

THE CITY OF BINGHAMTON: EMERGENCY SOLUTIONS GRANT (ESG) PROCESS

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Background

The Emergency Solutions Grant (ESG) program is authorized by the McKinney-Vento Homeless Assistance Act funded through the U.S. Department of Housing and Urban Development (HUD) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). This federally funded program is administered through HUD by a formula allocation to ESG entitlement localities and states. The City of Binghamton is responsible for administering the city’s ESG allocation. The allocation includes funds (7.5 percent of the annual allocation) for administrative costs (which may be subcontracted to a non-profit organization). No more than 60% of the annual allocation can be allocated to Emergency Shelter or Street Outreach.

The goals of the ESG program are that:

- Individuals and families at-risk of homelessness obtain and maintain appropriate permanent housing; and
- Individuals and families experiencing homelessness obtain and maintain appropriate permanent housing.

The City of Binghamton will meet these objectives through supporting homeless shelter programs and effective rapid rehousing and prevention programs.

Eligible Program Types, Purpose, and Eligible Costs

Eligible Program Type	Purpose	Eligible Costs
Emergency Shelter	Essential services	Case management, childcare, education services, employment assistance and job training, outpatient health services, substance abuse treatment services, transportation, and services for special populations.
Emergency Shelter	Shelter operations	Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.
Street Outreach	Essential services	Engagement, case management, emergency health and mental health services, transportation, and services for special populations.
Homeless Prevention	Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if: 1) Annual income of the family is below 30% of median family income. 2) 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.	Utilities, rental application fees, security deposits, last month’s rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, emergency financial assistance to avoid eviction and credit repair.

Rapid Re-Housing	Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.	Utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.
HMIS	The ESG recipients are required to report program participant-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally.	Technical Staffing and software

City of Binghamton Responsibilities

The City of Binghamton is responsible for ensuring the following annually:

- Finalize and advertise the Annual ESG/CDBG (Community Development Block Grant) RFP. This will occur in September or October of each year.
- Review, potentially edit, and finalize the CoC's Proposed Funding Allocations.
- Receive the CoC's Proposed Project Applications.
- Determine the final Project Applications and Budget through an internal, city review process.
- Post the Proposed Budget for a 30-day comment period as part of the Annual Action Plan Process in March or April for projects that fund from September of that year to August of the next year.
- Following the budget approval by City Council, the City of Binghamton will send the Annual Action Plan to HUD for approval. This will occur by mid-May of the Calendar Year.

Continuum of Care Responsibilities

The Continuum of Care is responsible for ensuring the following annually:

- Release the Annual ESG/CDBG RFP to the Community and CoC stakeholders in September or October.
- Governance Committee approves Letters of Support for projects applying for ESG/CDBG funding. These LoS indicate that the projects being applied for meet the mission of the CoC.
- NOFA Committee solicits members to form the Volunteer Committee to review ESG/CDBG applications using relevant HMIS data. NOFA Committee votes to approve the Independent Review Committee. Members must not have a conflict of interest and preference for volunteers outside Broome County.
- NOFA Committee Co-Chairs facilitate the review of the ESG/CDBG application by the Volunteer Committee. This will occur in February or March of each year.
- Presentation to the City of Binghamton Community Development Action Committee (CDAC) done by Chair or Co-Chair of the NOFA Committee. If neither are available, the NOFA Committee will select a representative.

- Send the approved recommendations of the Volunteer Committee to the City of Binghamton.
- City of Binghamton presents recommendations to NOFA Committee. NOFA Committee and Membership do not/are not required to vote on the recommendations.
- Monitoring sub-recipients throughout the contract year on behalf of the City of Binghamton. The NOFA Committee supports development of the monitoring tool and HMIS Lead and Planning Lead will conduct monitoring.

Timeline

The below calendar identifies the timeframes within which the City of Binghamton ESG process usually occurs. This calendar is subject to change as a result of the City of Binghamton and/or HUD timing.

Month	Action
January	
February	<ul style="list-style-type: none"> • HUD will send Annual ESG/CDBG/HOME funding allocations to the City. • ESG Application reviewers will review and make funding recommendations of applications • Independent Review Committee will present final recommendations to CDAC
March	<ul style="list-style-type: none"> • City will hold initial public hearing to gather public feedback regarding funding priorities • The City of Binghamton will post a Proposed Budget for a 30-day comment period
April	
May	<ul style="list-style-type: none"> • The City Council will meet to approve HUD final allocations and will hold second Public Hearing.
June	
July	<ul style="list-style-type: none"> • The City of Binghamton will send HUD final allocations.
August	<ul style="list-style-type: none"> • NOFA Committee Reviews and Updates ESG Application Process
September – Beginning of Process	<ul style="list-style-type: none"> • Contract Year for Funds of Current Year Begins. • Process for Next Contract Year of Funds (to be awarded July of following year begins)
October	<ul style="list-style-type: none"> • Governance Committee will provide Letters of Support if projects being applied for meet the mission of the CoC • Agencies will submit applications to the City of Binghamton. • City will send applications to the Independent Review Panel after it has been established.
November	<ul style="list-style-type: none"> • ESG Application reviewers (Volunteer Committee) will review and score the ESG RFPs.
December	