

Emergency Solutions Grants (ESG) Application Information Packet

September 23, 2016

*North Carolina Department of Health and Human Services
Division of Aging and Adult Services*

Please note that funding of applications submitted in response to this Request for Applications is contingent upon the State receiving funds from the US Dept. of Housing and Urban Development (HUD).

**Applications must be delivered or postmarked by
Friday, October 21, 2016**

Application Review and Q & A webinars are scheduled for:
Thursday, September 29, 2016, 10:00 AM – 12:00 Noon
Tuesday, October 4, 2016, 10:00 AM – 12:00 Noon

All program and application information is subject to change if HUD provides additional guidance on the ESG program.



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Section I. General Information

A. Purpose

The purpose of the ESG Program is to:

- Provide assistance to rapidly re-house persons who are currently homeless
- Assist in meeting the costs of operating emergency shelters
- Restrict the increase of homelessness through the provision of preventive programs and activities

The North Carolina Department of Health and Human Services (DHHS) will administer North Carolina's non-entitlement ESG fund. This application corresponds to federal fiscal year 2016 funds.

B. Definitions

Administration -The federally approved planning and grant execution of ESG activities:

- General management, oversight, and coordination
- Training on ESG requirements
- Consolidated Plan

Overhead Costs - For the purpose of this program overhead costs directly related to carrying out eligible services and operating activities (street outreach, HMIS, and housing stabilization) are considered program costs, not administration costs, subject to cost principles in OMB Circulars A-87 (2 CFR 225) and A-122 (2 CFR 230). These costs are not subject to the administrative cap, however are limited to 15% of a sub-recipient's total grant award.

Activities - Actions by sub-recipients using ESG dollars or match dollars to serve persons who are homeless or at risk of becoming homeless. ESG funds and match funds can only be used for activities deemed eligible by the State and HUD. Activities that are ineligible for ESG funds must be paid with other non-ESG sources.

Area Median Income (AMI) – The income amount of the household for whom half of the community has more income and half of the community has less income. This figure is calculated by HUD annually and used to qualify families and individuals for a variety of HUD programs. The income amounts vary across the nation by Metropolitan Statistical Area (MSA) and county, if the county is not part of an MSA.

Information on a community's AMI can be found at:

<https://www.huduser.gov/portal/datasets/il.html>

Balance of State (BoS) CoC- The Balance of State CoC includes 79 counties divided into Regional Committees. The Balance of State CoC does not apply to ESG through one combined regional application. Instead, the CoC's regional committees, or combination of regional committees, submit oversee and submit regional applications.

Continuum of Care (CoC) – The voluntary group of homeless stakeholders organized to plan for and provide a system of strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area. The CoC is also responsible for applying, on behalf of the community, for competitive federal homeless funds.

CoC Lead Agency – The agency selected by the CoC and designated to carry out the activities of the CoC or grant including fiscal and compliance activities. Regular administrative tasks may include, but are not limited to: management of the annual HUD application, coordination of other funding opportunities, project and system monitoring, reporting, meeting management, etc. Also known as the collaborative applicant.

Eligible Regional Applicants - Continua of Care lead agencies, or Balance of State (BoS) Continuum of Care approved regional committee lead agencies, that meet criteria outlined in this RFA.

Eligible Recipients and Sub-recipients - Local governments and nonprofits that meet criteria outlined in this RFA. Public Housing Authorities are not eligible recipients or sub-recipients.

Emergency Response Activities - Street outreach and emergency shelter activities

Emergency Shelter – The primary purpose is to provide temporary shelter for homeless people. For the purposes of this grant the goal of emergency shelter must be to move people into housing directly from streets and shelters without preconditions of treatment, acceptance or compliance.

ESG Entitlement Communities - Communities that receive ESG funds directly from HUD. In North Carolina, there are 6 ESG entitlement communities for federal FY16 funds: Charlotte, Durham, Greensboro, Raleigh, Wake, and Winston-Salem.

ESG Lead Agency - The agency selected by the CoC to submit the application and recommendation(s) for ESG funds to the State on behalf of the entire region. In all CoCs except the Balance of State, the ESG Lead Agency and the CoC Lead Agency should be the same organization with rare exceptions (ESG lead agencies that are not CoC lead agencies must be approved by the State). In the Balance of State, Regional Committees, or a combination of Regional Committees must identify an ESG Lead Agency.

ESG Match - The dollar for dollar match required by the ESG grant. This match may be achieved through other non-ESG funds (cash), in-kind services, or a combination of the two. Match dollars must be spent on eligible ESG activities.

Fiscal Sponsor - A unit of local government or 501(c)3 non-profit chosen by the region and approved by the State that will perform, but not be limited to the following tasks on behalf of the CoC:

- contract with the State
- sub-contract with any other agencies receiving funds within its region
- reimburse agencies
- submit reimbursement requests to the State
- act as the central point of contact for all reporting requirements

CoCs are not required to have a fiscal sponsor and no additional points or funds will be provided to CoCs that select a fiscal sponsor.

Grantee- The State of North Carolina, which receives ESG funds directly from HUD.

Homeless Information Management System (HMIS) - The information system required by HUD to track data about homeless households and the agencies that serve them. Domestic Violence programs are prohibited by federal law from entering their data in a HMIS. The HMIS in North Carolina is called North

Carolina Homeless Management Information System (NC HMIS).

HMIS Comparable Database- An information management system that contains the same client and program data elements that are contained in the statewide HMIS. Federal law requires that Domestic Violence agencies use Systems Comparable to HMIS rather than the HMIS used by other homeless agencies. **Please note that all domestic violence providers funded by the 2016-17 NC ESG Program must have a comparable database that produces electronic reports including the Consolidated Annual Performance Report (CAPER) formatted to download as an e-CART.**

Housing First- Housing First is a homeless assistance model that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed.

Housing Stability Activities - Rapid re-housing and targeted prevention activities, which include flexible financial assistance and housing stability activities.

NC HMIS (North Carolina Homeless Management Information System) - The Homeless Management Information System (HMIS) used by homeless agencies in North Carolina.

Program Participant – Eligible families and individuals served by the ESG-funded programs.

Rapid Re-Housing – A program designed to assist homeless households to obtain and maintain permanent housing through the provision of housing relocation, stabilization services, and rental assistance. Assistance is tailored to household needs and focuses on moving the household as quickly as possible into permanent housing and supporting housing stability.

Shelter Operations - Maintenance, rent, security, fuel, equipment, insurance, utilities as well as purchase of food, furnishings, and supplies necessary for the day to day operation of an emergency shelter. For the purpose of this grant maintenance, equipment, furnishings and supplies are items valued less than \$500 per item.

Street Outreach - Essential services necessary to engage unsheltered homeless people, connecting them with emergency shelter, housing, and/or critical services.

Sub-Recipient – An eligible entity that the State contracts with to carry out eligible ESG activities.

Targeted Prevention – Prevention programs that are designed to prevent homelessness among households that are the most likely to become homeless. Prevention programs are expected to screen for households at greatest risk of homelessness versus households at risk of losing their current housing.

Un-awarded Funds - ESG dollars that are not requested by or awarded to counties are redistributed to other ESG-eligible organizations.

C. Eligible Applicants

The State will accept regional applications for ESG funds from Continua of Care lead agencies, or in the Balance of State (BoS) Continuum of Care, lead agencies for the Regional Committees, or combination of Regional Committees. Regions will recommend nonprofit or local government agencies from their

regions to be recipients of ESG funds. Once approved, these recommended agencies will contract directly with the State or subcontract with the region's Fiscal Sponsor.

D. Eligible Sub-recipients

Eligible sub-recipients for ESG funding are:

1. Units of general local government, including metropolitan entitlement communities that receive direct ESG allocations from HUD
OR
Private 501 (c) 3 designated nonprofit organizations.

Note: Public Housing Authorities (PHAs) or non-profits established by PHAs are not eligible sub-recipients of NC ESG funds.

2. The Regional Application must include all recommended sub-recipients and be submitted by the CoC/region's selected ESG lead agency. In all CoCs except the Balance of State, the ESG Lead Agency and the CoC Lead Agency should be the same organization.

The ESG Lead Agency should create and implement a fair local decision-making process for the distribution of funds that minimizes conflict of interest (Conflict of Interest Policy). The region's application is encouraged to reflect, if applicable, the community's 10-Year Plan to End Homelessness, CoC Strategic Plan, HEARTH performance measures, the Federal Strategic Plan to Prevent and End Homelessness, and local documented homeless needs.

CoC/Regions that recommend projects for funding should consider, but not limit to, the following:

- Does the proposed agency have capacity including a paid Executive Director and Case Manager
- Does the proposed agency have the capacity to administer an ESG activity
- Does the proposed agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 30 business days after reimbursement is requested
- Does the proposed agency or CoC/Regions have available resources to provide matching funds used for eligible ESG activities
- Does the agency have a history of expending at least 85% of ESG allocation if funded during the 15-16 ESG Program

Applications for funding will not be accepted from local governments or nonprofit organizations separately from the Regional Application. Applications are limited to one per region, submitted and approved by the ESG Lead Agency. BoS CoC regions must have approval coordinated by North Carolina Coalition to End Homelessness (NCCEH).

See the Application Checklist (Attachment 1) for required documentation that applicants must submit to be eligible to receive ESG funds.

E. Eligible Program Participants for Housing Stabilization

Agencies funded by the NC ESG program are restricted to using NC ESG funds and any matching funds to provide services to eligible program participants. The funds under this program are intended to target the following populations of persons facing housing instability:

1. Program participants must have an annual income below 30 percent of area median income (AMI) for the area as determined by HUD. This is verified at intake for prevention activities and at 12 months for rapid re-housing activities. Income limits are available on HUD's web site at: <https://www.huduser.gov/portal/datasets/il/il16/index.html>
2. Individuals and families who are experiencing homelessness according to HUD's definition found in the HEARTH: Defining "Homeless" Final Rule. A summary can be found in Attachment 4 of this application information packet. The definition can be found at: <https://www.onecpd.info/resource/1928/hearth-defining-homeless-final-rule/>
3. Individuals and families who are at risk of becoming homeless, according to HUD's definition in HEARTH: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments Interim Rule. A summary can be found in Attachment 5 of this application.
 - The definition can be found at: <https://www.onecpd.info/resource/1975/criteria-for-definition-of-at-risk-of-homelessness/>
 - The full interim rule can be found at: <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>

F. Eligible Activities

There are four (4) categories of eligible activities:

1. Administration
2. Emergency Response
 - Street Outreach
 - Emergency Shelter
3. Housing Stabilization
 - Targeted Homelessness Prevention
 - Rapid Re-housing
4. HMIS

Note: The State of North Carolina's ESG program does not allow ESG funds to be used to pay for centralized/coordinated intake.

1. *Administration:* provides funding for administrative costs related to the planning and execution of ESG activities. Only fiscal sponsors and local units of governments will receive funds for administration. These eligible costs include:
 - General management, oversight and coordination
 - Training on ESG requirements and attending HUD-sponsored ESG trainings

The State will not know the amount of administrative dollars available to sub-recipients until it knows how many agencies will receive ESG funds.

Note: Staff and overhead costs directly related to carrying out eligible services and operating activities (street outreach, HMIS, Rapid Re-Housing and Prevention) are considered program costs, not administration costs, subject to cost principles in OMB Circulars A-87 (2 CFR 225) and A-122 (2 CFR 230). These costs are not subject to the administrative cap, however are limited to 15% of a sub-recipient's total grant award.

2. *Street Outreach:* engagement, emergency care and services to unsheltered persons. Program activities include:
 - Engage unsheltered persons and connect them with emergency shelter, housing, or critical services
 - Provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility
 - Provide case management services to assess housing and service needs, arrange, coordinate, and monitor the delivery of individualized services to meet the needs of program participants
 - Connect persons with emergency health services and/or emergency mental health services
 - Transportation
 - Services to special populations (homeless youth, victim services and people living with HIV/Aids)

3. *Emergency Shelter:* provides funding for costs associated with providing essential services to homeless people in emergency shelters and operating expenses. Essential services include, but are not limited to:
 - Case management
 - Child care
 - Education services
 - Employment assistance and job training
 - Outpatient health services (if other resources are not available)
 - Legal services
 - Life skills training
 - Mental health services (if other resources are not available)
 - Substance abuse treatment (if other resources are not available)
 - Transportation
 - Services for special population (homeless youth, victim services and people living with HIV/Aids)

Note: For the purpose of the NC ESG Program, sub-recipients may charge fees up to 30% for housing and 10% for services if shelter residents have income. Sub-recipient may not require clients to have income as a condition of admittance for emergency shelter. The NC ESG Program will only fund agencies whose program(s) follow the Housing First Model that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed.

- Shelter operations include, but are not limited to:
 - Rent

- Security
- Fuel
- Equipment
- Insurance
- Utilities
- Food
- Furnishings
- Supplies

4. *Rapid Re-Housing:*

Note: The State of North Carolina’s ESG program does not allow ESG funds to be used to pay for shelter renovation, conversion, or major rehabilitation.

Persons who are homeless according to Category I or IV (see definition in Attachment 3) of HUD’s homeless definition are eligible to receive rapid re-housing services and/or financial assistance through the Rapid Re-Housing activities.

1. Housing relocation and stabilization services (24 CFR 576.105) include:
 - Housing search and placement: ESG may pay for services or activities necessary to assist program participants in locating, obtaining and retaining suitable permanent housing.
 - Housing stability case management: ESG may pay the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for the program participant in permanent housing or to assist the program participant in overcoming immediate barriers to obtaining housing.
 - Conducting the initial evaluation required by 576.401(a) including verifying and documenting eligibility for individuals and families applying for homelessness prevention or rapid re-housing assistance.
 - Counseling
 - Developing, securing and coordinating services and obtaining Federal, State and local benefits
 - Information and referral
 - Developing an individualized housing and service plan, including strategies for permanent housing stability
 - Monitoring and evaluation of client progress
 - Conducting re-evaluations required under 576.401(b)
 - Mediation: ESG may pay for mediation between the program participant and the owner or person(s) where the program participant is living, provided that the mediation is necessary to prevent the program participant from losing the permanent housing in which the program participant currently resides.
 - Legal services: ESG may pay for hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant’s ability to obtain and retain housing. In addition, funds can pay for landlord/tenant matters and services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing

or will likely result in the program participant losing permanent housing in which the program participant currently resides.

Note: HUD does not allow ESG to fund legal activities related to expunging a criminal record or eviction proceedings/court fees

- Credit repair: ESG may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of debt.

Note: Credit repair is a service as described. Financial assistance funds (see next section) can be used to pay for rent or utility arrears, but not other debt including, but not limited to: mortgage, credit cards, car payments, or medical bills

2. Financial assistance includes:

- Payment to utility companies and other third parties for the following costs:
 - Rental application fees
 - Security deposits that equal no more than two months' rent
 - Last month's rent (may be paid in addition to security deposit)
 - Standard utility deposit required by the utility company for gas, electric, water and sewage
 - Utility and rent arrears payments including up to a total of six months of utility and/or rental arrears to support homeless individuals and families in moving as quickly as possible into permanent housing and to achieve stability in that housing
- Moving expenses including truck rental or hiring a moving company, temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under 24 CFR 576.105(b) and before the program participant move into permanent housing. Payment of storage fees in arrears is not eligible.
- Tenant-based rental assistance is allowed for up to 24 months in a 36 month period, pending future year funding awards.

5. *Targeted Prevention:*

Housing relocation and stabilization services and financial assistance are the two activities that can be provided to accomplish prevention and are the same as the Rapid Re-Housing activity above, though for individuals and families who are not homeless, but are at-risk of homelessness.

Targeted prevention programs are designed to target services and resources to households that are most likely to become homeless. As most households that experience a housing crisis do not become homeless, programs must use historical documentation to create criteria for assessing a

household's risk of becoming homeless. Housing relocation and stabilization services and financial assistance are the two activities that can be used under targeted prevention.

6. *HMIS:*

Pays for eligible costs including CoC HMIS costs, for the CoC participation in the statewide homeless management information system, regardless of whether all of the agencies contributing data into the HMIS are receiving other ESG or CoC funds. Other eligible costs include: an HMIS comparable data system, computer equipment, technical support, salaries for operating HMIS. Please check with your CoC to see if HMIS fees are covered through another source before applying for funds to pay for HMIS fees through this application.

Section II. Funding

A. Available Funding

The State will allocate no less than **\$4,575,363** in response to this Request for Applications (RFA).

B. Budget

Funds will be awarded to applicants based on CoC pro-rata share. The tables in **Attachment 2** shows the total amount available to each BoS region/CoC. The funds can be used for the activities named in the **Eligible Activities Section**.

Emergency Response Activities: Emergency Shelter and Street Outreach

A maximum of 60% of total funds available per CoC/region can be spent on emergency response activities. This information is detailed by CoC/region in the funds distribution matrix in **Attachment 2**.

C. Funding Priorities:

Emergency Response

For the purposes of this grant the goal of emergency shelter must be to move people into housing directly from streets and shelters without preconditions of treatment, acceptance or compliance. **The NC ESG Program requires 2016-17 sub-recipients support the Housing First model that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed.**

The State strongly encourages use of emergency shelter funds to support facilities linked to rapid re-housing programs within a CoC/Regions.

Applicants that request Emergency Response funds may allocate all dollars for Emergency Shelter Operations or allocates **no less than 60% of the funding for Shelter Operations and no more than 40% for Shelter Services**.

CoC/Regions should ensure that recommended projects meet the maximum and minimum allocation requirements.

Housing Stabilization

For the purpose of this grant the NC ESG priority for stabilization funds is rapid re-housing and HMIS activities. Rapid Re-Housing Services and Rapid Re-Housing Financial Assistance should be linked to ensure clients obtain and maintain permanent housing.

Applicants that request Rapid Re-Housing funds may allocate all stabilization dollars for Rapid Re-Housing Financial Assistance or allocates **no less than 60% of the funding for financial assistance and no more than 40% for services**. An exception may be approved if the CoC/Region provides written documentation that other non-NC ESG funds will be used also to fund rapid re-housing financial assistance. CoC/Regions should ensure that the total project funds recommended meet the maximum and minimum requirements.

If a written exception is requested label the document as D4 and place it in Tab C of the CoC/Regions Application.

D. Distribution of Funds

The funds will be distributed using the following process:

Each CoC/region will complete the ESG regional application. Balance of State regional applications will be approved by a process established by BoS leadership. Each CoC/region is responsible for setting local funding priorities and working with community members and applicants to establish the funding recommendations contained in the ESG regional application. The CoC/region will create and implement a local decision-making process for the distribution of funds that is fair and minimizes conflict of interest. The CoC/region's application is encouraged to reflect, if applicable, the community's 10-Year Plan to End Homelessness, CoC Strategic Plan, HEARTH performance measures, the Federal Strategic Plan to Prevent and End Homelessness, and local documented homeless needs.

CoC/Regions that recommend projects for funding should consider, but not limit to, the following:

- Does the proposed agency have capacity including a paid Executive Director and Case Manager
 - Does the proposed agency have the capacity to administer an ESG activity
 - Does the proposed agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 30 business days after reimbursement is requested
 - Does the proposed agency or CoC/Regions have available resources to provide matching funds used for eligible ESG activities
 - Does the agency have a history of expending at least 85% of ESG allocation if funded during the 15-16 ESG Program
-
- Each CoC/region is required to select a lead agency that will submit ESG funding recommendation to the State on behalf of the entire CoC/region. In non-Balance of State CoCs, the ESG lead agency and the CoC lead agency should be the same organization.
 - The State uses the HUD approved pro rata share, minus funding for entitlements, to determine CoC allocations (**See Attachment 2**).
 - Funds that have not been spent by the end of the program year will be recaptured by the state.

- CoCs/regions are required to apply and meet the scoring threshold criteria in order to receive the maximum amount of funding listed in **Attachment 2**.
- The State has the right to request additional information or amendments to applications for this process.

E. Distribution of Un-Awarded Funds

In the event that regions do not apply for the full ESG Pro Rata amount available or do not meet the State’s criteria, the State will allocate any un-awarded funds to other regions at its discretion.

F. Fiscal Sponsor

Background

The State **does not require that CoC/Regions to have a Fiscal Sponsor**. CoC/Regions that elect to have a Fiscal Sponsor must be approved by the State. Multiple regions may have the same Fiscal Sponsor. The State will approve a Fiscal Sponsor based on established financial capacity and oversight standards. In CoCs/regions where a Fiscal Sponsor is not identified the State will continue to administer contracts directly with the local agencies.

Fiscal Sponsor Role

The CoC/region may choose the same agency to serve as the ESG Lead Agency and the Fiscal Sponsor or it may choose separate agencies for these roles. If a Fiscal Sponsor is chosen, it will serve a CoC/region or multiple CoCs/regions and all funded projects within the region(s). The Fiscal Sponsor must be a unit of local government or 501(c) 3 non-profit.

A Fiscal Sponsor’s activities will include, but are not limited to:

- contract with the State
- sub-contract with any other agencies receiving funds within its region
- reimburse agencies
- submit reimbursement requests to the State
- act as the central point of contact for all reporting requirements

Although Fiscal Sponsors are encouraged to monitor sub-recipients, the State will provide sub-recipient monitoring as part of its administrative oversight of the ESG program.

Fiscal Sponsors are responsible for reimbursing any sub-recipient agencies for ESG eligible expenses covered in the contractual budget. The Fiscal Sponsor has the option of advancing funds to a sub-recipient agency, but the State will not advance funds. The Fiscal Sponsor will be responsible for ensuring that client data related to any reimbursement has been entered into HMIS before requesting reimbursement. If a region has a Fiscal Sponsor and administrative funds are available, all administrative dollars will go to the Fiscal Sponsor rather than individual agencies. It is up to the Fiscal Sponsor to decide if it will share administrative funds with its subcontractors

Fiscal Sponsors may also provide some of the ESG-funded services directly. Fiscal Sponsors are expected to work in partnership with the ESG Lead Agency if it is different.

G. General Program Requirements

The following are general program requirements. Applicants should be aware that there may be additional requirements based on future HUD guidance on the ESG program.

- Program participants must agree to meet with a case manager at least once per month to assist the program participants in ensuring long-term housing stability, unless prohibited by the Violence against Women Act of 1994 or the Family Violence Prevention and Services Act. At the discretion of the case manager, some meetings may be conducted via phone or teleconference/webcam when appropriate.
- Income verification:
 - Targeted Prevention: Income must be verified at intake and re-certified every three (3) months thereafter for as long as the household remains part of the program.
 - Rapid Re-Housing: Income verification is not required at program intake, but is required when the program participant has been in the program 12 months and annually thereafter to ensure the household is eligible for the ESG program.
- Program participants must agree to participate in developing a Housing Stability Plan to assist the program participants in retaining permanent housing after the ESG assistance ends. This plan will take into account all relevant features including, but not limited to: the program participants' current or expected income and expenses; other public or private assistance for which the program participants will be eligible and are likely to receive; and the relative affordability of available housing in the area.
- CoCs/Regions that develop additional program participant eligibility criteria must have those criteria approved by the State prior to implementation. Criteria may be used to narrow the program participant eligibility requirements, but not broaden them.
- Providers must have an appeals policy and process for program participants who are denied assistance or terminated. As part of the process, program participants must be able to request an appeal verbally and in writing. Providers must document the reasons that non-qualifying program participants do not qualify for assistance and reasons for termination of qualifying program participants. Persons who are terminated must receive notification of termination in writing and be told of the appeals process in writing.

I. Advances from the State

The State will not advance any ESG funds.

Section III. Data Collection/Outcomes

A. Data Collection

The State remains committed to a statewide HMIS data system. To reach this goal, grantees will use the statewide Homeless Management Information System (HMIS), currently NC HMIS, to ensure that all data needed for program evaluation and required reports is available to integrate into the statewide HMIS system in a timely manner. Failure to do so may result in suspension of funding or payback of ESG funds. Agencies that are exempt from the HMIS participation requirement (i.e. domestic violence agencies) must meet the same reporting requirements using a comparable HMIS that produces

electronic reports including, but limited to, the Consolidated Annual Performance Report downloaded as an e-Card as well as other data request for all State and Federal reporting and evaluations.

B. Program Outcomes:

The State will expect sub-recipients to measure and report on the outcomes of rapid re-housing and prevention assistance using the statewide HMIS system. Agencies that are exempt from the HMIS participation requirement (i.e. domestic violence agencies) must meet the same reporting requirements using a comparable HMIS that produces electronic reports including, but limited to, the Consolidated Annual Performance Report downloaded as an e-Card as well as other data request for all State and Federal reporting program outcomes.

1. Housing Stabilization

Performance measures for both prevention and rapid re-housing are likely to include, but may not be limited to:

- Percentage of program participants who are permanently housed at program exit, at 6 months after program exit, and at 12 months after program exit
- Increases in income from benefits or employment
- Assertive referrals to mainstream services such as SSI/SSDI, TANF, food stamps, mental health services, medical care services, prescriptions, child care, employment programs, and education programs
- Rates of return (for rapid re-housing) or subsequent entry (for prevention) to the homeless emergency system
- For rapid re-housing and using HMIS data, the State will also measure impact on average length of stay in the homeless emergency system compared to other CoCs or prior year rates

2. Emergency Response

Performance measures for Emergency Shelter and Street Outreach are likely to include, but may not be limited to:

- Length of stay in homeless services
- Timeliness of connection to the Housing Stability Team

C. Reporting

The State requires all ESG sub-recipients participate in data collection (as detailed above) for reporting. Among reports required are the Consolidated Annual Performance Report (CAPER) and annual match report. Additionally, the State requires all sub-recipients to comply with reports requested by the North Carolina Coalition to End Homelessness and the Michigan Coalition Against Homelessness.

Section IV. Application Submission Information

A. Application Deadlines

Applications in response to the RFA must be delivered or post marked by **Friday, October 21, 2016**. All applications received by this deadline will be reviewed. Late applications will not be reviewed.

Please note that each CoC/region should submit:

- **one** regional application

- **one program application** for each of the agencies recommended for funding.

Please see the Application Checklist (**Attachment 1**) for a complete list of all information that must be submitted with regional and program applications.

Applicants should submit **three total copies** of the completed application consisting of the regional application, project application(s) and all attachments:

- two hard copies (one original and one copy) in separate 3-ring binders with tabs as indicated on the Application Checklist (Attachment 1)
- one soft (electronic) copy on a disc or flash drive of the complete application

If using US Postal Services, mail ESG application and supporting documents to:

Michael Leach
DHHS-DAAS
2101 Mail Service Center
Raleigh, NC 27699-2101

If using Courier services (such as UPS, Federal Express, etc.) or Hand Delivery:

Michael Leach
DHHS-DAAS
693 Palmer Drive
Raleigh, NC 27603

In the process of administering this program, DHHS will make decisions and interpretations regarding regional and project applications. DHHS is entitled to the full discretion allowed by law in making all such decisions and interpretations. DHHS reserves the right to request additional information from any applicant. DHHS reserves the right to reject any and all applications received. DHHS reserves the right to amend, modify, or withdraw provisions contained in this application that are inconsistent or in conflict with state or federal laws or regulations. All applications for ESG funding become the property of DHHS.

B. Application Q&A Webinars

Applicants are invited to participate in the two free webinars held by the State to offer technical assistance and answer questions for organizations developing ESG applications. The webinars will be held:

Thursday, September 29, 2016
10:00 AM-12:00 Noon

Tuesday, October 4, 2016
10:00 AM-12:00 Noon

The link for the webinars will be distributed before the webinars.

C. Sub-Recipient Trainings

The State will provide trainings on program requirements and implementation. All sub-recipients are encouraged to participate in trainings. **Mandatory participation** is required for sub-recipients that were not funded in the 2015-16 Program Year. **Additionally, all 2016-17 funded sub-recipients must participate in NC ESG Fair Housing Training that will be offered within 90 days of the 16-17 ESG Program Year.**

Section V. Application Guidelines

A. Process for Evaluating Applications:

Staff will review each application according to the threshold requirements listed below in order to make funding decisions. CoCs/Regions that have complete applications and meet threshold requirements are eligible for funding. Incomplete applications will not be considered.

Applications will only be accepted from CoC/Region lead agencies, the State will not accept applications directly from nonprofit or local government organizations.

B. Threshold Requirements: For a proposal to be eligible for receiving funds, the State must determine that the following threshold criteria have been met.

- Applications must be submitted by CoC/Region ESG lead agency
- Regions must propose eligible activities for eligible populations
- The organizations recommended for funding must be nonprofits with a 501(c) 3 status or local governments and eligible contractors for HUD funds and State funds. The organization(s) must not be debarred from receiving federal or state funds nor under any current sanctions related to federal or state funding, indicated by NCGrants.gov. Organizations must not have any outstanding monitoring findings at the time of application. Organizations must be current with all tax obligations, or be current in implementing a payment plan.
- Organizations recommended for funding must have a specific non-ESG source(s) identified for the required match
- Organizations must have satisfactory organizational and financial status, experience, and capacity to implement and operate the project and spend ESG funds in a timely manner.
- Requests for funds must not exceed the maximum or minimum amounts for a CoC/Regions shown in **Attachment 2**
- Applications must be complete, including all appropriate signatures and required attachments. NC DHHS staff reserves the right to ask clarifying questions on application materials submitted, however, incomplete applications will not be reviewed
- Applications must have all required local approvals in place before submission
- The local selection process must take reasonable steps to limit conflict of interest (see Conflict of Interest Policy)
- Applications must be received by the deadline. Late applications will not be reviewed

C. Application Evaluation Criteria: The State may use additional criteria to make final funding decisions. The State retains the right to reject proposals that do not meet threshold criteria, negotiate program features, terms and funding amounts and the right to recapture funds and reallocate if a recipient is unable to meet ESG program requirements.

Section VI. Attachments

Attachment 1 – Application Checklist

Required Application Items	Nonprofit Applicant	Nonprofit Fiscal Sponsor	Local Government Applicant	Local Government Fiscal Sponsor
Regional Application (ESG Lead Agency does not have to submit documents that are available on the NCCEH website)				
Tab A -Signed, completed Regional application (Word document)	X		X	
Tab B -Regional budget worksheet (Excel spreadsheet)	X		X	
Tab C -CoC Policies and Procedures	X		X	
Tab D -Materials used to solicit and evaluate CoC/Regions ESG project applications	X		X	
Project Application				
Note: Each project must be submitted with separate, lettered tabs as outlined on the ESG Checklist i.e. Tab E – Project Application; Tab F – Project Budget; Tab G – Federal Certification, etc...				
Tab E - Signed, completed Project Application (Word document)	X		X	
Tab F - Project budget worksheet (Excel spreadsheet)	X		X	
Tab G - NC DHHS Required Contract Certification Forms				
1. Federal Certifications	X	X	X	X
2. State Certification	X	X	X	X
3. No Overdue Taxes Certification Form	X	X		
4. Annual IRS Tax Exemption Verification Form	X	X		
5. Annual Conflict of Interest Verification	X	X		
6. Current Certificate of Insurance	X	X		
Tab H - Formal and informal agreements with mainstream resources	X		X	
Tab I - A copy of the HMIS or comparable system contract between the applicant organization and the database provider	X		X	
Tab J -Matching funds form (see Attachment 5)	X		X	
Tab K -Program rules	X		X	
Tab L -Program Intake Form	X		X	
Tab M -Organizational Chart	X	X		
Tab N Current year operating budget (with Revenues and Expenditures)	X	X		
Tab O -of Incorporation, Bylaws and any applicable amendments	X	X		

Tab P -List of names, mailing and email addresses, telephone numbers and terms of office of current members of the applicant organization's voluntary board of directors with officers identified including the name and contact of the Board Member that is a homeless or formerly homeless person.	X	X		
Tab Q -Most recent audit report OR sworn accounting of receipts and expenditures for applicant's previous fiscal year	X	X		
Tab R- Project Policies and Procedures	X			

***Note please scan and save completed application on a flash drive or CD**

Certification Statement:

To the best of my knowledge and belief, all information in this application is true and correct. If the Applicant is a non-profit organization, the governing board of the Applicant Organization has authorized the request for funding.

Signed: _____

Date: _____

Attachment 2-Distribution of ESG Funds by CoC/Region

CoC		Eligible Amount	Maximum Emergency Response (60%)	Minimum Housing Stability (40%)
500	Forsyth	\$195,316	\$117,190	\$78,126
501	Buncombe	\$121,992	\$73,195	\$48,797
502	Durham	\$158,490	\$95,094	\$63,396
503	Balance of State	\$2,388,612	\$1,433,167	\$955,445
504	Guilford	\$244,450	\$146,670	\$97,780
505	Mecklenburg	\$455,423	\$273,254	\$182,169
506	Tri-Hic	\$149,243	\$89,546	\$59,697
507	Wake	\$385,634	\$231,380	\$154,254
509	Gaston-Lincoln-Cleveland	\$177,131	\$106,279	\$70,852
511	Cumberland	\$125,286	\$75,172	\$50,114
513	Orange	\$58,927	\$35,356	\$23,571
516	Northwest	\$114,859	\$68,915	\$45,944
	Total	\$4,575,363	\$2,745,218	\$1,830,145

Balance of State Cities/Counties

The Balance of State CoC is in the process of restructuring its regional committees. ESG regions may be current or future regional committees. Eligible amounts have been listed per city and county to allow this flexibility. Each city or county may only be part of one regional application.

BoS City/County	Eligible Amount	Maximum Emergency Response (60%)	Minimum Housing Stability (40%)
Burlington	\$25,466	\$15,280	\$10,186
Concord	\$28,899	\$17,339	\$11,560
Goldsboro	\$19,083	\$11,450	\$7,633
Greenville	\$48,527	\$29,116	\$19,411
Hickory	\$18,195	\$10,917	\$7,278
Jacksonville	\$20,958	\$12,575	\$8,383
Kannapolis	\$19,802	\$11,881	\$7,921
Lenoir	\$8,754	\$5,252	\$3,502
Morganton	\$8,973	\$5,384	\$3,589
New Bern City	\$15,754	\$9,452	\$6,302
Rocky Mount	\$29,835	\$17,901	\$11,934
Salisbury	\$17,372	\$10,423	\$6,949
Alamance County	\$44,174	\$26,504	\$17,670
Alexander County	\$16,911	\$10,147	\$6,764

BoS City/County	Eligible Amount	Maximum Emergency Response (60%)	Minimum Housing Stability (40%)
Anson County	\$16,194	\$9,716	\$6,478
Beaufort County	\$25,421	\$15,253	\$10,168
Bertie County	\$14,360	\$8,616	\$5,744
Bladen County	\$17,782	\$10,669	\$7,113
Burke County	\$31,753	\$19,052	\$12,701
Cabarrus County	\$21,030	\$12,618	\$8,412
Caldwell County	\$26,623	\$15,974	\$10,649
Camden County	\$3,624	\$2,174	\$1,450
Carteret County	\$27,575	\$16,545	\$11,030
Caswell County	\$14,995	\$8,997	\$5,998
Catawba County	\$44,984	\$26,990	\$17,994
Chatham County	\$22,145	\$13,287	\$8,858
Cherokee County	\$12,505	\$7,503	\$5,002
Chowan County	\$13,169	\$7,901	\$5,268
Clay County	\$5,015	\$3,009	\$2,006
Columbus County	\$27,557	\$16,534	\$11,023
Craven County	\$24,490	\$14,694	\$9,796
Currituck County	\$7,624	\$4,574	\$3,050
Dare County	\$12,305	\$7,383	\$4,922
Davidson County	\$63,380	\$38,028	\$25,352
Davie County	\$19,896	\$11,938	\$7,958
Duplin County	\$36,452	\$21,871	\$14,581
Edgecombe County	\$22,566	\$13,540	\$9,026
Franklin County	\$26,881	\$16,129	\$10,752
Gates County	\$6,268	\$3,761	\$2,507
Graham County	\$4,157	\$2,494	\$1,663
Granville County	\$23,502	\$14,101	\$9,401
Greene County	\$12,001	\$7,201	\$4,800
Halifax County	\$38,924	\$23,354	\$15,570
Harnett County	\$49,520	\$29,712	\$19,808
Haywood County	\$33,728	\$20,237	\$13,491
Henderson County	\$42,167	\$25,300	\$16,867
Hertford County	\$15,874	\$9,524	\$6,350
Hoke County	\$25,624	\$15,374	\$10,250
Hyde County	\$6,246	\$3,748	\$2,498
Iredell County	\$60,394	\$36,236	\$24,158
Jackson County	\$21,335	\$12,801	\$8,534
Johnston County	\$73,753	\$44,252	\$29,501
Jones County	\$5,389	\$3,233	\$2,156

BoS City/County	Eligible Amount	Maximum Emergency Response (60%)	Minimum Housing Stability (40%)
Lee County	\$29,187	\$17,512	\$11,675
Lenoir County	\$32,045	\$19,227	\$12,818
McDowell County	\$22,997	\$13,798	\$9,199
Macon County	\$17,517	\$10,510	\$7,007
Madison County	\$15,870	\$9,522	\$6,348
Martin County	\$15,271	\$9,163	\$6,108
Montgomery County	\$17,132	\$10,279	\$6,853
Moore County	\$38,595	\$23,157	\$15,438
Nash County	\$26,119	\$15,671	\$10,448
Northampton County	\$15,700	\$9,420	\$6,280
Onslow County	\$40,948	\$24,569	\$16,379
Pamlico County	\$6,984	\$4,190	\$2,794
Pasquotank County	\$22,051	\$13,231	\$8,820
Perquimans County	\$7,194	\$4,316	\$2,878
Person County	\$17,141	\$10,285	\$6,856
Pitt County	\$37,426	\$22,456	\$14,970
Polk County	\$12,612	\$7,567	\$5,045
Randolph County	\$66,746	\$40,048	\$26,698
Richmond County	\$25,741	\$15,445	\$10,296
Robeson County	\$96,014	\$57,608	\$38,406
Rockingham County	\$56,283	\$33,770	\$22,513
Rowan County	\$46,849	\$28,109	\$18,740
Rutherford County	\$38,334	\$23,000	\$15,334
Sampson County	\$33,502	\$20,101	\$13,401
Scotland County	\$23,561	\$14,137	\$9,424
Stanly County	\$37,833	\$22,700	\$15,133
Stokes County	\$22,319	\$13,391	\$8,928
Surry County	\$36,124	\$21,674	\$14,450
Swain County	\$7,468	\$4,481	\$2,987
Transylvania County	\$13,233	\$7,940	\$5,293
Tyrrell County	\$4,147	\$2,488	\$1,659
Union County	\$67,692	\$40,615	\$27,077
Vance County	\$30,354	\$18,212	\$12,142
Warren County	\$13,811	\$8,287	\$5,524
Washington County	\$9,997	\$5,998	\$3,999
Wayne County	\$43,293	\$25,976	\$17,317
Wilson County	\$42,706	\$25,624	\$17,082
Yadkin County	\$17,906	\$10,744	\$7,162
503 Balance of State	\$2,388,613	\$1,433,165	\$955,448

Attachment 3-HUD’s Definition of Homelessness

24 CFR Parts 91, 582, 583

The four categories under which families and individuals may qualify as homeless are:	Rapid Re-housing	Shelter
1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;	X	X
2. Individuals and families who will imminently lose their primary nighttime residence;		X
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and		X
4. Individuals and families who are fleeing, or are 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	X	X

Attachment 4-HUD's Definition of At-Risk of Homelessness

1. An individual or family who:
 - a. Has an annual income below 30% of median family income for the area; AND
 - b. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND
 - c. Meets one of the following conditions:
 - i. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 - ii. Is living in the home of another because of economic hardship; OR
 - iii. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of the application for assistance; OR
 - iv. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
 - v. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
 - vi. Is exiting a publicly funded institution or system of care; OR
 - vii. 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. Unaccompanied Children and Youth:

A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
3. Families with Children and Youth:

An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Attachment 5– Matching Funds Form

Please indicate below the source(s) and amount of funds to be used to match the ESG funds received by your organization. Matching funds must:

- At minimum, be equal to the amount of ESG funds allocated. ***These funds must be provided after the start date of the grant award and may not be used to match another grant during the same period.***
- Be from a non-ESG source
- Be used to fund eligible ESG activities

Additionally, following this sheet, **please attach documentation** of the availability of matching funds for the proposed project as described below.

- If funds received from units of local government, churches, foundations, United Way, or state government agencies will be used to match ESG funds, attach copies of funding award and/or commitment letters from these sources on their official letterhead and signed by their authorized official.
- If the value of donated volunteer hours, donations from businesses or individuals, client rent/boarding fees or client program service fees will be used to match ESG funds, the applicant organization must provide a letter on its official letterhead signed by its board chairperson describing the records which will be maintained on these match sources, the total amount of the match expected to be received and, in the case of volunteer hours, the number of hours expected to be donated. For the purpose of matching ESG Program funds, volunteer hours are valued at the amount a paid staff member doing the same work earns per hour or \$5 per hour. For the purpose of this program generally \$5 per hour is used to account basic volunteer time render.
- If the value of a donated building or any lease will be used to match ESG funds, provide documentation of the fair market value of the building or lease.
- If staff salaries are used to match ESG funds, the source of the funds for these salaries should be identified by the applicant organization in a letter on its official letterhead and signed by its board chairperson.

<u>Source of Matching Funds</u>	<u>Amount</u>
<u>Other Non-ESG HUD Funds:</u> _____	\$ _____
<u>Other Federal Funds:</u> _____	\$ _____
<u>State Government:</u> _____	\$ _____
<u>Local Government:</u> _____	\$ _____
<u>Private Funds:</u> _____	\$ _____
<u>Other:</u> _____	\$ _____
<u>Fees:</u> _____	\$ _____
<u>Program Income:</u> _____	\$ _____
TOTAL	\$ _____