

**COUNTY of ONONDAGA COMMUNITY DEVELOPMENT DIVISION**  
**REQUEST for PROPOSALS**  
**FEDERAL FISCAL YEAR 2016 EMERGENCY SOLUTIONS GRANT**

The Onondaga County Community Development Division (the Division) invites interested agencies to apply for Emergency Solutions Grant (ESG) funding to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. The US Department of Housing and Urban Development (HUD) has yet to announce the actual FY2016 ESG allocation. The Division expects approximately \$150,000 in ESG funds to be available. ESG funds are available under this proposal to support five activities: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing Assistance, and data collection through the Homeless Management Information System (see Attachment A). Funds for Street Outreach and Emergency Shelter activities must be capped at no more than 60% of the total allocation.

All activities must conform to the interim rule revising the regulations for the Emergency Shelter Grants program at 24 CFR, Part 576. The requirements for the ESG program can be found at:

*[http://www.hudhre.info/documents/HEARTH\\_ESGInterimRule&ConPlanConformingAmendments.pdf](http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf)*

All ESG program participants must meet the homeless definition found in the Final Rule:

*[http://hudhre.info/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](http://hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf)*

Additional information regarding the ESG program can be found online at HUDHRE.info.

The maximum award per project is \$30,000. All ESG subrecipients are statutorily required to contribute data to the local Homeless Management Information System.

**DUE DATE**

**All proposals must be submitted electronically** to Susan Grossman (SGrossman@ongov.net) and received no later than midnight, **Friday April 8, 2016**. Also one hard copy with original signature(s) must be mailed to the Division, postmarked no later than **Friday April 8, 2016**. When submitting electronically, agencies are encouraged to request a reply to confirm successful transmission.

## SELECTION OF PROPOSALS

**Only proposals submitted electronically by the due date noted above will be considered.**

Priority will be given to:

Homeless & Housing Coalition of Syracuse & Onondaga County agency members in "good standing" as defined in HHC Operational Guidelines, Article III;

Projects that prevent homelessness or seek to promptly return those who are literally homeless to stable housing;

Organizations having a history of active participation in the local HMIS;

Projects that appear to have the capacity to directly or indirectly influence one or more Continuum of Care Strategic Planning Objectives noted in the Syracuse/Onondaga County 2012 Exhibit 1 CoC Application, Section 3A, and;

Projects that appear to have the capacity to directly or indirectly influence one or more Goals outlined in the 2012 HHC "10-Year Plan to End Homelessness."

## CONTENTS OF PROPOSALS

Limit 6 pages not including budget. Please use size 12 font, left and right margins set at 1 inch.

Be sure to include:

**AGENCY NAME**, address, and sponsoring agency if applicable. Identify project location if different from agency address. Contact person name, phone and email, Executive Director name, phone and email, and organization DUNS number.

**PROJECT NAME and ACTIVITY TYPE** (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, HMIS). One activity per proposal, no more than 3 proposals may be submitted per agency.

**AGENCY HISTORY** (brief) of providing service to target population.

**PROJECT DESCRIPTION.** Description must include: a description of the service(s) to be delivered; the process that will be used to document homeless status; a commitment to participate in the local HMIS by meeting or exceeding minimum data standards for ESG as defined by HUD; a description of need for proposed services. To the extent possible, local data sources should be used to demonstrate need. Include at least one (but no more than three) quantifiable project outcome(s). For each outcome, note at least one (but no more than two) indicators to gauge progress toward meeting the associated outcome. Note the anticipated number of project beneficiaries annually and at any point in time.

**TIME FRAME** (projects supported with FY2016 funds will commence 1/1/17).

**BUDGET**, including amount of ESG funds requested, explicit description of use of ESG funds, and explicit description of the source(s) of required MATCHING funds (match is minimum 100% of ESG request). See Attachment A for information on eligible match sources.

**CERTIFICATION** signed and dated by agency executive or their designee, attesting to the accuracy of all information contained in the application.

## CONTRACT TERM

Contracts will begin **January 1, 2017** for FY2016 funds. ESG funds must be spent within 18 months (**June 30, 2018**).

*ESG grant recipients must be trained on HMIS referrals.*

**FOR FURTHER INFORMATION, CONTACT:**  
**Susan Grossman, Housing Program Coordinator**  
Email: [SGrossman@ongov.net](mailto:SGrossman@ongov.net)  
Phone: 315-435-3558  
Agency website: [www.ongov.net/cd](http://www.ongov.net/cd)

**MAIL HARD COPY TO:**  
**Onondaga Co. Community Development**  
**421 Montgomery St. Floor 11**  
**Syracuse, NY 13202**

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