a Public Hearing with the full CDRS for approval of the recommended activities. The full committee recommendations are forwarded to the Board of Chosen Freeholders for their approval. The Action Plan is then forwarded to HUD for final approval and funding for the grant cycle. Please note that the Office of Community Development does a review of the proposed activities for project and eligibility and the information contained therein, otherwise, they do not move forward to the subcommittee level.

SUBGRANTEES

ESG use with other subsidies or grants

ESG financial assistance for rents and utilities cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by Uniform Relocation Act (URA) payments. Except for a one-time payment of rental arrears on the tenant’s portion of the rental payment, rental assistance cannot be provided 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 may not be provided 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.

ESG AT A GLANCE

Grantees should refer to 24 CFR Part 35, subpart K of the implementing regulations for guidance on appropriate steps to carry out. Emergency Shelter Grantees **MUST** contact Morris County-Office of Community Development immediately if they suspect that they are not in full compliance with these regulations.

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FINANCIAL RECORDS AND MONTHLY REPORTING

MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT ESG recipients and sub-recipients must keep a record of all costs charged to their Emergency Solutions Grant. Eligible shelter support operations costs are those costs associated with creating and/or operating new or unfunded emergency shelter beds or rooms for homeless individuals or families in high need areas. Eligible ESG costs include:

- Maintenance
- Insurance
- Utilities
- Rent
- Program Supplies (mats, linens such as bedding, towels, etc.)
- Repairs
- Fuel
- Food

Durable goods for use in temporary emergency shelters such as furniture, washers, dryers, refrigerators, and freezers.

Emergency shelters may spend up to 50% of their contract award, if approved by MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT, on staff related costs. If staff position is paid fully by ESG, there must be a record of the time (hourly) spent conducting ESG activities and the activities completed during that time.

Additionally, recipients and sub-recipients are responsible for submitting a monthly report for each shelter program funded under their ESG contract. The monthly report is due to MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT on the 10th of each month for the previous month (ex. Report for month of July is due to MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT Aug. 10th.) Each shelter program, including DV, is responsible for tracking the following data elements in order to complete the monthly report:

- # individuals engaged in case management services and working towards accessing housing and mainstream benefits
- # of families engaged in case management services and working towards accessing housing and mainstream benefits
- # of individuals that received a referral to an ESG funded RRH program (either MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT or other Entitlement Community funded program)
- # of families that received a referral to an ESG funded RRH program (either MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT or other Entitlement Community funded program)
- # of individuals & # of families which exited the shelter to permanent housing
- # of families/individuals which exited the shelter to an EA shelter
- # of individuals & # of families which exited the shelter to another temporary destination

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- Please note that any voucher handed in must have specific information regarding the component and specific area to be charged as well as the percentage and amount of the match to be used with that voucher. We must track that there are no duplications in the voucher request during the program year.

CONFLICT OF INTEREST/CODES OF CONDUCT

The recipient and its sub-recipients must keep records to show compliance with HUD's organizational conflicts-of-interest requirements, a copy of the personal conflicts of interest policy or codes of conduct, and records supporting exceptions to the personal conflicts of interest prohibitions must be forwarded to MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT.

CONFIDENTIALITY

1. Sub-recipients and its sub-contractors must develop and implement written procedures to ensure:
 - (i) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
 - (ii) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
 - (iii) The address or location of any housing of a program participant will not be made public, except as provided under a pre-existing privacy policy of the recipient or sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality.
2. The confidentiality procedures of the recipient and its sub-recipients must be in writing and must be maintained in accordance with this section.

Additionally, a release of information must be collected for each recipient receiving services through an ESG funded shelter program.

Sub-recipients must send an electronic copy of the Confidentiality Policy to: dbeauchamp@co.morris.nj.us for review.

THE ROLE OF HMIS

Active participation in a HUD approved HMIS is required of all successful respondents. Participation includes, but is not limited to, the collection and input of all universal and program level data elements, at a data quality rate of at least 90% and completeness (bed coverage/participant

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coverage) rate of 100%. Participation in a HUD approved HMIS will be documented by producing an Annual Performance Report. Additionally, recipients and sub-recipients are required to report universal and program level data elements on the whole shelter funded by ESG, not just those individuals directly receiving services that may be funded through ESG.

Providers may opt to participate in the state's HMIS, ETO/ASIST or contract at their own expense with an alternate HUD recognized HMIS. An ESG Shelter Support contract with a lead agency and several sub-contractors are not required to enter into the same HMIS program. However, the lead agency is responsible for ensuring that the sub-contracted agency is entering their client data into an HMIS program and monitoring the data quality regardless of which HMIS the sub-contractor may be entering into.

Respondents which use an HMIS other than ETO must agree to conduct regular data uploads to the state's HMIS. Respondents which use a different platform of ETO, other than ASIST must agree to sync their data. If a sync agreement is not already in place between the responding agency and MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT, an agreement must be signed prior to execution of a contract.

The only exception to the HMIS requirement is for organizations with a primary purpose of serving victims of domestic violence or providing legal services. Such organizations are excluded by HUD from HMIS participation. However, each such organization must collect and enter **all** HUD required data elements into a HMIS comparable database from which the organization can produce reports that meet all HUD and MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT reporting requirements, including APR's. Please use the provided blank CSV file to be filled out monthly and that is compatible with the Ecart database for our proper submission. We have been successful in submitted all of our reports through Ecart commencing with 2016.

Each ESG funded DV emergency shelter is required to submit an Annual Performance Report for each shelter program funded through ESG at the end of the MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT funded contract period. The APR will be due by July 1st of every year.

SHELTER AND HOUSING STANDARDS

Sub-recipients and sub-contractors receiving ESG funds must document compliance with the shelter and housing standards listed below by providing a copy of the city/town occupancy permit, health inspection certificate, lead free certificate, and fire inspection certificate as required by law.

- Structure and materials
- Access
- Space and security
- Interior air quality
- Water supply
- Sanitary facilities
- Thermal environment

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- Illumination and electricity
- Food preparation
- Sanitary conditions
- Fire safety; a copy of the log of quarterly fire drills which shall include the date and time that each fire drill was held, must be maintained

LEAD BASED PAINT STANDARDS APPLY FOR ALL SHELTERS SERVING FAMILIES IF THE SHELTER WAS CONSTRUCTED BEFORE 1978 AND A CHILD UNDER 6 OR A PREGNANT WOMAN WILL LIVE THERE.

The County of Morris has developed:

- a. Systems and schedules to ensure compliance with program requirements
- b. Interagency agreements and agreements with any entity receiving HOME funds
- c. All progress and compliance having to do with program requirements are monitored
- d. Monitoring of all matching contributions that are being used for the HOME programs
- e. Submit reports and supporting documents to HUD in relation to the programs
- f. Monitor through audits and monitoring findings while reaching resolution within the 30 day afforded time frame
- g. Evaluate programs and their results to any stated agreement objectives
- h. Monitor the costs of administering tenant-based rental assistance programs
- i. Prepare a consolidated plan and have it available for review by the public

ADDITIONAL FEDERAL REQUIREMENTS

The sub-recipients must document their compliance with the Federal requirements, as applicable, including:

1. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under Other Federal Requirements, including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds and the affirmative outreach requirements.
2. Records demonstrating compliance with the uniform administrative requirements in 24 CFR part 85 (for governments) and 24 CFR part 84 (for nonprofit organizations) of the Interim Rule.
3. Records demonstrating compliance with the environmental review requirements, including flood insurance requirements.
4. Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87

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THE VIOLENCE AGAINST WOMEN ACT (VAWA)

Pursuant to this regulation from HUD, any woman that is an applicant or tenant and has been the victim of domestic violence, dating violence, sexual assault or stalking cannot be denied or terminated from the assistance or eviction solely because of these reasons. The County of Morris will provide a notice and certification form to all owners of ESG assisted rental housing who in turn must provide these forms to the applicants at the time the applicant is either admitted or denied admission to the ESG assisted unit based on the owner's selection policies. This notice and certification must also be provided to anyone receiving an eviction notice from an ESG assisted unit. The County of Morris will provide a VAWA lease term/addendum to all owners or leases under 24 CFR Part 5 Subpart I, inclusive of the prohibited bases for eviction and any restrictions on lease terms. In addition, the VAWA lease term/addendum provides for the tenant to terminate the lease without penalty when they have been determined to meet the conditions for an emergency transfer. The VAWA lease term/addendum also requires the owner to notify the PJ before bifurcating the lease or notifying the program participant of an eviction. The terms and conditions of this regulation shall apply to the owners for the term of the affordability period.

MONITORING AND RECORD RETENTION

Documentation of ESG records must be retained for 5 years after the expenditure of all funds from the grant under which the household was served. Copies made by scanning, photocopying, or similar methods may be substituted for the original records. Records are monitored every single year. Inclusive in the file there must be: 1. ESG Homeless Prevention and Rapid Re-Housing Client File Checklist, 2. All records as required by HUD to demonstrate and document homelessness, 3. The financial reporting must be accurate at all times indicating from which grant monies are being requested, inclusive of the year of the grant and keeping track of when that money was expended. 4. All vouchers must be inclusive of the program components and the specific area within that component. E.g. Emergency Shelter-Operations, etc. The subrecipient must ensure that:

- a. All compliance with applicable federal regulations and requisites are met.
- b. Ensure performance goals are being achieved.
- c. Assure to cover each program function and activity listed under the grant agreement.

ELIGIBLE PROGRAM COSTS AND TYPES OF SERVICES UNDER EACH COMPONENT

- **Transitional housing (TH)** is designed to meet more intensive service needs to increase the housing stability of the population served. Transitional Housing stays are typically between 90 days and 2 years. Providers should link program participants to applicable mainstream programs such as, food stamps, TANF, etc. with the goal of helping participants secure permanent housing. Outreach providers should collaborate with TH providers to secure housing for clients coming from the street who need temporary housing and have significant barriers to housing stability. Rapid re-housing providers should collaborate with TH providers to identify RRH program participants.

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- **Rapid Re-Housing** programs are designed to help those who are homeless transition into permanent housing. The primary goal is to stabilize a program participant in permanent housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. Households receiving this funding must have an income level at or below 50% AMI. Enrollment in a rapid re-housing program should rely heavily on a case management plan to ensure long term stability for program participants. Providers are expected to implement a case management plan that will increase household incomes and/or increase access to mainstream benefits for program participants. Linkages should also be made to applicable mainstream programs such as, food stamps, TANF, etc. By ESG regulation at 24 CFR 576, ESG funds may be used to provide housing relocation 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. Rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short- and medium term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400.
- **Homelessness Prevention** is most efficiently implemented when targeted to those at greatest risk of losing housing. Households receiving this funding must have an income level below 30% AMI and must demonstrate that they do not have sufficient resources or support networks to prevent them from moving to an emergency shelter or other place defined under Category 1 of the homeless definition. Enrollment in a prevention program should typically last around 2-6 months, although enrollments can be longer, and rely heavily on a case management plan to ensure long term stability for program participants. Subgrantees should negotiate with landlords as the first step in resolving eviction crises. Prevention implementations should effectively target households at greatest risk of homelessness and assist participants to increase household incomes during enrollment. Linkages should also be made to applicable mainstream programs such as, food stamps, TANF, etc. By regulation, ESG funds may be used to provide housing relocation and stabilization services and shorthand/ or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2. 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.
- **Street Outreach** ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. The term “unsheltered homeless people” is defined as –(1) *An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, etc.*

There are **6 eligible activities for Street Outreach**, as follows:

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1. Engagement – the location, identification and relationship building with unsheltered homeless people and the engagement of them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible activities include assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
2. Case management – the assessment of housing and service needs, and implementing individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.
3. Emergency health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. Eligible treatment consists of developing a treatment plan; assisting program participants to understand their health needs; providing directly or obtaining emergency medical treatment; and providing medication and follow-up services.
4. Emergency mental health services. Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living of the problem or improved individual or family functioning or circumstances. (iv) Eligible treatment consists of crisis interventions, and the prescription and management of psychotropic medications.
5. Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible.
6. Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. In the implementation of Street Outreach MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT anticipates and expects the bulk of all Street Outreach awards to be spent on street based Engagement and Case Management. Should any subgrantee wish to spend any significant amount of funds on any other eligible activity, they should contact MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT to discuss this and receive written approval from MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT **before** making any decisions. Subgrantees should note that activities 3 and 4 refer to Emergency Health and Mental Health services, rather than services that may be delivered on a routine basis. Street Outreach should be principally focused to one goal: that of supporting homeless households in achieving some form of permanent, sustainable housing. While Street Outreach teams may use incentives to encourage trust and build relationships, or to ensure that

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homeless households' emergency needs are met, the awards made should not be used to support other programs that seek to alleviate the burden of living on the streets. Outreach programs should consider the use of an assessment form in addition to Barriers to Housing Stability, one that is more suited to a street assessment. This should include the options of diversion and placements directly into permanent housing. At this time MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT is not mandating the use of any specific assessment tool, but assessments such as the Vulnerability Index have value in assisting Street Outreach staff in placing homeless individuals and families.

Outreach teams will have the most comprehensive knowledge of street based individuals / households within the locality. Outreach teams will be responsible for ensuring that a case plan is established for each household that is client centered, realistic and focused towards a goal of permanent housing.

Where one or more Outreach teams work in the same area, MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT expects that agencies collaborate to provide complimentary services by:

- d. Establishing a lead person / agency that will promote an agreed intervention for the individual / family.
 - e. The agency will lead the case management of the homeless individual until either the individual has been re-housed, or a more appropriate case manager is ready to take over.
 - f. Other agencies will reinforce this intervention so that agencies are not working against one another.
 - g. Outreach teams will be expected to establish close working relationships with other service providers, not only
 - h. Emergency Shelters, but other mainstream and housing focused services, such as Rapid Re-Housing. Not every homeless household is expected to need admittance to an emergency shelter and Street Outreach teams should be prepared to implement a variety of interventions in securing permanent housing.
- **Supportive Services Only Programs** program is defined by MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT to be a distinct initiative undertaken by a subgrantee to provide supportive services **directly** to "homeless" persons (by HUD definition) living in unsheltered environments or in homeless housing programs. Services must be collaborative and available to a network of identified homeless service agencies throughout the service area. To be eligible for Supportive Services funds, persons served, or a majority of persons served, are **not** also housed by the Applicant with ESG funds. Linkages should also be made to applicable mainstream programs such as, food stamps, TANF, etc. MORRIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT awards funds for programs with the overall objective of assisting them into permanent housing.

DEFINITION OF DEVELOPMENTAL DISABILITY AND POLICIES

HUD's Definition of Disability: federal laws define a person with a disability as "any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."

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In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, aids, aids related complex, and mental retardation that substantially limits one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself.

The Americans with Disabilities Act: In most cases, the ADA does not apply to residential housing. Rather, the ADA applies to places of public accommodation such as restaurants, retail stores, libraries, and hospitals as well as commercial facilities such as offices buildings, warehouses, and factories. However, Title III of the ADA covers public and common use areas at housing developments when these public areas are, by their nature, open to the general public. For example, it covers the rental office since the rental office is open to the general public.

Title II of the ADA applies to all programs, services, and activities provided or made available by public entities. This includes housing when the housing is provided or made available by a public entity. For example, housing covered by Title II of the ADA includes public housing authorities that meet the ADA definition of "public entity," and housing operated by States or units of local government, such as housing on a State university campus.

STANDARD POLICES AND PROCEDURES

Minimum Standards for Emergency Shelter

Any emergency shelter that receives ESG assistance for shelter operations must meet the following minimum safety, sanitation, and privacy standards. Subgrantees may also establish standards that exceed or add to these minimum standards.

1. Structure and materials

The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.

2. Access

The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 *et seq.*) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 *et seq.*) and 28 CFR part 35; where applicable.

3. Space and security

Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

4. Interior air quality

Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

5. Water supply

The shelter's water supply must be free of contamination.

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6. Sanitary facilities

Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

7. Thermal environment

The shelter must have any necessary heating/ cooling facilities in proper operating condition.

8. Illumination and electricity

The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

9. Food preparation

Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

10. Sanitary conditions

The shelter must be maintained in a sanitary condition.

11. Fire safety

There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Assessment of Relationship of ESG Funds to Goals and Objectives

- a. Identify actions your agency has addressed emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
- b. Evaluate your agency's progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the consolidated plan.
- c. Detail how your ESG project is related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

Matching Resources

- d. Provide specific sources and amounts of new funding used to meet 100% match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

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Activity and Beneficiary Data

Completion of Emergency Shelter Grant Program Performance reports showing expenditures by type of activity and component.

Homeless Discharge Coordination

ESG homeless prevention funds may be used to assist very low-income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.

Explain how your agency is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Emergency Solutions Grant Program

The agency must include the number of persons assisted, the types of assistance provided, and the project or program outcomes data measured under the performance standards developed in consultation with the Continuum of Care.

ESG PROGRAM ADMINISTRATION

Each subrecipient:

- ✓ Provide records that will reflect that they have coordinated to the maximum extent possible all ESG funded activities with other programs that are targeted for homeless services. The services are inclusive to housing, health, social services, employment, education and youth programs for homeless and at-risk persons that are eligible.
- ✓ Must provide recordkeeping, inclusive to eligibility of eligible persons, and program participant records, according to the standards and administrative requirements provided by the County of Morris-Office of Community Development.
- ✓ Assure all records must be retained for 5 years from the time of the inception of the program year.
- ✓ Data collection and recordkeeping through HMIS must reflect all data entry of persons served under the ESG grant (DV-victim service providers) subrecipients must use the alternate template provided to them from the Office of Community Development)
- ✓ Must document and contribute a match with records of sources of funding.
- ✓ Involve homeless individuals and families as much as possible in constructing, renovating, maintaining, operating facilities either as employed or volunteer services.
- ✓ Assure that faith-based activities did not occur as part of the programs and services funded under ESG.
- ✓ Assure all expenses under ESG must be allowable, allocable, and reasonable.
- ✓ Provide supporting documentation for all costs (administrative, training, indirect), charged to the grant eligible under one of the components and to the specific area or activity.
- ✓ Provide a drug-free workplace statement for each grant application.

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- ✓ Be in compliance with Non-Discrimination, Section 504, and Equal Opportunity requirements.
- ✓ Assured affirmative outreach has occurred with the target population.
- ✓ Provide audit requirements as per regulations.
- ✓ If applicable, adhere to all Section 3, MBE/WBE, compliance procedures for any rehabilitation or construction under ESG grant.

SUB-RECIPIENT ELIGIBILITY PROCESS

- Must submit a completed application with all related documentation-see below
- Must fulfill one of the HOME Activity Objectives
- Must service people in the County in order to apply
- Non-Profit agencies serving individuals residing in the 27 municipalities are also eligible to apply for funding. Non-Profit agencies must possess a 501 (c) (3) designation from the IRS at the time of application.
- HUD does not provide ESG assistance directly to individuals, families, businesses, nonprofit organizations, or other non-governmental entities
- Must demonstrate proposal meets a public service in narrative provided
- Must have Mayor's signature and public hearing certification

HOW TO APPLY?

- Complete application with fulfillment of the ESG application checklist items documentation and information as requested.
- Send in application by the deadline and no later.
- You can receive an application by calling, emailing, or visiting us and by acquiring it at: <http://morriscountynj.gov/hs/community/>
- A complete budget should detail the purpose for which Community Development funds will be expended. NOTE: If you are adding professional services or any construction under ESG, then an RFP or an RFQ must be done. If the developer is paying for the professional services with other funds then an RFP or RFQ is not necessary (*for rehab or construction under ESG only*).
- Materials can be purchased from a consortium approved by the state, but not labor.
- All cost estimates should be derived from professional sources, and submitted with the application as an attachment. Cost estimates may be derived from architects, engineers, vendors, construction companies or appropriate personnel trained in cost estimation. Applicants must follow all Federal guidelines (inclusive of Federal procurement guidelines) and state contracting laws (*for rehab or construction under ESG only*).
- Non-profit applications must include their certification of 501(c) (3) status, a copy of their annual 990, and a listing of the members of their Board of Directors or equivalent.

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- HUD maps narrative, detailing area where project will be taken place with detailed narrative as to how very low, low and moderate income people will be serviced with percentages and numbers of those who will be serviced.
- Your DUNS, FEIN and SAM's numbers must be listed on the application. These federal numbers are required for us to comply with federal reporting on a monthly, bi-annually, and annual basis.
- The application MUST include the following documents:
 - Sources and uses of funds statement for project
 - Written financial commitments
 - Partnerships agreements if applicable showing cash contributions of partners
 - Construction cost estimates and contracts and preliminary bids (if applicable)
 - Environmental Review Record (if applicable)
 - Commitment letters of match funds with terms and conditions

APPLICATION REVIEW

MATCHING

- There are matching requirements that are mandated with this grant. All matching commitment letters demonstrating the terms and conditions for the matchings funds must be submitted with the application.
- Each ESG Subrecipient must match dollar-for-dollar the ESG funding provided by HUD with funds from other public or private sources. A subrecipient may comply with this requirement through matching funds or voluntary efforts provided by any recipient or project sponsor.
- Matching funds must be provided after the date of the grant award to the subrecipient. Funds used to match a previous ESG grant may not be used to match a subsequent grant award. No federal funds can be used for match, with the exception of Community Development Block Grant (CDBG).
- All ESG Subrecipients are required to contribute 100% match to their ESG program. For example, if the ESG award is \$10,000, the subrecipient must demonstrate \$10,000 as match. The following items may be used as match:

TYPE OF MATCH	DOCUMENTATION REQUIRED
Cash/Grant	Award Letter
value or fair rental value of any donated Material or building	Documentation of value of donated material or Building. Documentation of previous year's match.
Value of any lease on a building	Documentation of value of lease on a building
Any salary paid to staff to carry out the program	Timecards of Staff member. Proof of salary payments (cancelled checks/bank statements).

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Of the subrecipient	Summary list of all salaries counted as match. List should contain staff name, hours worked and total Monetary value of time worked
Value of the time and services contributed By volunteers to carry out the program of The subrecipient. (NOTE: Volunteers providing Professional services such as medical or legal services are valued at the reasonable and customary rate in the local community	List containing all volunteer names, number of Hours worked and total value of time contributed.

IN-KIND	CASH (examples only)
211 Helpline: Time conducting assessments or Other eligible expenses	CDBG
AID/HIV-related services provided to ESG participants	City or County funds
Alcohol and substance abuse services	Community Action Agencies
Bookkeeping/Administrative services for ESG program (but not billed to ESG)	Donations received as a result of the Neighborhood Assistance Program
Budgeting, credit repair service provided To participants in the community (but not billed to ESG)	Grants as eligible.
Case management (not billed to ESG)	Local Foundations
Child Care	Private Donations
Clothing, household, hygiene items donated	Program income
Community Center-educational meetings Related to housing, transportation vouchers Other eligible financial assistance	United Way
Donation Inventory Management	Township trustee(s) assistance provided to ESG participants
Education, GED, parenting classes	Local Partnerships
Employment assistance & job training	Department of Labor
Emergency Shelter/transitional housing Not billed to ESG	Local Partnerships
Faith based community donations	Local churches, synagogues, mosques, etc.
Food donated from local churches	Local Food bank

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(food stamps cannot be counted)	
Furniture donated	Partnerships with United Way, Salvation Army, etc.
Health care provided by an association	Local partnerships with clinics, hospitals
Housing food=move in kit program	Local foundations
Housing placement	TBRA, Housing Authorities, etc.
Hygiene kit preparation	Private Donations
Legal services	Legal aide, private foundations
Life skills training not billed to ESG	Community Action Agencies
Mental Health services	Local mental health agencies
Minority health coalitions	Community Action Agencies
Motel stays	TBRA and private foundations or donations
Office space donated	Local partnerships or donations
Street outreach	Local partnerships
Outpatient health services by health centers Or medical centers	Local partnerships
Rent, not paid with ESG	Section 8, TBRA, local partnerships
Renovation of shelter facility that Will benefit ESG participants	Neighborhood Assistance Programs
School corps=eligible services to ESG participants	Local School Districts
Transportation	Local partnerships
Utilities not paid with ESG	Private utilities foundations
Utility companies-any amount waived from Arrears or deposits off of amount due	Utility companies foundations
Volunteer-professional-local, customary rate	Local partnerships

APPLICATION REVIEW

- Once the applications are received, Community Development staff reviews the applications for eligibility. The applications are then distributed to the appropriate members of the CDRS sub-committee. On or about February of each year, the Office of Community Development will reach out to the applicants to schedule a time for them to make a presentation to the HSAC, to further explain the proposal. Presentations should include a detailed explanation of the project. If PowerPoints are to be used, we must be notified in advance for proper set up.
- Following the initial hearing, the HSAC makes funding recommendations to the entire CDRS Committee. The CDRS Committee will vote preliminary allocations based on the recommendations of the HSAC. A public hearing (advertised 10 days in advance) is conducted to review the preliminary funding allocations proposed by the CDRS Committee. After the public hearing, the full CDRS Committee votes the final recommendations which are then forwarded to the Freeholder Board for their approval. Upon Freeholder approval, the proposed project is submitted to the HUD field office for final approval. On or about September of each year, the approval is granted and the funding is allocated.

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WHAT IS EXPECTED FROM SUB-RECIPIENT IF FUNDING IS APPROVED?

- Grant subrecipients are expected to comply with the rules and regulations as outlined in the grant Loan Agreement. Subrecipients must document that funds are primarily being used to benefit persons of very low, low and moderate income. This information must be submitted to the Office of Community Development.
- If receiving federal grant funds: Then all federal provisions and acts also apply, such as the Copeland Anti-Kickback Act, Executive orders 11246/11375, Section 3, MBE/WBE and EEO-Section 503, 504, 103, and 107.
- Each grant loan agreement will have an outlined scope of service. Expenditures must be aligned within that specific scope. If the project changes or the cost of specific parts of the project need to be adjusted, sub-recipients must make a request in writing to the Office of Community Development **PRIOR** to conducting any work outside of the purview of the scope submitted with the application and grant loan agreement. *ONLY if applicable to construction or rehab with ESG.*
- An updated actual budget must be submitted with the grant loan agreement.
- Contractors and subcontractors must submit **Attachment G** (from the compliance package to be cleared from federal and state debarred lists by the Office of Community Development). NOTE: contracts cannot be awarded until clearance occurs. *ONLY if applicable to construction or rehab with ESG.*
- All construction grant agreements must have a Pre-Construction meeting to be held with the Office of Community Development.
- Grant loan agreements are awarded for a program year period of 5 years beginning with July 1 and ending in June 30.
- This program is a reimbursement program. Requests for payment must be submitted with the back-up material such as invoices, receipts, and signed contracts supporting the funds that are being requested and as proof of payment. Once the payment request is received, it is reviewed by the Office of Community Development staff to ensure that the request fits within the parameter of the grant agreement. Payment requests should be made in a timely manner.
- It pays to mention that in order for the project file to be closed, an audit detailing the federal grant funding under the Office of Community Development must be rendered for when expenditures occurred. In other words, the expenditures for HUD are when the County of Morris provides a check to the subrecipients and thereafter, the subrecipient cashes the check. Please note that the audit for HUD does not reflect when the grant was approved or when you expended your own funds. HUD is concerned when the funds were expended by us to reimburse you for the approved project. An audit can detail the information for the file to be closed. Monitoring occurs for 5 years after the grant is closed. All documentation from the file must also be kept for 5 years by the subrecipient.

EMERGENCY SOLUTIONS GRANT

Grant Loan Agreement, Project Year and Requirements

ESG AGREEMENT MUST INCLUDE:

1. Detailed description of the use of ESG funds Section 1 of the agreement
 2. Detailed project description
 3. Drug Free Workplace Certification
 4. EEO form signed
 5. Match commitments
- The County of Morris has executed a legally binding written agreement, with a subrecipient, to use a specific amount of ESG funds for prevention of homelessness, emergency shelters, etc. An agreement between the County of Morris and a subrecipient that is controlled by the County of Morris.
 - **Effective Period** - Two years, after which time HUD recaptures the funds.
 - **Expenditure deadline** -The County of Morris has 2 years for expenditure of ESG funds will be applicable from the date set forth in the grant agreement and will be implemented by HUD for all deadlines that occur on or after that date. Consequently, ESG subrecipients' funds will be expected to expend and complete activities based on a reasonable time within the confines of the grant agreement deadline. The County of Morris may draw down after the 2-year expenditure deadline only for eligible expenses that are incurred during the grant agreement time frame.
 - **Housing** – The purpose of the Emergency Solutions Grants (ESG) program is to assist individuals and families quickly become stable by participating in permanent housing after experiencing a housing crisis or homelessness
 - **Extremely Low Income vs. Area Median Income Limits** – The Extremely Low Income (ELI) does not apply to ESG or COC programs. ESG uses the 30% of Area Median Income (AMI) limits. The income eligibility is based on the HUD income limits at the time of income verification. NOTE: Income Eligibility is not based on HUD income limits that correspond with the grant year when the ESG funds were awarded.
 - **Rapid Re-Housing Income Requirements** – At the initial evaluations, an income assessment is not required. At re-evaluation-once annually for rapid re-housing then the participant's household must render income information that does not exceed 30 percent of the median income for the area, please refer to the annual HUD income determinations.
 - **Homelessness Prevention Income Requirements** – The eligibility for homelessness prevention is limited to assistance to individuals and families with incomes below 30 percent AMI at intake and income that do not exceed 30 percent of AMI at re-evaluation-which occur every 3 months

EMERGENCY SOLUTIONS GRANT

RENT REASONABLENESS AND FAIR MARKET RENTS:

Calculating the GROSS RENT AMOUNT

To calculate the gross rent of a unit that is being tested by the FMR standard:

$$\begin{aligned} & \text{Total contract rent amount of the unit} \\ & \quad + \\ & \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} \\ & \quad + \\ & \text{MONTHLY UTILITY ALLOWANCE* (EXCLUDING TELEPHONE) ESTABLISHED BY LOCAL PHA} \\ & \quad = \\ & \text{Gross Rent Amount} \end{aligned}$$

***Note:** The monthly utility allowance is added only for those utilities that the tenant pays for separately (for more information on utility allowances established by the local public housing agency (PHA), see 24 CFR § 982.517). The utility allowance does not include telephone, cable or satellite television service, and internet service. If all utilities are included in the rent, there is no utility allowance.

FUNDING CYCLE

- Loan Grant agreements are awarded for a program year period of 2 years beginning with July 1 and ending in June 30. All proposed projects must be completed within that time period. Morris County Community Development may make partial payments during the project or a single final payment may be made. The invoice to Morris County Community Development **must** be made by the subrecipient on letterhead, and supported by documentation that is completed and acceptable.

NOTE: The Gross rent is the sum of the rent paid to the owner plus, if the tenant pays separately for the utilities, then the monthly allowance is established by the public housing authority for the area where the housing is located. The only utilities taken into consideration for the FMR are: electricity, gas, water, sewer, and trash removal services.

EMERGENCY SOLUTIONS GRANT

ADMINISTRATIVE REQUIREMENTS

- To receive reimbursement of activity of costs: you need to submit a detailed voucher with supporting documentation such as: 1. Vouchers filled out with one of four components and the specific area of that component that is to be reimbursed 2. Amount of match and percentage of match being used 3. Fiscal report 4. Unduplicated number of serviced applicants 5. Supportive services delivery report 6. Funding sources report
- Monthly ESG Caper Report
- Monthly Financial Expenditures Report

2017 AREA MEDIAN INCOME LIMITS

FAM SIZE	30%
1	\$19,800
2	\$22,600
3	\$24,450
4	\$28,250
5	\$30,550
6	\$32,960
7	\$37,140
8	\$41,320

EMERGENCY SOLUTIONS GRANT

TIME TABLE*

ACTIVITY	TIMING
Application available	October 12, 2016
Orientation Meeting	October 20, 2016
Public Hearing & CDRS Meeting	October 20, 2016
Technical Assistance	October 21-December 15, 2016
Applications Due for review	December 16, 2016
Staff Reviews	December 19-February 10, 2016
Final complete Application submission	December 30, 2016
Evening presentations	February 27 and 28, 2017
Regional Coordinator Meeting	March 8, 2017
Publish recommended funding	March 29, 2017
*Public Hearing	April 20, 2017
Freeholder's Meeting to approve plan	May 11, 2017
Five Year Plan and Annual Action Plan Submitted to HUD	May 19, 2017
Anticipated HUD Award	July-September 2017
Legal Notice published for CAPER	1 st Week of September with 15 Day Comment Period
90 Days After Close of Program Year, CAPER is due	End of September

- All dates are tentative and may change with notice

*-Public Hearing is at 5:30 p.m. for the Annual Action Plan-Freeholders Public Meeting Room Location TBD.

CDRS Meeting is at 6:00 p.m.-To approve Activity List-Freeholders Public Meeting Room-Location TBD.

EMERGENCY SOLUTIONS GRANT



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