

2020 ESG & 2019-ESG CV APPLICATION GUIDELINES AND INSTRUCTION

FUNDING SOURCES:

Allegheny County Economic Development (ACED) and the City of Pittsburgh's Office of Management and Budget (City) are pleased to present our joint application for Emergency Solutions Grant Funds. This application process will be utilized to solicit applications from a broad array of applicants from which ACED and the City will make funding awards from at least the following funding resources:

- City of Pittsburgh's direct entitlement 2020 ESG allocation
- Allegheny County's direct entitlement 2020 ESG allocation
- City of Pittsburgh's ESG CV allocation
- Allegheny County's ESG CV allocation
- Any 2019 or 2020 PADCED ESG and ESG-CV funds Allegheny County receives
- Any future COVID-related Federal or State allocations or awards of ESG funding received by either Allegheny County or the City of Pittsburgh

APPLICATION MATERIALS AND RELATED INFORMATION:

All application materials that are part of this application process will be posted on the following websites. The information on both websites should be identical.

- <https://www.alleghenycounty.us/economic-development/residents/emergency-solutions-grants.aspx>
- <https://pittsburghpa.gov/omb/grant-opportunities>.

There are two Applications and two Requests for Proposals as follows:

- Application for Shelter and Street Outreach
- Application for Homelessness Prevention and Rapid Rehousing
- Request for Proposals for Inspections, Fair Market Rent and Rent Reasonableness
- Request for Proposals for Legal and Mediation Services

IMPORTANT APPLICATION DATES AND DEADLINES

Day	Date	Time	Activity
Wednesday	May 20th	2:30pm	Application Proposal Information Session via Zoom. Registration information located here: https://pittsburghpa.gov/omb/grant-opportunities
Wednesday	May 27th	2:30pm	Application and Request for Proposals content-related questions due to ESGApplication@AlleghenyCounty.us . These are questions applicants have concerning clarity on programmatic elements, application and proposal elements and budgets that are related to everything except for the technical aspects of how to submit the application.
Monday	June 1st	2:30pm	Application and Request for Proposals technical related questions must be submitted to ESGApplication@AlleghenyCounty.us . These are only questions related to how to technically complete and submit the application and related documents.
Wednesday	June 3rd	4:00pm	Shelter/Street Outreach and Homelessness Prevention and Rapid Rehousing Applications due to ESGApplication@AlleghenyCounty.us .
Monday	June 8th	4:00pm	Inspection/FMR/Rental Reasonableness and Legal & Mediation Services Requests for Proposals due. Visit https://pittsburghpa.gov/beacon/bid-opportunities.html for submission details.

APPLICATION INSTRUCTIONS

1. The Introduction section lists all the known and unknown funding that the above three applications apply to.
2. 2020 ESG (City and County) DO require a minimum of 1:1 match; ESG CV (City, County, PADCED) DO NOT require match.
3. All applicants must complete and submit:
 - a. Topic specific General Application (Either Shelter and Street Outreach, Homelessness Prevention and Rapid Rehousing or both).
 - b. Budget
 - c. Budget Narrative
 - d. Matching Funds
 - e. Insurance
 - f. Staffing Chart
 - g. Job Descriptions
4. New applicants, those who have not had an ESG contract with the City or County in 3 years must submit the New Applicant Form: Attachment A and provide additional new applicant documentation.
5. Applicants requesting funding for renovation must complete the Rehab/Renovation Form: Attachment B and provide additional requested documentation.
6. All ESG funds are meant to serve those in the most need with the greatest efficiency and effectiveness while following all related requirements and regulations. As the regulations/guidance for the ESG-CV funds have not been published and as locally decisions are being weighed about how to best deploy the ESG resources in the context of the health and economic crisis caused by COVID-19, there will be changes throughout the timeframe of applying for and for those selected for funding, receiving and implementing the use of ESG funds.
7. Electronic Application: Applications will only be accepted electronically, if this poses a tremendous burden on your organization, please submit an email to ESGApplication@AlleghenyCounty.us. Applicants will be required to label all documents as specified and create a zip file for transmission of all documents via email to: ESGApplication@AlleghenyCounty.us. Detailed application submission instructions will be posted on the websites noted above.
8. Pre-Application Meeting: Applicants are encouraged to attend the pre-application session listed in the Important Dates section above. A recording of this session will be posted on websites listed above.
9. Questions: Questions are to be submitted to ESGApplication@AlleghenyCounty.us. Please note the question submission deadlines above. Questions that are determined to be applicable to all will be posted on the websites above.
10. We recognize everyone is working in a crisis and unprecedented times. We are forever deeply grateful for all the work organizations and individuals have done to assist the homeless and at risk of homes during these most difficult times. However, resources are limited, so we recommend taking the time to submit a complete and concise application for funding.

OVERVIEW - ELIGIBLE ACTIVITIES AND GENERAL REQUIREMENTS

FOR ALL APPLICANTS:

1. Regulatory Framework:

On May 20, 2009, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law. [The HEARTH Act](#) amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- A change in HUD's definition of homelessness and chronic homelessness;
- An increase in prevention resources; and,
- An increase in the emphasis on performance.

The [Emergency Solutions Grants \(ESG\) Program Interim Rule](#) focuses on regulatory implementation of the ESG Program.

The Emergency Solutions Grant – CARES (ESG-CV) - The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) provided for a supplemental appropriation of Homeless Assistance Grants under the Emergency Solutions Grant (ESG) as authorized by McKinney-Vento Homeless Assistance Act of 1987 (P.L. 100-77), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (P.L. 111-22) (42 U.S.C.S. §11371 et. seq.). The CARES Act provides for three allocations of homeless assistance funds to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

All applicants must be prepared to follow all HUD regulations and requirements and all ACED & City requirements as well as ACED & City Program Guidelines and Program Manuals.

2. Eligible Activities:

Eligible activities include the shelter and outreach activities of the current ESG program, but also include more homelessness prevention and rapid re-housing activities- rental assistance, housing relocation or stabilization services, credit repair, security deposits, utility arrearage payments, and moving costs or other relocation or stabilization activities, as allowable per federal and local policies. Prevention and re-housing activities must serve people who are homeless or at risk of homelessness. Eligible program participants for emergency shelter, transitional housing, homelessness prevention and rapid re-housing must meet HUD's definition of homelessness listed below.

A. Definition of Homelessness

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.

B. Definition of At-Risk of Homelessness

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); or
 - 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.

3. Eligible Program Components

A. **Street Outreach**

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

B. **Emergency Shelter**

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

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

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

C. **Homelessness Prevention and Rapid Re-Housing Eligible Costs**

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

- i. Annual income of the individual or family is below 30 percent of median family income for 2020 ESG funds, and up to 50 percent of median income for 2019 ESG CV funds.
- ii. Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Grant funds must be requested for these categories of Emergency Solutions Grant Program eligible activities: financial assistance, housing relocation and stabilization services. These activities are focused on housing—either financial assistance to pay for housing or services designed to keep people in housing or find housing. The intent of the proposed activities should focus on housing stabilization, linking participants to community resources and helping them to develop plans to prevent future housing instability.

1. Financial Assistance

- a. **Rental Assistance** – Rental assistance will be provided to landlords on behalf of eligible tenants allowing participants to remain in existing rental units or to obtain and stay in rental units for a period of up to 12 months of forward rent beginning with up to a 100% subsidy which will gradually decrease over the 12-month period. Participants will be re-certified and/or re-evaluated every 6 months to insure financial assistance is needed to maintain housing. Additional participant monitoring will be required throughout the program.
- b. **Rental Arrearages** – Participants may be eligible for up to 6 months of rental arrearages.
- c. **Security deposits:** Funding can be used for security deposits as documented in the lease and as in-keeping with the landlord's standard security deposit policies.
- d. **Utility Arrearages** – ESG funds can be used for up to six (6) months of utility arrearages.
- e. **Utility Payments** – ESG funds can be used to pay for monthly utility payments depending on the participant's eligibility and need.
- f. **Moving Costs-** ESG funds may be used for reasonable moving costs.

2. Housing Relocation and Stabilization Services

- a. **Case Management** – ESG funds may be used for case management services, including the arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and to help them obtain housing stability. Case Management may

include counseling, developing, securing and coordinating services, monitoring and evaluating progress, developing an individualized housing and service plan leading to housing stability.

- b. **Housing Search and Placement** – Activities to assist in finding and retaining suitable housing including: tenant counseling, making moving arrangements; help with leases, securing utilities, mediation and outreach to property owners to secure housing.
- c. **Credit Repair** – ESG funds can be used to assist program participants with critical housing related skills such as: household budgeting, money management, resolving personal credit issues.

D. **Data Collections (HMIS)**

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. HMIS Participation is a requirement of ESG recipients. However, domestic violence shelters cannot be participants in HMIS but must use a comparable database to provide aggregate reports.

4. **MATCH (Only required for 2020 ESG funding)**

Sub-recipients are required to match 100 percent of their grant request, which can include cash resources provided any time after the start date of the contract. Match contribution must meet all requirements that apply to ESG funds and must be expended in accordance with the regulatory guidance. Match is only required for 2020 ESG funding, not 2019-ESG-CV.

Match may be obtained from any source including federal (other than the ESG Program), state, local and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

1. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The matching requirement may be met by one or both of the following:

1. **Cash contributions.** Cash expended for allowable costs, as defined in the Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the sub-recipient or third-party contractor.
2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the sub-recipient's or third-party contractor's ESG Program, provided that if the sub-recipient or third-party contractor had to pay for them with grant funds, the costs would have been allowable.
 - a. Noncash contributions may also include the purchase value of any donated building. To determine the value of any donated material or building, or of any lease, the sub-recipient or third-party contractor must use a method reasonably calculated to establish the fair market value.
 - b. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the sub-recipient's or third-party contractor's organization. If the sub-recipient or third-party contractor does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
 - c. Some noncash contributions are real property, equipment, goods, or services that, if the sub-recipient or third-party contractor had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the sub-recipient or third-party contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

5. Housing First:

Housing First is the guiding principle for the homeless system that prioritizes providing housing to people experiencing homelessness so that housing can serve as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people can better address complex life challenges -- getting a job, budgeting properly or attending to unhealthy substance use issues – after their basic needs are met: food and a safe, permanent place to live. Using a Housing First Approach is a requirement with the use of ESG funds.

6. HMIS:

All Shelter, Street Outreach and Homelessness Prevention and Rapid Re-Housing providers must enter client data into the Homeless Management Information.

7. Reporting Requirements:

Applicants receiving ESG funds must report client level data, such as number of persons served, demographic data, and instances of services provided in the Homeless Management Information System (HMIS). Domestic Violence agencies must use a comparable system to HMIS.

Awardees must provide required and/or requested data for HUD required reports and any other reports requested or as needed by the funding entity.

8. Monitoring:

Monitoring of agencies will be done on a regular basis. This will include monthly and/or as needed meetings with City and County representatives to report on program performance. Periodic site visits to review program files, client files, financial records and any other documentation pertaining to ESG will be conducted by City and County staff.

9. Reallocation of Grant Funds

Agencies will be monitored on a regular basis to assess progress in the expenditure of funds. If an agency falls below the required percentage of expenditure, the City or County will determine whether funds can be properly expended. If funding can't be expended within the agreement period, steps may be taken to recapture the funds to reallocate to another agency.

The reallocation of funds may be done through a separate RFP process, or may be awarded to another agency based upon performance.

LOCAL NOTES AND PRIORITIES

2020 ESG All applicants: Both the City and County have received Regulatory waivers that are applicable to 2020 ESG funds. A memo outlining the applicable waivers is located here: <https://www.alleghenycounty.us/economic-development/residents/emergency-solutions-grants.aspx>

2019 ESG-CV All Applicants:

- A. COVID: All costs must be COVID-related and be able to be documented as such. Documentation standards will be provided.

- B. Dates of Eligible Activities and Expenses: There is not yet a date from which eligible ESG-CV activities and expenses have been determined to be eligible by HUD. Normally expenses are only eligible for reimbursement after the City & ACED Contracts are executed with HUD and a per-Agency per contract Environmental Release Date is established. We have been assured that prior COVID-related costs will be eligible, but are not certain of the date, it is likely sometime in January, but that is uncertain. Please include in your ESG-CV budget costs related to COVID back to the time you are able to document such costs as COVID-related, and once clear guidance is provided by HUD, we will work to adjust eligible expenses as needed.

- C. Regulatory Relief: While HUD has provided some initial regulatory relief with the announcement of the availability of the ESG-CV funding, additional guidance available from HUD is limited at this time. As such we must presume that all the existing ESG requirements are in effect except the few that have been documented as changed by HUD. The few changes to the ESG-CV funds that influence applicants & program implementation are:
 - i. Increase of income limit from 30% to 50% AMI for Homelessness Prevention component.
 - ii. Eliminates matching requirement.
 - iii. Habitability and environmental review standards for temporary emergency shelters are waived.

- D. Changes: Applicants must be aware and prepared for updated policies, regulations, guidelines, waivers made available from HUD or the City or County, agencies will be expected to adopt, incorporate and adhere to the new requirements immediately. This could be an iterative process.

2019 ESG-CV Shelter Applicants:

Eligible cost categories: While the funding application includes all eligible ESG activities, applicants are discouraged from applying for funds for activities they do not have the experience or capacity to provide. If applicant agencies desire to develop partnerships as part of their application with organizations who are experienced in the provision of specific services, and the shelter provider agency feels that this service is now needed due to COVID, please present your concept and partnership clearly and concisely.

- **Hotels:** As a centralized hotel for homeless (and others) has been locally established to help with COVID-related homeless needs for which a hotel would be the best option for hotel-related needs, we discourage providers from requesting direct funding for hotels.
- **Additional COVID-related costs:** The ESG-CV funding for existing shelter's primary purpose is to cover additional costs related to creating a safe place for clients and staff as a direct result of the COVID-19 health crisis. ESG funds are not paid on a per-bed or a per-diem basis. We understand costs increased due to a myriad of reasons, so please explain clearly your shelter's cost increases as part of your request for ESG-CV funding in both the budget and budget narrative sections.
- **Adding shelter bed capacity immediate, temporary or permanent:**
 - Immediate as part of health crisis response: Please clearly describe what your organization did to increase shelter bed capacity or construction-related measures utilized to increase social distancing between shelter clients, or create a more sterile environment, and the costs directly associated therewith.
 - Temporary or Permanent as part of economic recovery preparations: If your organization desires to increase shelter bed capacity either on a temporary or permanent basis in preparation for the lifting of eviction moratoriums and a likely increase in homelessness please provide a clear vision and plan for such an undertaking, including scale, scope, budget, financial viability, capacity, partners, etc.

2019 ESG-CV Street Outreach Applicants:

Geographic Targeting: We encourage and will prioritize street outreach applications that include geographically-targeted street outreach services related to the COVID pandemic that include the following attributes:

- Recognition of unmet needs in these geographical areas, particularly regarding serving persons who are literally homeless.
- The applicant should show the ability to partner with public safety personnel to co-respond and/or follow-up on situations involving individuals experiencing homelessness.
- The applicant would work with networks of existing providers. Relationship with these providers should be described.

Area priorities: Areas of geographic targeting within the City of Pittsburgh include, but are not limited to: Police zones 1, 2 and 5--applicant selected to provide services within the City of Pittsburgh will provide a plan to ensure coverage of all three of these zones. Areas outside of Police Zones 1, 2 and 5 within the City of Pittsburgh and outside the City of Pittsburgh should be identified by the street outreach provider using the attributes described above.

2019 ESG-CV Homelessness Prevention and Rapid Re-Housing (HPRRH)

- A. All ESG-CV funds, including those to be used for Homelessness Prevention and Rapid Rehousing (HPRRH), are to be used to assist those who are experiencing homelessness or at risk of homelessness due to the COVID 19 pandemic. Documentation will be required.
- B. The Current City/County HPRRP Manual is a living document that is in the process of being updated. While our program and services will almost certainly be modified somewhat in order to be most responsive to persons affected by the Pandemic, while maintaining good stewardship of these limited funds, for the purposes of this application, please assume implementing Homelessness Prevention and Rapid Re-Housing services per the current HPRRH Program Manual. The full HPRRH Program Manual is available here: <https://www.alleghenycounty.us/economic-development/residents/emergency-solutions-grants.aspx>.

For the purposes of your application and application planning and budgeting some of the elements to highlight include but are not limited to:

Allegheny County Economic Development/City of Pittsburgh ESG Program will allow the following rental & utility assistance to be provided for up to a 12-month period (payments for arrearages count towards the rental assistance availability) depending on the participant's need and continued eligibility in the ESG Program. Agencies must prepare clients for their increasing financial obligations and ultimate self-sufficiency.

Rental & Utility Assistance			
Type of Assistance	Time Period	ESG Funded	Client Funded
Arrearages	6 months	Up to 100%	As low as 0%
Security Deposit	1-time	Up to 100%	As low as 0%
Months 1-9	9 months	Up to 100%	As low as 0%
Months 10-12	3 months	Up to 75%	As low as 25%

Please note: Some clients will become ineligible for ESG at their required 3-month eligibility re-certifications, even despite an agency's best efforts. Changes in eligibility may include a client's failure to make adequate progress on their goal-plan, the client becoming income ineligible by gaining employment, and many other reasons. Agency's must be prepared to handle rendering a client ineligible, which will stop their ESG assistance.

- i. Utility assistance caps & limitations: 6 months arrears.
 - ii. Clients must be recertified for need every 3 months.
- C. Housing Inspections, Fair Market Rent and Rent Reasonableness assessment will be undertaken by a separate provider. The Request for Proposals will be published separately, and will be released on Monday May 18, 2020 and will be published here: <https://pittsburghpa.gov/beacon/bid-opportunities.html>

- D. Legal and mediation services will be undertaken by a separate provider. The Request for Proposals will be published separately, and will be released on Monday May 18, 2020 and will be published here: <https://pittsburghpa.gov/beacon/bid-opportunities.html>
- E. Organizational Capacity: It is understood that most if not all organizations who apply to be a “Lead Agency” for the HPRRH Program will need to add staffing capacity to be able to serve clients. It is strongly preferred the applicant have existing staffing capacity at the time of application who can be shifted to staff a successful HPRRH ESG-CV application. There is a chart that is part of the HPRRH application for applicants to fill out where each applicant describes existing staffing capacity and how quickly they can on-board additional staffing capacity. Please be realistic with your responses, and keep in mind that grant funds are not guaranteed from year to year, so your organization should also have a plan for the staff position after ESG-CV funds end.
- F. Admin: ACED & the City will allow for up to 2.5% in admin for HPRRH ESG-CV funded agencies.
- G. Undertaking the responsibilities of a Lead Agency within the HPRRH program is a significant undertaking. It requires a diverse skill-set and capacity from an organizational perspective; as such applicants are strongly encouraged to request no less than \$250,000. Organizations may partner, and submit an application that includes partnerships, so long as the partnerships are clearly outlined, described, and one organization is the applicant who will then also be the fiduciary.