

**COUNTY of ONONDAGA
COMMUNITY DEVELOPMENT DIVISION
REQUEST for PROPOSALS
FEDERAL FISCAL YEAR 2025 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 Division expects approximately \$175,000 in ESG funds to be available.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities (up to 7.5% of a recipient's allocation can be used for administrative activities). More information about using an HMIS is available on the [HMIS page](#).

The ESG program provides funding to:

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.

[View the ESG Fact Sheet](#)

All activities must conform to the interim rules and regulations for the Emergency Solutions

Grants program which can be found at:

<https://www.hudexchange.info/programs/esg/esg-requirements/>

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

<https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/>

DUE DATE

All proposals must be submitted electronically to Susan Boyle (SusanBoyle@ongov.net) and received no later than midnight, **Friday, April 11, 2025**. 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 CNY agency members in “good standing” as defined in HHC Operational Guidelines, Article III;
- Providers located in Onondaga County;
- 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 will be required to participate in the CoC's Coordinated Entry process as defined by HUD CPD Notice 17-01 issued January 2017.

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. Agency Federal SAMS Registration must be active.

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 and community.

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 FY2025 funds will commence 1/1/26 and conclude no later than 6/30/2027).

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, 2026 for FY2025 funds. ESG funds *must* be spent within 18 months (June 30, 2027). Timely expenditure of funds is essential. Failure to spend funds within the contract period may result in fund recapture and future ineligibility.

ESG grant recipients must be trained on HMIS referrals and must input timely, complete and accurate information to the System. Specific reports generated with System data must be submitted quarterly.

FOR FURTHER INFORMATION, CONTACT:

Susan Boyle: Deputy Director of Community Development
Email: SusanBoyle@ongov.net
Phone: 315-435-3558 X: 5810
Agency website: www.ongov.net/cd

Matching Funds

The requirements for matching ESG funds are described in section 576.201 of the [*ESG Interim Rule*](#), and the requirements for documenting matching contributions are described in section 576.500(o).

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG, so long as the following conditions are met:

-The matching funds are contributed to the ESG program and expended for the recipient or sub recipient's allowable ESG costs.*

-If the matching funds are from another federal program, there is no specific statutory prohibition on using those funds as match;

-The matching funds are used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.

-The matching funds are expended (that is, the allowable cost is incurred) after the date HUD signs the grant agreement for the ESG funds being matched.

-The matching funds are expended by the expenditure deadline that applies to the ESG funds being matched;

-The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant;

-The recipient does not use ESG funds to meet the other program's matching requirements; and

-The recipient keeps records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

***Note: because the matching funds are contributed to the ESG program and expended for the recipient or sub recipient's allowable ESG costs, the following are NOT ALLOWED to be used as match:**

-SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;

-Housing Choice Vouchers, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and

-The tenant's portion of the rent, because this amount is the tenant's obligation.