



**City of Tucson  
Housing and Community Development Department  
Planning and Community Development Division**

**Request for Proposals for Emergency Solutions Grant Programs  
for HUD Program Year 2015**

**City of Tucson Fiscal Year: 2015-2016**

**Issue Date: Friday, February 6, 2015**

**Due Date: Thursday, March 12th, 2015 at 5:00 P.M.**

**You may download a full copy of this proposal at:  
[www.tucsonaz.gov/hcd](http://www.tucsonaz.gov/hcd) - Click on 'What's New'**

**Submit Proposals to:  
E-mail (PDF format preferred) to [HCDApplications@tucsonaz.gov](mailto:HCDApplications@tucsonaz.gov) or  
Hand Deliver to 310 N. Commerce Park Loop, Santa Rita Building 1<sup>st</sup> Floor**

**Submissions by facsimile machine or Postal Service will NOT be accepted**

**If you have any questions regarding the application process, please call  
Elaine Raviele at (520) 837-5324.**

**Published Announcement:  
Arizona Daily Star: February 6th, 2015**

**Technical Assistance:  
February 19th, 2015  
3:00 – 4:00 PM  
City of Tucson Housing and Community Development Department  
320 N Commerce Park Loop, Sabino/Rillito Rooms**

**[Emergency Solutions Grant - Request for Proposal Instructions - Proposals must be e-mailed to \[HCDApplications@tucsonaz.gov\]\(mailto:HCDApplications@tucsonaz.gov\) or Hand Deliver to 310 N. Commerce Park Loop, Santa Rita Building 1st Floor, by March 12<sup>th</sup>, 2015 no later than 5:00p.m.](#)**

# **REQUEST FOR PROPOSALS**

## **CITY OF TUCSON EMERGENCY SOLUTIONS GRANT FUNDING (HUD Program Year 2015/City of Tucson FY 2016)**

The City of Tucson is requesting proposals for Emergency Solutions Grant Funding, a competitive contract award process for eligible programs and services offered by community-based organizations.

The Emergency Solutions Grant Program is designed to be the first step in a continuum of assistance to prevent homelessness and to enable homeless individuals and families to move toward independent living.

The objectives of the Emergency Solutions Grant program are to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families to operate these facilities, provide essential social services and to help prevent homelessness.

Agencies are encouraged to collaborate for service delivery where at all possible.

The estimated funding amount for HUD Program year 2015/City of Tucson FY 2016 is:

- HUD Emergency Solutions Grant (ESG) **\$424,994**

Contracts will be awarded for a one-year period, beginning on July 1, 2015.

All awards are subject to Mayor and Council approval and Congressional allocation of federal funds.

### **ELIGIBLE AGENCIES:**

- Must be a 501(c)(3), 501(c)(4), governmental entity, or faith-based organization, at time of application
- Must comply with the City's non-discrimination policy
- Must have the capacity to comply with applicable laws and regulations associated with funding, including, but not limited to: fiscal management systems and reporting, subcontracting, licensing and staff with appropriate credentials
- Must confirm a three year history of applicable service delivery within the city of Tucson limits

### **ELIGIBLE PROJECTS:**

The City of Tucson is requesting proposals, from eligible agencies, which will benefit homeless families and individuals. An agency may apply for funding for more than one project.

### **HOW TO APPLY:**

This Request for Proposals includes the instructions to apply for funds. Applications must be received by **Thursday, March 12<sup>th</sup>, 2015, no later than 5:00 p.m.** at [HCDApplications@tucsonaz.gov](mailto:HCDApplications@tucsonaz.gov) (PDF format preferred) or hand delivered to the following location:

**City of Tucson, Housing and Community Development Department  
Planning and Community Development Division  
310 N. Commerce Park Loop, Santa Rita Building, 1st floor  
Tucson, Arizona**

**[Emergency Solutions Grant - Request for Proposal Instructions - Proposals must be e-mailed to \[HCDApplications@tucsonaz.gov\]\(mailto:HCDApplications@tucsonaz.gov\) or Hand Deliver to 310 N. Commerce Park Loop, Santa Rita Building 1st Floor, \[by March 12<sup>th</sup>, 2015 no later than 5:00p.m.\]\(#\)](#)**

## **FUNDING INFORMATION**

All awards are subject to Mayor and Council approval and Congressional allocation of federal funds.

## **FUNDING PRIORITIES**

Priority will be given to projects that provide direct services and:

- Relate to basic needs – food, shelter and physical safety
- Benefit the entire community, not just one neighborhood or geographic area
- Are focused on the most vulnerable City of Tucson residents
- Maintain essential services to the public
- Leverage other resources that can be objectively defined
- Assist clients in achieving or maintaining self-sufficiency
- Promote physical and economic safety
- Have multiple funding sources
- Case management with the Homeless Preference Program

## **EVALUATION CRITERIA**

The City of Tucson is requesting proposals for projects of **\$30,000 or more**. An agency may apply for funding for more than one project, but must submit a separate proposal for each project. Funding sought is to be commensurate and proportionate to impact of services.

### **REVIEW COMMITTEE:**

Community volunteers will act as the review committee. The committee will review and evaluate proposals based on the criteria listed below. Recommendations for funding will be forwarded to the City Manager and Mayor and Council for review and approval. Awards will be announced in **May 2015**. Approved projects will receive funds through a contractual agreement with the City of Tucson. Contracts/funding will begin **July 1, 2015**.

### **PROJECT SELECTION PROCESS:**

The Emergency Solutions Grant Proposal Review Committee will use the following evaluation criteria to rate proposals. Proposals will be evaluated on the applicant's ability to adequately address the following:

- Agency shows a minimum three year history of applicable service delivery
- Demonstration of basic need - food, shelter and/or physical safety - for the most vulnerable City of Tucson residents
- Promotes physical and economic safety
- Leveraging of other resources
- Approach and cost effectiveness of project
- Performance outcomes
- Maintains essential services for the public

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## **PROJECT PROPOSAL INSTRUCTIONS**

### **1. RFP Availability:**

**Internet version** available for downloading at [www.tucsonaz.gov/hcd](http://www.tucsonaz.gov/hcd)

Click on “What’s New” icon

### **2. Project Proposal Preparation:**

All project proposals must include the following:

- Form 1 – Project Proposal Summary Sheet
- Form 2 – Narrative, to include consistency with funding priorities
  - Agency shows a minimum three year history of applicable service delivery
  - Demonstrate that this program will primarily serve City of Tucson individuals or families experiencing homelessness
  - Promotes physical and economic safety
  - Leveraging of other resources
  - Approach and cost effectiveness of project
  - Performance outcomes
  - Maintains essential services for the public
- Form 3 – Project Budget Request

### **3. Project Proposal Submission:**

(E-mail completed proposal to [HCDApplications@tucsonaz.gov](mailto:HCDApplications@tucsonaz.gov) (PDF format preferred) or hand deliver proposal to the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, 310 N. Commerce Park Loop, Santa Rita Building, 1<sup>st</sup> Floor, Tucson, AZ.

- Project proposals should be prepared in Word97 format.
- There is no limit to the number of project proposals an organization may submit. Each project proposal must be submitted and packaged separately, with all requested forms.
- **Narrative** portion of project proposal (exclusive of any requested forms) should not exceed four (4) pages, single sided, 8 ½ by 11 inch paper, and should be on white paper in a readable type of 12 point or larger. Project proposal forms are exempt from the page limitation count. Please do not include client testimonials or letters of recommendation.
- **Completed project proposals must be received no later than 5:00 p.m. on Thursday, March 12<sup>th</sup>, 2015.**
- Preferred submittal method: e-mail applications to [HCDApplications@tucsonaz.gov](mailto:HCDApplications@tucsonaz.gov) (PDF format preferred)
- Applications may also be delivered to the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, 310 N Commerce Park Loop, Santa Rita Building, 1<sup>st</sup> Floor
- Submissions by facsimile machine or Postal Service will **NOT** be accepted.
- Do not submit duplicate applications.
- Do not insert headers, footers or page numbers to the forms.

[Emergency Solutions Grant - Request for Proposal Instructions - Proposals must be e-mailed to \[HCDApplications@tucsonaz.gov\]\(mailto:HCDApplications@tucsonaz.gov\) or Hand Deliver to 310 N. Commerce Park Loop, Santa Rita Building 1st Floor, \[by March 12<sup>th</sup>, 2015 no later than 5:00p.m.\]\(#\)](#)

## PROPOSAL CONTENT DIRECTIONS

### 1. PROJECT PROPOSAL SUMMARY SHEET

Fill out completely. One agency must be designated as the proposal contact if proposal is submitted jointly by multiple organizations. The Proposal Summary describes the project.

### 2. NARRATIVE

**The Narrative Sheet (Form 2) must be brief, concise, and include the following: (Please note that you may type up to the four page maximum by using this form.)**

Funding Priorities:

- **CONSISTENCY WITH FUNDING PRIORITIES (Attachment 3)**  
How does the proposed project address the funding priorities?
- **APPLICABLE SERVICE DELIVERY**  
Provide details of this project to cover number years applicable services have been delivered and significant achievements.
- **PROMOTES PHYSICAL AND ECONOMIC SAFETY**  
Explain.
- **LEVERAGING OF OTHER RESOURCES**  
Explain.
- **APPROACH AND COST EFFECTIVENESS OF PROJECT**
  - Describe the implementation of services by including: target population, basic service elements, service priorities; and a timeline.
  - Describe the staff that is employed to implement the project and specify how long the project has been in existence. Include the staff's roles and responsibilities, education and experience.
  - Describe your targeted geographical area within the boundaries of the City of Tucson.
- **PERFORMANCE OUTCOMES**
  - List three or more specific outcomes that relate to the ESG activity. (See Attachment 3)
  - List any measurement tools utilized.
  - List the project's expected unduplicated clients that will be served.
- **MAINTAINS ESSENTIAL SERVICES FOR THE PUBLIC**  
Explain how this funding will sustain the service.

### 3. PROJECT BUDGET

The Project Budget (Form 3) should include the total cost of the proposed project, including funds requested in this proposal. Also, the estimated project funding sources, cash resources include donations, grants, contracts and awards, non-cash resources include volunteers, in-kind contributions and foods, supplies and service donations. Non-professional volunteers are to be valued at the fair market value for the work performed. Professional volunteers' hourly value is to be determined by the agency and justified in the written narrative.

### 4. PROPOSAL CHECKLIST

The following checklist is provided to help you make sure that your proposal contains all the parts required by the City of Tucson. Please be sure that you check your proposal against the list.

- Form 1 – Project Proposal Summary Sheet
- Form 2 – Written Narrative to include Consistency with Funding Priorities as specified
- Form 3 – Project Budget
- Type, using 12 point font and one inch margins, and single space all proposals, one original proposal, if hand delivering.

**No additional attachments will be accepted or considered.**

Deadline: Proposal(s) must be received by the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, via email (PDF format preferred) to **[HCDApplications@tucsonaz.gov](mailto:HCDApplications@tucsonaz.gov)** or hand delivered to City of Tucson, Housing and Community Development Department, **310 N Commerce Park Loop, Santa Rita Building, 1st Floor, by 5:00 p.m. on Thursday, March 12<sup>th</sup>, 2015.**

# Attachment 1

## Emergency Solutions Grant Homeless Definition by Program Component

<b>Street Outreach</b>		
<p>Individuals defined as Homeless under the following categories are eligible for assistance in Street Outreach:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul> <p>Street Outreach projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> <li>• Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter</li> </ul>		
<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a 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 and local government programs); <b>or</b></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<p>4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <b>and</b></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>
<b>Emergency Shelter Support</b>		
<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in Emergency Shelter projects:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 2 – Imminent Risk of Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul>		
<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a 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 and local government programs); <b>or</b></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <b>and</b></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>

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<b>Category 4</b>	Fleeing/ Attempting to Flee DV	4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <b>and</b> (iii) Lacks the resources or support networks to obtain other permanent housing
<b>Rapid Re-Housing</b>		
Individuals defined as Homeless under the following categories are eligible for assistance in Rapid Re-Housing projects.		
<ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul>		
<b>Category 1</b>	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a 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 and local government programs); <b>or</b> (iii) Is exiting an institution where (s)he has resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
<b>Category 4</b>	Fleeing/ Attempting to Flee DV	4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <b>and</b> (iii) Lacks the resources or support networks to obtain other permanent housing
<b>Homeless Prevention</b>		
Individuals and Families defined as Homeless under the following categories are eligible for assistance in Homeless Prevention projects:		
<ul style="list-style-type: none"> <li>• Category 2 –Imminent Risk of Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul>		
Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in Homeless Prevention projects.		
Homeless Prevention projects have the following additional limitations on eligibility with homeless and at risk of homeless:		
Must only serve individuals and families that have an annual income below 30% of AMI		
<b>Category 2</b>	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <b>and</b> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
<b>Category 4</b>	Fleeing/ Attempting to Flee DV	4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <b>and</b> (iii) Lacks the resources or support networks to obtain other permanent housing

# Attachment 2

## City of Tucson

### DHUD Income Limits

(Effective 7/1/14)

Agencies are required to use current income limits in determining client eligibility. They are revised by the Department of Housing and Urban Development (HUD) periodically; agencies are advised to check the HUD web site regularly at: <http://www.huduser.org/> for updates.

#### EMERGENCY SOLUTIONS GRANT PREVENTION ONLY

Number of Persons In Household	Extremely Low Income 30 % Median
1	\$12,000
2	\$15,730
3	\$19,790
4	\$23,850
5	\$27,910
6	\$31,970
7	\$35,350
8	\$37,650

This table, of the most recent client eligibility income limits set by DHUD, is to be used when determining client eligibility for City of Tucson ESG-funded Prevention projects only.

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# Attachment 3

## Funding Priorities

### Emergency Solutions Grant (ESG)

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grant program. The HEARTH Act also codifies into law the Continuum of Care planning process and the regulation for the definition of “homeless.”

HUD’s final rule defining homelessness and the interim rule establishing the regulations for the ESG program were effective January 4, 2012.

<https://www.hudexchange.info/resource/1935/conplan-reg-amend-esg-interim-rule-homeless-definition-final-rule/>

<https://www.hudexchange.info/esg/esg-law-regulations-and-notice>

[https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

#### **B-1 Definition of Homeless**

See Attachment 1 for the Department of Housing and Urban Development’s (HUD) definition of homelessness:

Services should target City of Tucson homeless individuals and families.

#### **B-2 Who May Apply**

ESG Applications will be accepted from any private non-profit corporation, or a unit of general purpose local government, capable of carrying out the scope of work described in this Application. ESG funds must serve individuals and families who meet HUD’s definition of homeless.

Applicants MUST be currently using the Homeless Management Information System (HMIS) or demonstrate the capacity to utilize HMIS at the time of contracting for services.

Applicants MUST be an active participant of the Tucson Pima Collaboration to End Homelessness (TPCH) or will be an active member prior to contracting for services.

#### **B-3 Eligible Activities**

ESG funds may be used for any of the following four program components. A maximum of 60 percent of the total fiscal year grant for ESG or the hold harmless amount established for such activities during fiscal year 2010 can be spent on street outreach and emergency shelter activities.

**Matching contributions to supplement the ESG program in an amount that equals the**

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**amount of ESG funds provided are required and may be met using both cash and non-cash methods.**

## **1. Street Outreach**

### **a. Eligible Individuals and Families**

The provision of certain essential services to **unsheltered** individuals and families who meet HUD definition of homelessness. These services may be provided on the street, in parks, abandoned buildings, bus stations, campgrounds and other such settings.

### **b. Eligible Activities**

Engagement, case management, emergency health and mental health services to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility, transportation, eligible essential services for Special Populations to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

### **c. Performance Outcomes**

- Of the total number of interaction with clients, how many are engaged?
- Of the total number of interactions with clients, how many clients received case management?
- Of the total number of interactions, how many clients entered housing?

## **2. Emergency Shelter Support**

### **a. Eligible Individuals and Families**

Individuals and families who are homeless and who are staying in an emergency shelter

### **b. Eligible Activities**

- a. Essential Services:** case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for Special Populations
- b. Shelter Operations:** costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter.

### **c. Performance Outcomes**

- Of the total of clients served in shelter, how many clients exited to Transitional, Permanent Supportive, Subsidized or Independent housing?
- Of the total of clients served in shelter, how many increased their income through employment or mainstream resources?

## **3. Homeless Prevention**

### **a. Eligible Individuals and Families**

Extremely low income, at or below 30% Average Median Income (see Attachment 2) **AND** at risk of homelessness.

**b. Eligible Activities to Prevent Homelessness and Regain Stability**

**1) Housing Relocation and Stabilization Services**

**i. Financial Assistance:** rent application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, services costs

**ii. Stabilization Services:** housing search & placement, housing stability case management, mediation, legal services, credit repair. *Participants must meet with a case manager at least once a month for the duration of assistance to obtain appropriate supportive services like medical or mental health treatment or services essential for independent living and mainstream benefits.*

**2) Short Term Rent Assistance**, up to 3 months or **Medium Term Rental Assistance**, 4 to 24 months may be provided. Projects may be Tenant-Based Assistance or Project-Based Assistance. Requirements include compliance with Fair Market Rate Limits, Rent Reasonableness, Minimum Habitability Standards (see 576.403 Shelter and housing standards), Rental Assistance Agreement and Lease Standards.

**c. Performance Outcomes**

- Of the total clients served, how many received financial literacy assistance, stabilization services or rental assistance in order to prevent homelessness?
- Of the total clients served, how many received case management?
- Of the total clients served, how many clients remained in permanent housing?

**4. Rapid Re-Housing**

**a. Eligible Individuals and Families**

Assistance for homeless individuals and families currently living in an emergency shelter or place not meant for human habitation or is exiting an institution where (s)he has 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

**b. Eligible Activities to Regain Stability**

**1. Housing Relocation and Stabilization Services**

**i. Financial Assistance:** rent application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, services costs

**ii. Stabilization Services:** housing search & placement, housing stability case management, mediation, legal services, credit repair. *Participants must meet with a case manager at least once a month for the duration of assistance to obtain appropriate supportive services like medical or mental health treatment or services essential for independent living and mainstream benefits.*

**2. Short Term Rent Assistance**, up to 3 months or **Medium Term Rental Assistance**, 4 to 24 months may be provided. Projects may be Tenant-Based Assistance or Project-Based Assistance. Requirements include compliance with Fair Market Rate Limits, Rent Reasonableness, Minimum Habitability Standards (see 576.403 Shelter and housing standards), Rental Assistance Agreement and Lease Standards.

**c. Performance Outcomes**

- Of the total clients served, how many were rapidly rehoused by receiving housing relocation and stabilization services and/or rental assistance?
- Of the total clients served, how many received case management?
- Of the total clients served, how many clients remained in permanent housing?

Under this category, \$30,000 will also be prioritized for case management targeted to clients receiving housing assistance through the Homeless Prevention Program. Clients must meet the homeless definition for Rapid Re-Housing under the Emergency Solutions Grant.