



Mid Florida Homeless Coalition, Inc.

FL520- Citrus, Hernando, Lake, Sumter Continuum of Care
Unified Homeless Grant #RFA MFHC 23-24

Details for the Programs that are part of the Request for Applications

TANF, ESG-CV and ESG RUSH Funding

SUBMISSION DEADLINE
Monday, July 31, 2023, 4:00 p.m.

Contact:

Email: events@midflhc.org

APPLICATION SUBMITTAL PROCEDURE

The MFHC Unified Homelessness Grant Application provides an opportunity for Mid Florida Homeless Coalition, Inc. (MFHC) to consolidate multiple funding streams into a single solicitation that serves as a competitive funding request for eligible applicants. This solicitation is designed to include funding for the state appropriation for the federally funded Emergency Solutions Grant (ESG) program's RUSH and CV3 funds, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576; and the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant program for Citrus and Hernando Counties authorized by section 414.161 of the Florida Statutes.

Mid Florida Homeless Coalition has been awarded funding through the Office on Homelessness for a three-year grant cycle for the TANF funding that began with State Fiscal Year 2022-2023. MFHC will be contracting with providers for State Fiscal Year 2023-2024, and if approved by the Performance Committee meeting SFY 2024-2025. Mid Florida Homeless Coalition has been awarded ESG funding through the Office on Homelessness for a one-year grant cycle, and will be contracting with providers for one year. Providers will be evaluated throughout the year via the CoC Performance Committee. All grants must be obligated by an executed grant agreement and all grant funded activities or project services shall be completed or provided as per contract requirements.

As the lead agency for FL520 – Citrus, Hernando, Lake and Sumter Counties, MFHC may allocate the grant funds to programs, services, and/or housing providers that support the implementation of the CoC Plan. MFHC may sub-grant the provision of direct services described herein to another agency, as consistent with the CoC Plan. The lead agency retains overall grant administration and financial accountability. The lead agency may choose to share the grant administrative costs with the subrecipient organizations.

Requests for funding shall be based upon documented local need, agency history in providing similar services, experience of the staff providing these services, participation in the Homeless Management Information System or comparable database, the Coordinated Access System, Continuum of Care, and conformance to the financial and program eligibility requirements specified by HUD and DCF.

APPLICATION ELIGIBILITY CRITERIA:

OVERALL CRITERIA:

- Attend RFA Training on July 10th or watch the recording prior to the application due date.
- Be a Supporting Member of Mid Florida Homeless Coalition, Inc. (*Not sure whether you are a Supporting Member, email us at finance@midflhc.org Subject: RFA.**)
- Submit a complete application
- Submit all required documents

In addition organizations must:

- ❖ Have no outstanding Delinquent Federal Debts
- ❖ Have no Debarments and/or Suspensions
- ❖ Project must be financially feasible

- ❖ Administration of Program
 - MUST Participate in CoC Monthly Membership Meetings, Monthly Performance Meetings, and Monthly CAS Meetings if applicable
 - MUST Read and agree to comply with CoC's Written Standards as they read now and in the future during this grant year
 - MUST agree to participate in Coordinated Access System (CAS) if applicable
 - MUST read and agree to comply with the CAS manual as they read now and in the future during this grant year
 - MUST agree to participate in HMIS or a comparable database
 - Comply with Housing First Model as applicable
 - ESG-CV3 Program must be within Citrus, Lake, Sumter or Hernando Counties
 - ESG-RUSH Program must be within Lake County
 - TANF Program must be within Citrus or Hernando Counties

*To qualify for funding, organizations must be a paid member of Mid Florida Homeless Coalition as spelled out in its By-Laws. (Membership application and payment can be made online at midfloridahomeless.org - Membership application and/or a payment can be submitted to 1512 Hwy 41 N, Inverness, FL 3450.)

Responsibilities After Receiving Applications

All applications received shall be date stamped upon receipt in the MFHC office. The MFHC office will maintain a log to reflect the receipt of each application.

Solicitation Process

There has to be proof that every organization has operated a program like the one for which funding is being requested or a similar type program. Those operating programs within the CoC, information from the Mid Florida Information Network (HMIS) will be downloaded and provided to the Review Committee. The exception to the rule are domestic violence shelters which will need to submit information from the comparable database that they use at their organization. Those operating or who have operated programs outside the CoC will need to submit data from the HMIS where programs are being operated. (Contact the CoC Data Manager for these requirements at datamanager@midflhc.org.)

- Request For Applications Training will be held on July 10th and the recording will be made available to watch prior to the application due date as a requirement to apply. The purpose of the GoToWebinar is to review the different grant programs, review the application, and to answer questions.
- The grant application shall be posted on the Mid Florida Homeless Coalition website at midfloridahomeless.org - Library - Grant Information - State of Florida-DCF.

PLEASE NOTE THAT: The Mid Florida Homeless Coalition, Inc. staff will be available to provide technical assistance via emails to events@midflhc.org. There is neither a minimum nor a maximum funding amount. Requests should be based upon documented need, capacity of the agency, its level of expertise, and experience in providing the service and meeting HUD requirements.

Activity		Date & Time	Location
Distribution of the DCF RFA	Mid Florida Homeless Coalition, Inc.	July 5, 2023	https://midfloridahomeless.org/library/ State of Florida-DCF folder
GoToWebinar	Mid Florida Homeless Coalition, Inc.	July 10, 2023 at 2:00 p.m. Eastern Time	https://attendee.gotowebinar.com/register/5526591175643864414
Deadline date for submission of the application	Eligible Applicants	July 31, 2023 4:00 p.m. Eastern	1512 Hwy 41 N, Inverness, FL 34450
Review, score & select proposals	CoC Grant Review Committee	August 3, 2023	1512 Hwy 41 N, Inverness, FL 34450
Anticipated date to post selected proposals	Mid Florida Homeless Coalition, Inc.	August 4, 2023	Email and voice notification
Appeal window closes	Applicants	Two business days from proposal post date	
Anticipated effective date of contract execution	Mid Florida Homeless Coalition, Inc. and Sub-Grantees	August 1, 2023	N/A

The application must be completed in its entirety, including all required attachments. Incomplete applications will be disqualified and will *not* be reviewed for funding. Organizations with disqualified applications will be notified by email upon determination of disqualification. The application must be signed by the organization representative in accordance with organization's By Laws. Please verify that the current records found at Florida Department of State, Division of Corporations: www.sunbiz.org are correct (current board of directors and registered agent).

Deadline to Apply

All applications must be received by 4:00 pm Eastern Time on July 31, 2023 at 1512 Hwy. 41 N, Inverness, FL 34450. MFHC is not responsible for any costs incurred by an applicant in responding to this grant application. Such costs are not eligible for reimbursement from the grant award. All applications shall be on standard letter sized paper (8½ x 11). The first page of each application will be the Completeness Checklist. Applicants shall submit one original application signed in blue ink plus three (3) copies. Applications with multiple projects will contain a program description, budget, and budget narrative for each project. Failure to submit an original signed copy, shall result in the rejection of the application. Only one copy of attachments are required. Applicants must make sure that if the application is mailed or sent by courier service that adequate time is allowed for the application to be delivered to the MFHC office. MFHC will not entertain appeals based on the failure of a delivery service to make timely deliveries.

TANF Homelessness Prevention

The purpose of the Homelessness Prevention Grant Program is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant. For each recipient household, the providing agency must complete the following tasks:

- 1) Develop a written case plan and conduct mandatory case management for each family applying for financial assistance. The family's case plan shall set forth all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family. The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed, the agency's schedule for monitoring the family's housing stability following the cessation of grant assistance, whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing
- 2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.
- 3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least **85%** of the families assisted to remain in housing and avoid becoming homeless during the **ensuing** year.

To be eligible for assistance under this grant, families must reside in Florida; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS).

A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced. The adult who applies for the grant assistance with the CoC must be either the parent or guardian of the minor child residing in the household.

Household income includes both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions, and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for assistance. The family's housing emergency shall be the result of a financial or other crisis, and documented by the lead agency, or its subrecipient.

Eligible Activities

The Homelessness Prevention Grant may assist eligible families to avoid homelessness through the following supports:

Past Due Rent or Mortgage Assistance – Eligible households may receive a maximum of 4 months of past due rent or mortgage assistance or financial support for past due rent or mortgage assistance not to exceed \$3,500.00.

Past Due Utility Assistance – Eligible households may receive a maximum of 4 months of past due utility assistance or financial support for past due utility assistance not to exceed \$1,200.00.

Temporary Assistance for Needy Families (TANF)

Funding Available for Citrus County

- Financial Assistance \$8,000.00
- Case Management \$1,215.00
- Total \$9,215.00**



Funding Available for Hernando County

- Financial Assistance \$9,215.00
- Total \$9,215.00**



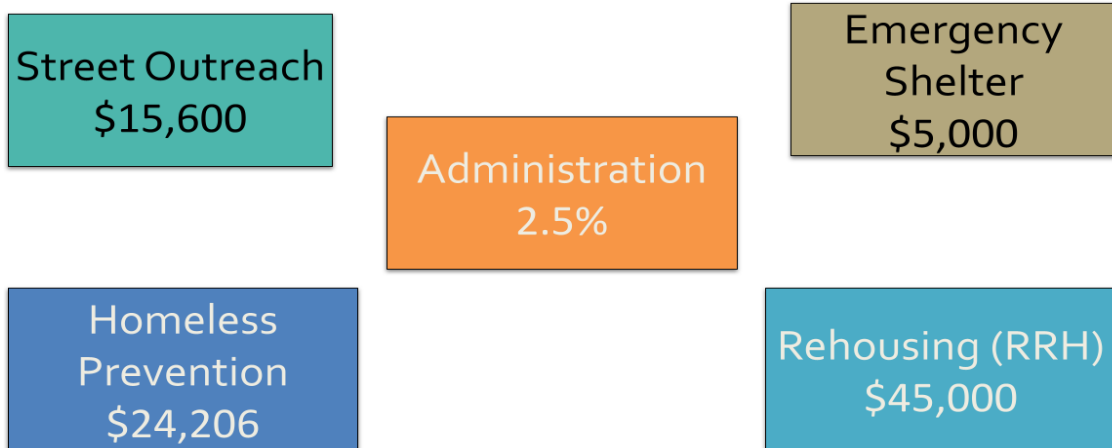
Mid Florida Homeless Coalition, Inc.

ESG Rapid Unsheltered Survivor Housing (RUSH) Grant

The ESG RUSH Grant program is authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576, to provide grant funding to lead agencies of homeless assistance CoC. The lead agencies may allocate the grant funds for projects to provide housing, program, or service. Similar to ESG, eligible activities under RUSH funding include emergency shelter operations, rapid re-housing rental assistance, homeless prevention activities, outreach and other assistance to people experiencing or at-risk of homelessness. RUSH however targets homeless individuals and those who are most at-risk of homelessness located in a disaster affected area but cannot access all services provided by other federal programs, in particular FEMA.

The Office has awarded Mid Florida Homeless Coalition \$99,795.44 for ESG RUSH for SFY 2023-2024. The Budget submitted and contracted between Florida Department and Children and Families and Mid Florida Homeless Coalition is as follows: Outreach - \$15,600, Emergency Shelter - \$5,000.00, Homeless Prevention - \$24,206.00, Rapid Re-housing - \$45,000.00, HMIS - \$5,000.00, and Administration - \$4,989.44. HMIS will only be available to Mid Florida Homeless Coalition, and 2.5% of the Administration will be maintained by Mid Florida Homeless Coalition. Organizations can apply for the balance of these funds. The maximum administrative funding available for any organization is 2.5% of the projects funded. These services can only be provided in Lake County and the focus is on those affected by Hurricane Ian.

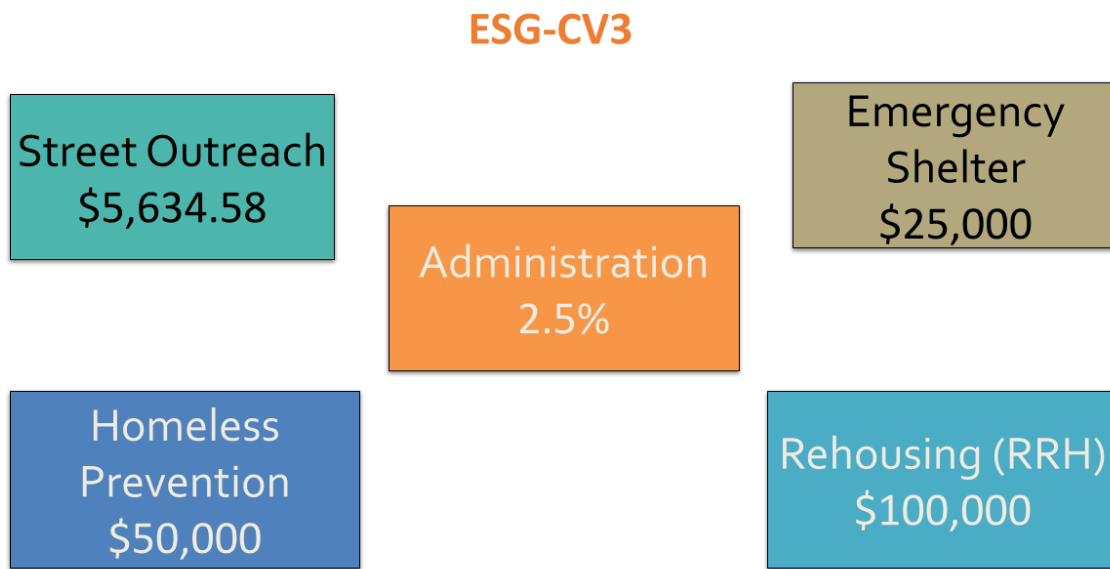
Rapid Unsheltered Survivor Housing (RUSH)



Emergency Solutions Grant CV3

The Emergency Solutions Grant (ESG-CV3) Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Applicants should review the definitions included in Appendix 1 of this document.

The Office has awarded Mid Florida Homeless Coalition \$206,091.44 for ESG-CV3 for SFY 2023-2024. The Budget submitted and contracted between Florida Department and Children and Families and Mid Florida Homeless Coalition is as follows: Outreach - \$5,634.58, Emergency Shelter - \$25,000.00, Homeless Prevention - \$50,000.00, Rapid Re-housing - \$100,000.00, HMIS - \$10,000.00, and Administration - \$15,456.86. HMIS will only be available to Mid Florida Homeless Coalition, and 5% of the Administration will be maintained by Mid Florida Homeless Coalition. Organizations can apply for the balance of these funds. The maximum administrative funding available for any organization is 2.5% of the projects funded.



Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Emergency Shelter (24 CFR 576.102), Homelessness Prevention (24 CFR 576.103) and Rapid Rehousing (24 CFR 576.104), and HMIS (24 CFR 576.107). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

Street Outreach - eligible costs include Engagement, Case management, Emergency health services, Emergency mental health services, Transportation, and Services for special populations.

Emergency Shelter – eligible costs include essential services (case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and/or services for special populations – homeless youth, victim services, and people living with HIV/AIDS); renovations; and shelter operations.

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Rapid Rehousing Assistance Component (24 CFR 576.104) - 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. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in [576.2](#) or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The 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](#).

Administrative Costs – eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews.

*Please refer to 2023 RFA FY23-24 Training
for more information on program costs and Waivers*

TYPE OF GRANTS



These are cost-reimbursement grants. Subrecipients

- will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within five (5) days after the closing of the month (as defined in the contract with your organization)
- will be reimbursed within ten (10) days after (MFHC) is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.



Mid Florida Homeless Coalition, Inc.

Mid Florida Homeless Coalition's Responsibilities

The Lead Agency (MFHC) shall evaluate the success of those awarded grants using the performance measures described in the Written Standards.

The application must clearly identify the projects to be funded, the purpose of each, the amount allocated for each, and the person to carry out that use or activity.

The lead agency (MFHC) shall be responsible for ensuring that all grant funds are expended only for eligible activities. In the case where funds are expended on ineligible activities, the lead agency will be responsible for reimbursing the Department. Therefore; all sub-grantees will be monitored to ensure that all grant funds are expended only for eligible activities, and in the cases where funds are expended on ineligible activities, the sub-grantee will be responsible for reimbursing MFHC.

Performance monitoring of grant activities is the lead agency's responsibility. Upon completion of the grant funded activities, the lead agency shall provide a written assessment to the Office of the grant's effectiveness in furthering the CoC Plan. Therefore, sub-grantees will be required to submit a written assessment to MFHC of the grant's effectiveness.

All grant funds shall go to activities that directly benefit persons experiencing or at risk of homelessness. This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within five days after the closing of the month (as defined in the contract with your organization), and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month. See the list of acceptable state expenditures at the following webpage:

http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf.

8.1 Definitions

All activities provided must follow the federal definitions for homeless and at risk of homelessness as defined in 24 CFR 576.2.

Homeless as defined in 24 CFR 576.2 means:

- (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;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth

with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

- (4) Any individual or family who:
- (i) Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

At Risk of Homelessness as defined in 24 CFR 576.2 means:

- (1) An individual or family who:
- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, 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 paragraph (1) of the "homeless" definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two 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 for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside 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, a 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, as identified in the recipient's approved consolidated plan;

- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#));
or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

INTENTIONALLY LEFT BLANK

Eligible activities to be funded under each component of the Emergency Solution Grant (RUSH and CV3) are identified in the respective federal regulations. The components funded under this grant are identified below.

Street Outreach Component (24 CFR 576.101)

- (1) *Engagement.* The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
- (2) *Case management.* The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of 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.*
 - (i) 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.
 - (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
 - (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.
- (4) *Emergency mental health services.*
 - (i) 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.
 - (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.
 - (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.

- (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.
- (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. These costs include the following:
 - (i) The cost of a program participant's travel on public transportation;
 - (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - (iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and
 - (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (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. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Emergency Shelter Component (24 CFR 576.102)

- (1) *Essential services.* ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
 - (i) *Case management.* The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:
 - (A) Using the centralized or coordinated assessment system as required under [576.400\(d\)](#);
 - (B) Conducting the initial evaluation required under [576.401\(a\)](#), including verifying and documenting eligibility;
 - (C) Counseling;
 - (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
 - (E) Monitoring and evaluating program participant progress;
 - (F) Providing information and referrals to other providers;
 - (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

- (ii) *Child care.* The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
- (iii) *Education services.* When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
- (iv) *Employment assistance and job training.* The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
- (v) *Outpatient health services.* Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.
- (vi) *Legal services.*
 - (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.
 - (B) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
 - (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.

- (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
 - (E) Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
 - (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
- (vii) *Life skills training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
- (viii) *Mental health services.*
- (ix) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
 - (x) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
 - (xi) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
 - (xii) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- (xiii) *Substance abuse treatment services.*
- (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
 - (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
 - (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.
- (xiv) *Transportation.* Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:

- (A) The cost of a program participant's travel on public transportation;
 - (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - (C) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
 - (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (xv) *Transportation*. Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
- The cost of a program participant's travel on public transportation;
 - If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
 - The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- (xvi) *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)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- (2) *Renovation*. Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.
- (3) *Shelter operations*. Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- (4) *Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)*. Eligible costs are the costs of providing URA assistance under [576.408](#), including relocation payments and other assistance to persons displaced by a project

assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.

Homelessness Prevention Component (24 CFR 576.103)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in [576.2](#). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in [576.2](#) and have an annual income below 30 percent of median family income for the area, as determined by HUD. 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. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- term and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Rapid Rehousing Assistance Component (24 CFR 576.104)

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. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in [576.2](#) or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The 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](#).

Administrative Activities (24 CFR 576.108)

This does not include staff and overhead costs directly related to carrying out activities eligible under [576.101](#) through [576.107](#), because those costs are eligible as part of those activities. Eligible administrative costs include:

- (1) *General management, oversight and coordination.* Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
 - (i) Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may

either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

- (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
 - (B) Developing systems for assuring compliance with program requirements;
 - (C) Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;
 - (D) Monitoring program activities for progress and compliance with program requirements;
 - (E) Preparing reports and other documents directly related to the program for submission to HUD;
 - (F) Coordinating the resolution of audit and monitoring findings;
 - (G) Evaluating program results against stated objectives; and
 - (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.
- (ii) Travel costs incurred for monitoring of subrecipients;
 - (iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
 - (iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
- (2) *Training on ESG requirements.* Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
 - (3) *Consolidated plan.* Costs of preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with ESG requirements and [24 CFR part 91](#).
 - (4) *Environmental review.* Costs of carrying out the environmental review responsibilities under [576.407](#).