

Bucks County

**Housing & Community
Development**

Emergency Solutions Grant

2022 Sub-Recipient Application for Funds

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Program Goals/Description

The Emergency Solutions Grant Program is designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

Application Requirements

Application must be complete with all attachments and submitted by the due date and time.

Eligible Applicants

Non-profit agencies that provide direct services to homeless persons or persons at risk of being homeless according to HUD's definition of Homelessness.

Eligible Activities

- Street Outreach
- Emergency Shelter
- Rapid Rehousing
- Homeless Prevention

Application Instructions

Applications must be submitted electronically to hcd@buckscounty.org by **4:00 PM, Monday, March 7, 2022**. Late entries will not be considered.

Scoring Criteria for Decision Making

The County will assess ESG applications based on the following criteria;

- Project Description/Service Plan
- Cost Effectiveness/Reasonableness
- Capacity/Past Performance
- Participation in Housing Link, Bucks County's CoC

**Bucks County
Housing & Community Development
2022 ESG Sub-Recipient Application**

Date/Time Application Received: _____ Score: _____
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Applicant Name _____

Applicant Address _____

Contact Person _____

Contact Person's phone/email address _____

Applicant DUNS _____ Applicant Federal ID _____

Brief Description of Proposed Project

Describe the project, population and number served and amount being requested. Do not add attachments.

Certification (Electronic signature will be accepted)

I _____ hereby certify that the contents of this project application and required attachments are accurate to the best of my knowledge.

Print Name and Title: _____

Signature: _____

DUE NO LATER THAN 4:00 PM MONDAY, MARCH 7, 2022

I. Statement of Work/Scope of Services

Develop a narrative that details the service activities the project will undertake to achieve the program's goals. Include the following:

- Service Activity Plan for each activity to be provided
- Program location and hours of operation
- Key staff required to implement the project
 - Provide job descriptions
- Program specific procedures
 - Determining eligible households
 - Standards for determining share of assistance per household
 - Standards for determining maximum length of time households will remain in the program
 - Status at exit
- Specific performance measures and outcomes to evaluate the success of your project

(add attachments as needed)

II. Reporting and Outcomes

- Provide a description of HMIS participation

- Provide detail as to how your project will achieve specific ESG outcome goals (*example 1; HH will receive rental assistance, 10 HH, include detail; example 2; employment status at entry and exit*).

Outcome	Goal	Detail

(add attachments as needed)

III. Project Budget

Complete **Attachment A: 2021 ESG Budget**. (attached)

In the section below, provide a budget narrative that includes:

- Specific justification of how the amount for each category was determined by line item
For example: 10 months of rental assistance @\$500 per month = \$5,000 or 20 hours of counseling at \$50 per hour = \$1,000
- Describe the source of funding to meet the one-to-one match requirements. Attach a letter from each funding source identified to ensure Match funding is available.

IV. Contact Information

	Name	Title	Phone/Email
Project Contact (person who can answer program specific questions)			
Finance Contact (for budget/invoicing purposes)			
Application Contact (person who prepared the application)			
Authorized Contact (person authorized to make commitments on behalf of the organization)			

V. Additional Attachments

- If a first time applicant of Bucks County Housing & Community Development ESG funds, please submit a letter or email from a current/recent public funder confirming overall compliance as a recipient/sub-recipient.
- Most recent completed Financial Audit/Report plus the previous year (total 2)

**2022 Emergency Solutions Grant
Attachment A: Project Budget
All Components**

Date:				
Applicant:				
Project Name:				
	Bucks County Request	Local Match	Match Source	Total Project
Street Outreach Component				
Case Management				
Essential Services				
Emergency Shelter Component				
Renovations				
Operations				
Essential Services				
Rapid Rehousing Component				
Financial Assistance				
Services				
Rental Assistance				
Homelessness Prevention Component				
Financial Assistance				
Services				
Rental Assistance				
Total				