

2019 – 2020 ESG RFA

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ESG Homeless Program Coordinators**

2019 - 2020 ESG RFA Documents

**RFA Application Documents are found on the
NC DHHS, Aging and Adult Services Grant
Opportunity Website located at:**

[https://www.ncdhhs.gov/about/grant-
opportunities/aging-and-adult-services-grant-
opportunities](https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities)

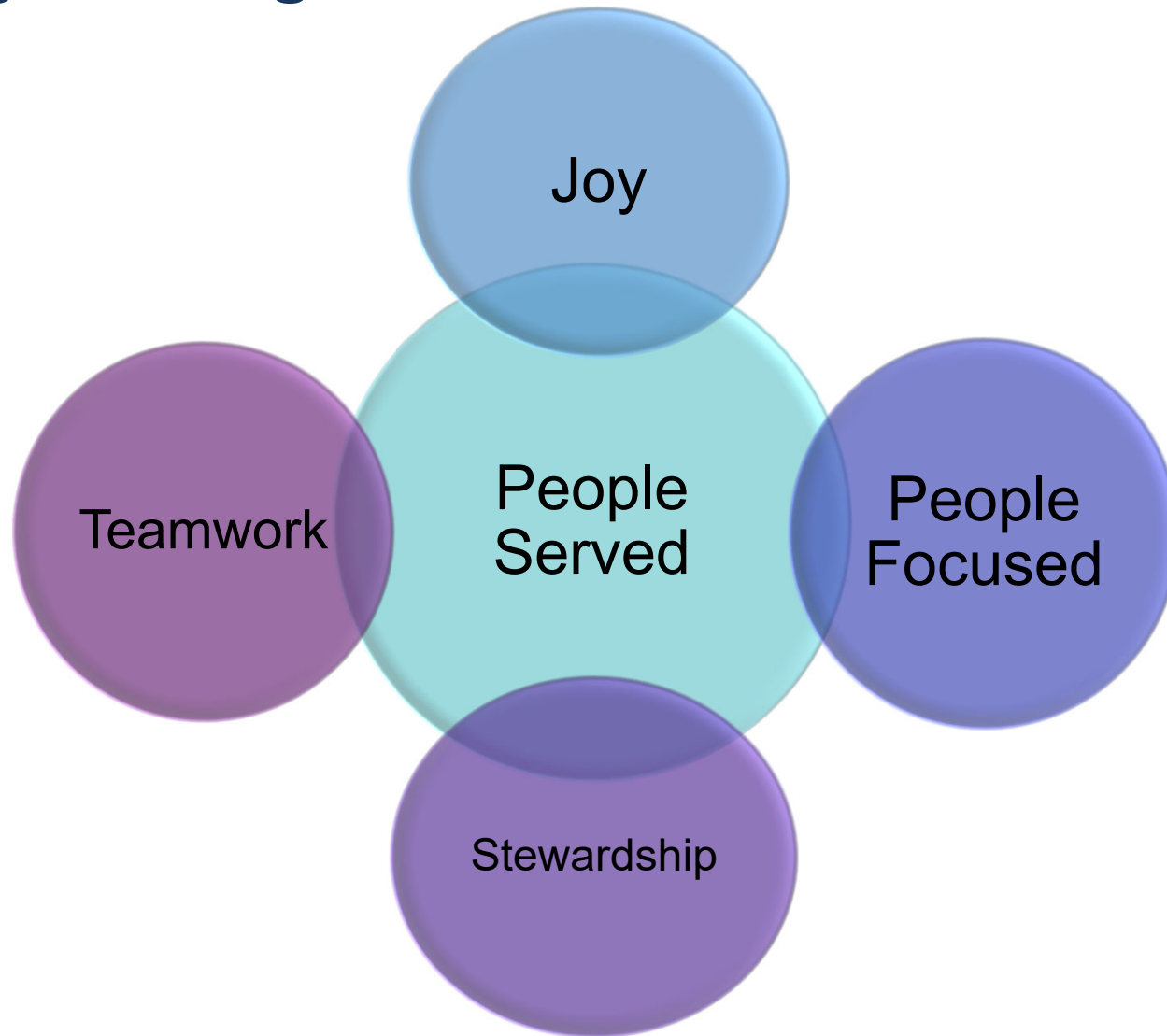
2019 – 2020 RFA Estimated Timeline

July 16, 2019	Public Notice Release
August 13 – 15, 2019	RFA Instructional Trainings
October 11, 2019	All Applications Due (this date will not change)
October 14 - November 15, 2019	NC ESG Application Review
November 25, 2019	Funding Decisions Announced
December 6, 2019	Agency's intent to appeal Due
December 13, 2019	Appeals & Special Consideration Materials Due
January 3, 2019	Appeal Responses
January 3, 2019	Contracts Sent Out

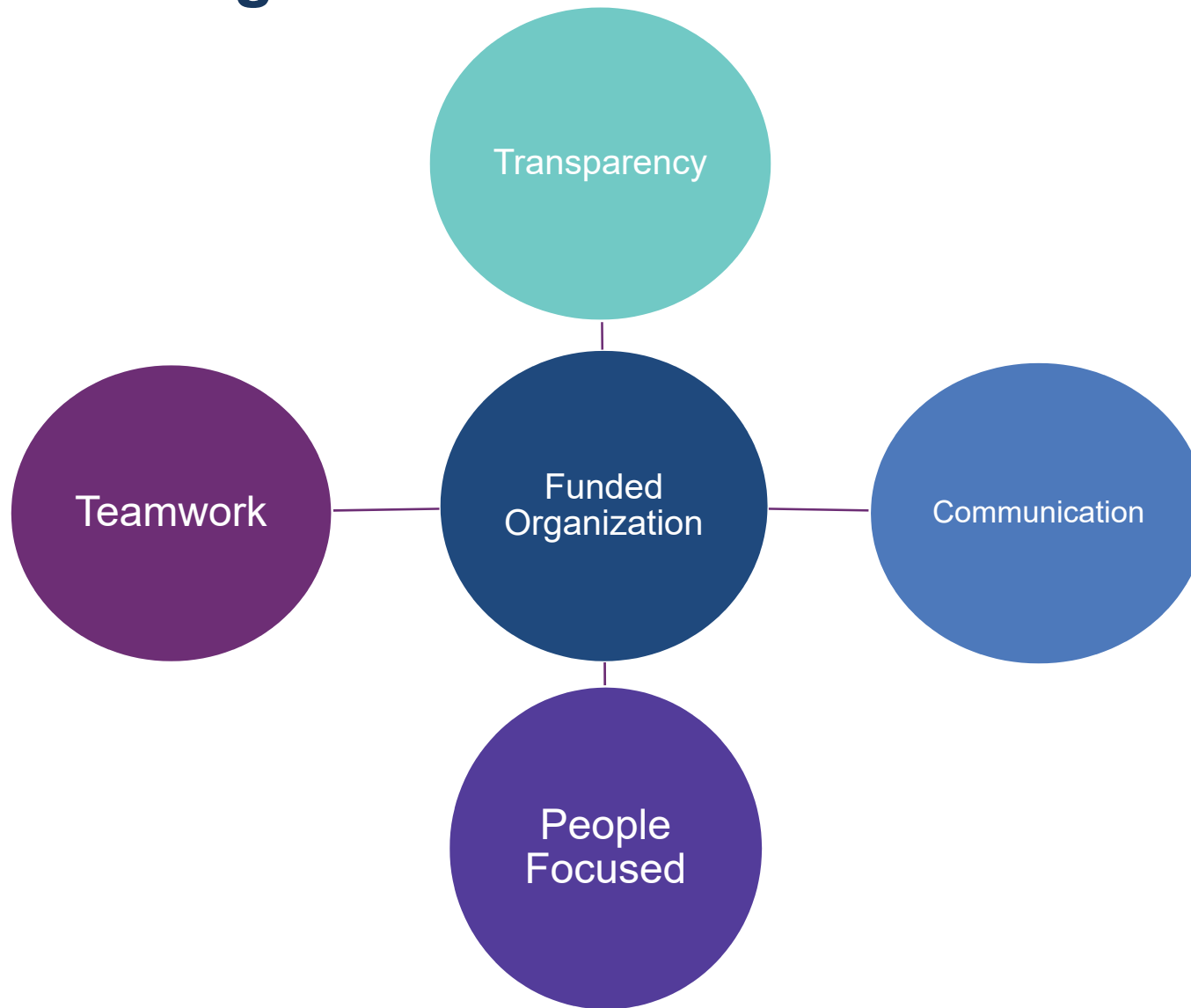
DHHS _ DAAS _ ESG Values

- **People-Focused:** Focus on the people we serve, deliver value and make a positive impact on their lives and communities.
- **Teamwork:** We are all one department, one team, working toward one goal: to improve the health, safety and well-being of all North Carolinians.
- **Proactive Communication:** Maintain an open and trusting environment for collaboration and continuous improvement with our team, stakeholders and the people we serve.
- **Transparency:** Share expertise, information and honest feedback within the Department and with stakeholders and the community. Ask for help when needed.
- **Stewardship:** Be good stewards of resources and time to create a positive impact for those we serve.
- **Joy:** Have joy and balance at work so we all bring our A-game when serving the people of North Carolina.

Programming



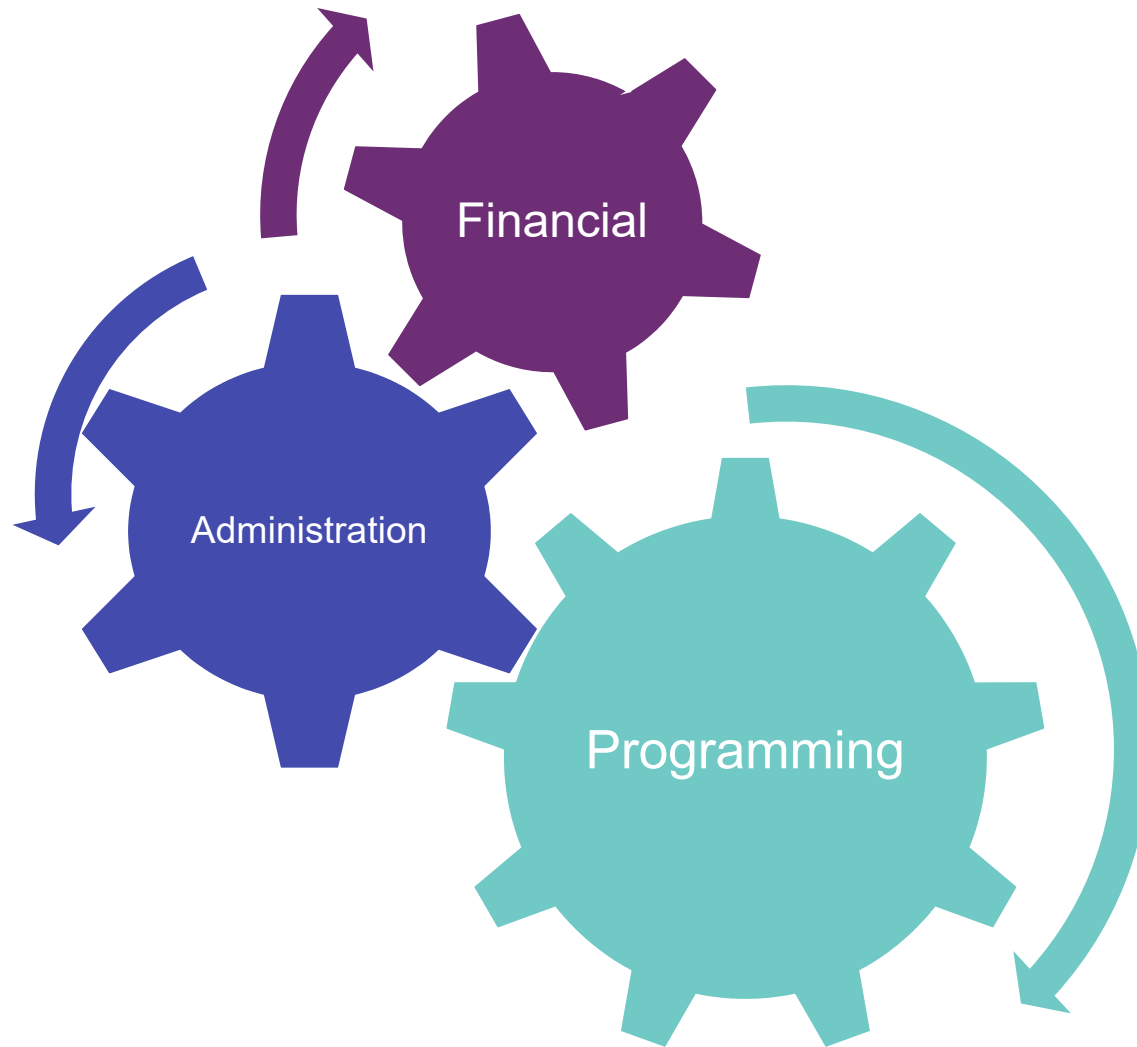
Contracting



Financial



Working Together



Purpose of ESG Funding

NC ESG funds are intended to be used as part of a crisis response system using a low barrier, housing-focused approach to ensure that homelessness is rare, brief, and one time. Activities can include:

- Engaging homeless individuals and families living on the street;
- Improving the number and quality of emergency shelters for homeless individuals and families;
- Helping operate emergency shelters;
- Providing essential services to emergency shelter residents,
- Rapidly rehouse homeless individuals and families, and
- Preventing families and individuals from becoming homeless.

Eligible Program Components

Agencies participating in the ESG program and/or receiving ESG funds, are eligible to perform activities under the components outlined below:

- **Street Outreach:** Meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services.
- **Emergency Shelter:** Intended to increase the quantity and quality of temporary emergency shelters provided to homeless people by supporting the shelters operating expenses and essential services.
- **Rapid Re-housing:** Move homeless people individuals and families quickly into permanent housing through rental assistance and housing relocation and stabilization services.
- **Homelessness Prevention:** Prevent households from becoming homeless through rental assistance, and housing relocation and stabilization services.
- **HMIS / Domestic Violence / Victim Service Provider Comparable Database :** Support ESG Subrecipients participation in the NC HMIS / or DV comparable database collection system. Federal law requires that Domestic Violence / Victim Service Provider agencies use Systems Comparable to HMIS rather than the HMIS used by other homeless agencies

Continuum of Care / Local Planning Area

- The voluntary group of homeless stakeholders within a set geographic boundary 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.
- For CoCs that **are not** the Balance of State (BoS), the LPA is the same as the CoC. For the BoS CoC, the LPA is the Regional Committee. There are thirteen Regional Committees in the BoS CoC, therefore there are thirteen LPAs under the BoS CoC.
- LPAs are responsible for their region. They communicate goals and priorities, share information, “vet” fiscal sponsors and project applicants – ensure cohesiveness of “region.”
- Funds will be awarded to CoCs/LPAs based on the HUD CoC pro-rata formula, as explained in the NC ESG Fair Share Explainer, located in Appendix 1 of the application instructions.

CoC / LPA Review of Project Applications

During the project application review the, CoCs/LPAs should also consider:

- **Capacity:** Does the agency have paid staff members with the capacity to administer an ESG activity? i.e. Executive Director, Case Manager, etc.
- **Financial Stability:** Does the agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 45 days after the last day of the billing month?
- **Expenditure History:** Does the agency have a history of timely, accurate, and appropriate spend down rates?
- **Data Collection:** Does the proposed agency utilize HMIS or a comparable database (for DV organizations)?

CoC / LPA Review of Project Applications

Key ESG requirements and elements the CoC/LPA must review during the vetting process include the following:

- **Coordinated Entry:** Does the agency actively participate in the coordinated entry process providing access to all demographic groups? If not, are there allowable exceptions?
- **Written Standards:** Does the agency follow the written standards established by the CoC/LPA and promote the CoC/LPA's priorities and goals?
- **Planning/Coordination** - Has the agency participated in at least 75 percent of the community meetings contributing to the homeless discussion?
- **Housing First:** Is the agency committed to operating under a housing first model?
- **Low Barrier:** Is the agency committed to operating under a low barrier model?
- **VAWA:** Is the agency an active participant in the CoC/LPA's established VAWA process?



Regional Application

Due by 5:00pm on October 11, 2019
must be received (not postmarked) by the NC ESG Office

Regional Applications

The NC ESG Office will accept **one** regional application per CoC/LPA. Project applications that are not recommended for funding in the regional application will not be reviewed. CoCs/LPAs will recommend nonprofit and/or local government organizations to be subrecipients of ESG funds.

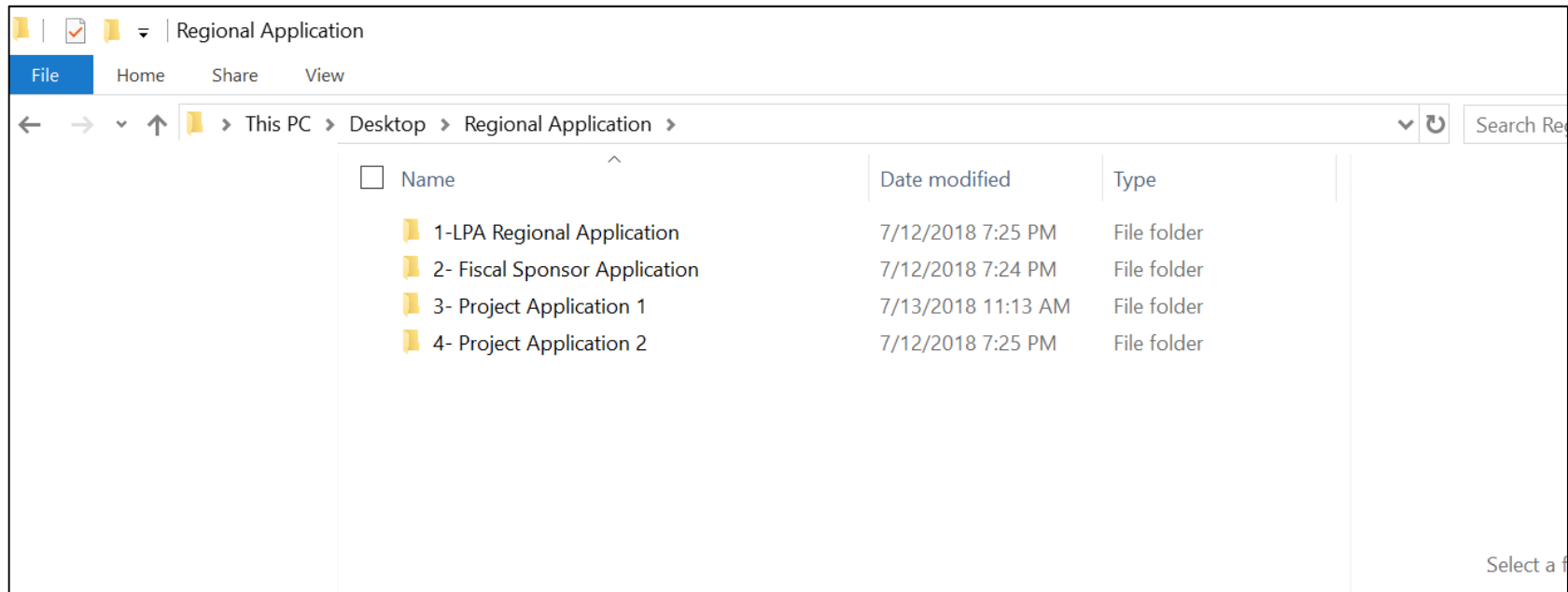
- Once approved, these recommended organizations will contract directly with the State or subcontract with the region's Fiscal Sponsor.

The following are eligible sub-recipients for ESG funding:

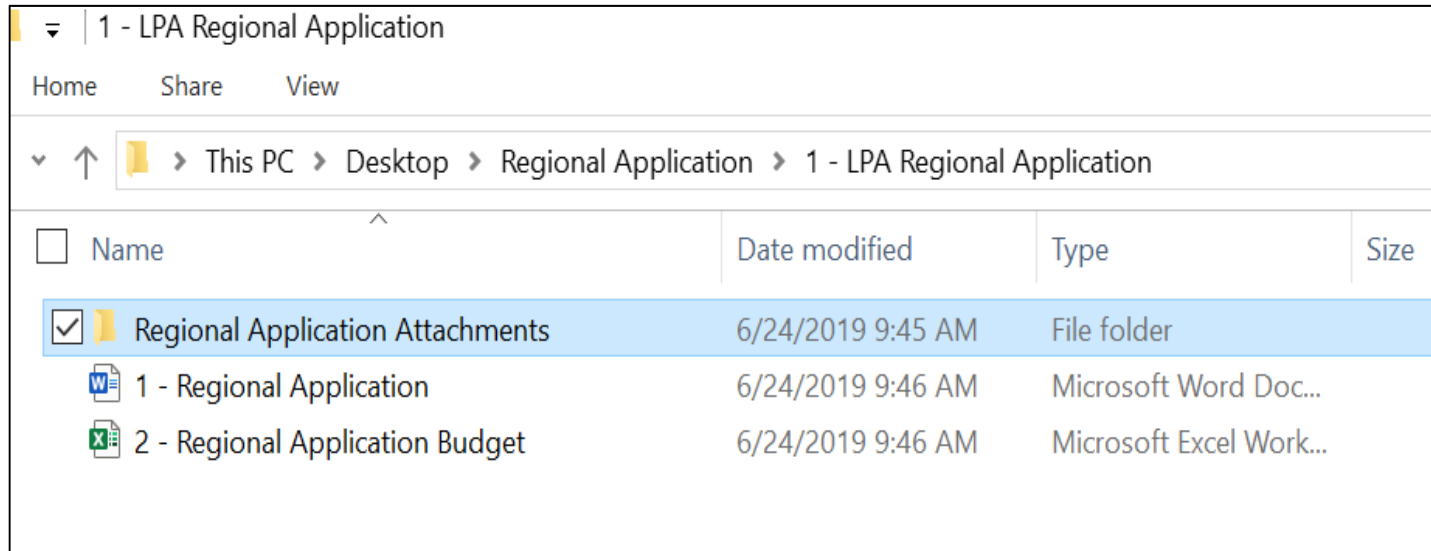
- Units of general local government, including metropolitan entitlement communities that receive direct ESG allocations from HUD
- Private 501 (c) 3 designated nonprofit organizations.

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

Main Folders on Flash Drive



Regional Application Sub-folders on Flash Drive



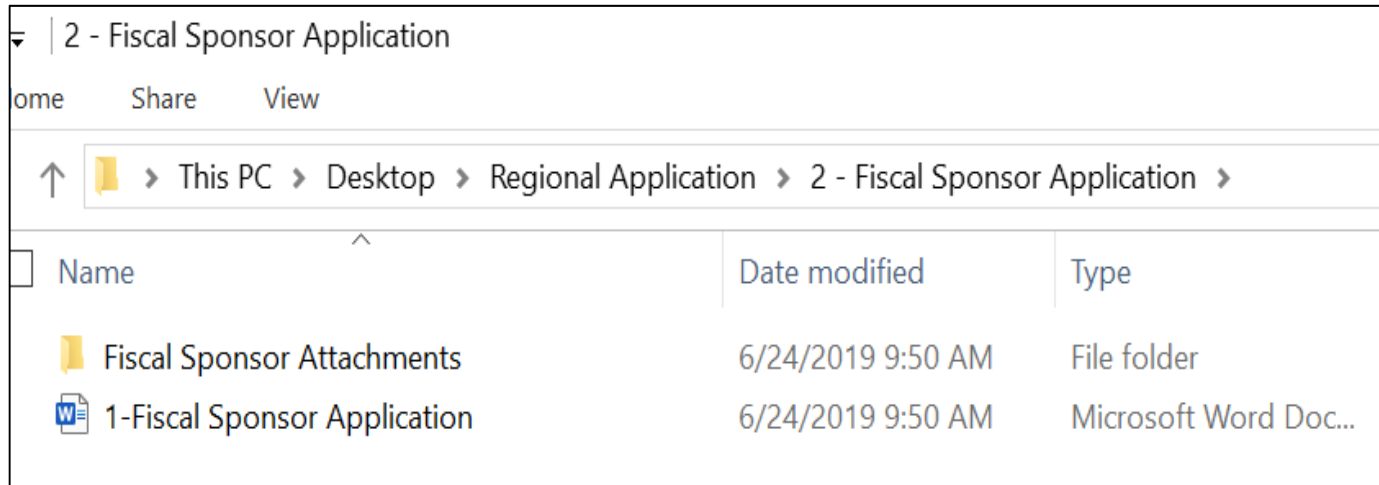
1 - LPA Regional Application

Home Share View

↑ This PC > Desktop > Regional Application > 1 - LPA Regional Application

<input type="checkbox"/>	Name	Date modified	Type	Size
<input checked="" type="checkbox"/>	Regional Application Attachments	6/24/2019 9:45 AM	File folder	
<input type="checkbox"/>	1 - Regional Application	6/24/2019 9:46 AM	Microsoft Word Doc...	
<input type="checkbox"/>	2 - Regional Application Budget	6/24/2019 9:46 AM	Microsoft Excel Work...	

Fiscal Sponsor Application Sub-folders on Flash Drive

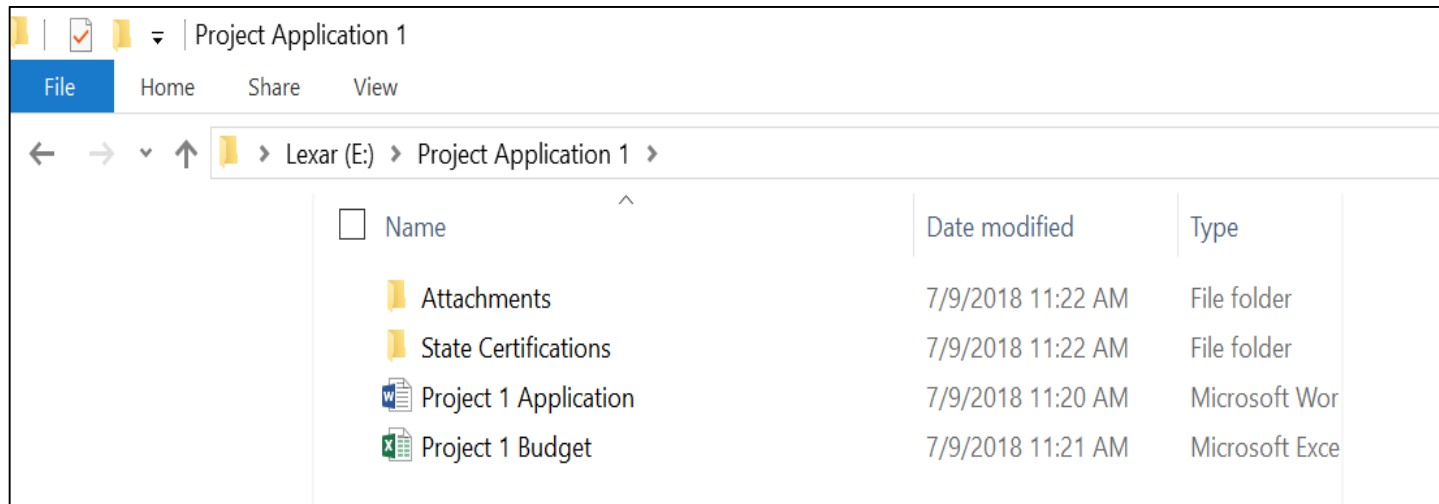


The screenshot shows a Windows File Explorer window with the following details:

- Address bar: This PC > Desktop > Regional Application > 2 - Fiscal Sponsor Application >
- Table of contents:

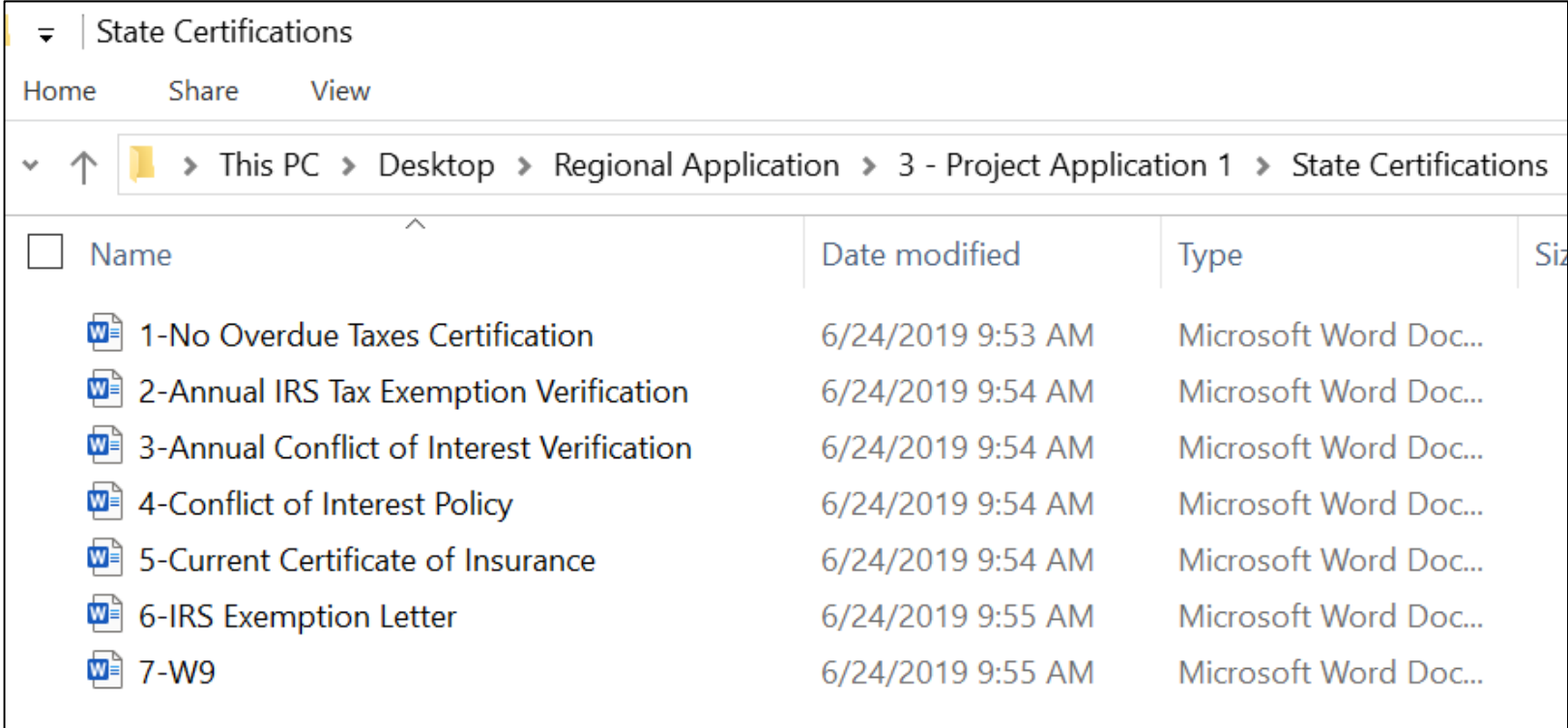
Name	Date modified	Type
Fiscal Sponsor Attachments	6/24/2019 9:50 AM	File folder
1-Fiscal Sponsor Application	6/24/2019 9:50 AM	Microsoft Word Doc...

Project Application Sub-folders on Flash Drive



Name	Date modified	Type
Attachments	7/9/2018 11:22 AM	File folder
State Certifications	7/9/2018 11:22 AM	File folder
Project 1 Application	7/9/2018 11:20 AM	Microsoft Wor
Project 1 Budget	7/9/2018 11:21 AM	Microsoft Exce

Project Application's State Cert Folder



The screenshot shows a Windows File Explorer window with the following details:

- Address bar: This PC > Desktop > Regional Application > 3 - Project Application 1 > State Certifications
- File list:

Name	Date modified	Type	Size
1-No Overdue Taxes Certification	6/24/2019 9:53 AM	Microsoft Word Doc...	
2-Annual IRS Tax Exemption Verification	6/24/2019 9:54 AM	Microsoft Word Doc...	
3-Annual Conflict of Interest Verification	6/24/2019 9:54 AM	Microsoft Word Doc...	
4-Conflict of Interest Policy	6/24/2019 9:54 AM	Microsoft Word Doc...	
5-Current Certificate of Insurance	6/24/2019 9:54 AM	Microsoft Word Doc...	
6-IRS Exemption Letter	6/24/2019 9:55 AM	Microsoft Word Doc...	
7-W9	6/24/2019 9:55 AM	Microsoft Word Doc...	

ESG Application Submission

ESG Applications must be received (not postmarked) by 5:00pm on October 11, 2019 by the NC ESG Office.

Each CoC/LPA should submit the following in 3-ring binder(s) **no larger than 2 inches each tabbed according to the corresponding application checklist:**

- One Regional Application
- One Fiscal Sponsor Application (if applicable)
- One Project Application for each of the organizations recommended for funding

AND

- One soft (electronic) copy on a flash drive of the complete application.
 - Write the CoC/LPA name on the flash drive

The following will not be accepted:

- Sheet protectors on pages or used as tabs
- Sticky notes used as tabs
- Blank sheets of paper without tabs, or used as tabs
- Project and regional budgets in PDF format (must be submitted in excel)

Regional Application Submission

Submissions must be received, not postmarked, by the ESG Office by 5 PM EST on October 11, 2019.

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

ESG Homeless Program Coordinators
DHHS-DAAS-ESG
2101 Mail Service Center
Raleigh, NC 27699-2101

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

ESG Homeless Programs Coordinators
DHHS-DAAS-ESG
918 Tate Dr
Raleigh, NC 27603

Submissions must be received, not postmarked, by the ESG Office by 5 PM EST on October 11, 2019.



Regional Application



**Break
45 Minutes**

Project Application - Eligible Subrecipients

- Organizations interested in being recommended for ESG funding, must apply through the CoC/LPA. See map in Appendix 4 of the RFA Information Packet for CoC/LPA contact information.
- The State will not accept applications directly from organizations.
- Once approved, these recommended organizations will contract directly with the State or subcontract with the region's Fiscal Sponsor. The following are eligible sub-recipients for ESG funding:
 - Units of general local government, including metropolitan entitlement communities that receive direct ESG allocations from HUD
 - 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.

Funding Priorities

- 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.
- The State strongly encourages use of emergency shelter funds to support facilities linked to rapid rehousing programs within a CoC/LPA.
- Rapid Rehousing Services and Rapid Rehousing Financial Assistance should be linked to an emergency shelter or street outreach program.
- Applicants that request Housing Stabilization funds may allocate all dollars for Financial Assistance or allocates no less than 60% of the funding for Financial Assistance and no more than 40% for Services.
- The ESG Program prioritizes organizations that support the Housing First and low-barrier model.

Emergency Response

Street Outreach

Services offered in to persons experiencing homelessness, living in unsheltered places (e.g. streets)



Engagement & Case Management



Transportation to shelter or service providers



Public Transit Tickets



Outpatient Emergency Health & Mental Health Services

Services must be provided in unsheltered situations

Emergency Shelter

Services offered to persons experiencing homelessness, staying in or visiting emergency shelters

ESSENTIAL SERVICES



Shelter



Case Management



Child Care Costs



Public Transit Tickets



Education Services



Employment Training



Life Skills Training



Outpatient Health & Mental Health Services
Substance Abuse Treatment Services



Legal Services to obtain & retain housing

Housing Stabilization

Rapid Re-Housing or Homelessness Prevention

Housing services offered to persons experiencing homelessness or at risk of homelessness

RENTAL ASSISTANCE

HOUSING RELOCATION & STABILIZATION SERVICES

FINANCIAL ASSISTANCE



Rental Application fees
Security Deposit
Last Month's Rent



Utility deposit & payment



Moving costs

HOUSING SERVICES



Housing Search & Placement
Housing Stability Case Management



Mediation services to keep housing
Legal services to obtain & retain housing



Credit Repair

CoC / LPA Review of Project Applications

- The CoC/LPA must create and implement a fair local decision-making process for the distribution of funds that minimizes conflict of interest.
- The CoC/LPA is responsible for the Regional Application, including coordination and vetting of all project applicants.

Deficient project applications prolong the review process for the ESG Office, which results in delayed funding announcements, lost funding for CoCs, LPAs, projects, and delays in funds to house and assist individuals and families experiencing homelessness.

Project Applicant's Responsibility

Each project application in its entirety should be reviewed for errors and pay close attention to the following:

- Responses to narrative questions
- Budget requests (60%/40% split)
- Required Attachments
- Operations Guidelines for **each ESG activity**
 - Policy Ex. – Program Rules, Intake, Fair Housing, non-discrimination of clients etc.
 - Procedure Ex. – Termination of Assistance, Grievance Process, Appeal process etc.
- Up-to-date documents and required signatures



Project Application



Application Forms

ESG Application Submission

ESG Applications must be received (not postmarked) by 5:00pm on October 11, 2019 by the NC ESG Office.

Each CoC/LPA should submit the following in 3-ring binder(s) **no larger than 2 inches each tabbed according to the corresponding application checklist:**

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Question & Answer

Contact Information

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Division of Aging and Adult Services
North Carolina Department of Health and Human Services
919-855-4993
Lisa.worth@dhhs.nc.gov



Fiscal Sponsor Application

Fiscal Sponsor Information

- The State does not require that CoC/LPAs have a Fiscal Sponsor.
- Multiple regions may have the same Fiscal Sponsor.
- In CoC/LPAs where a Fiscal Sponsor is not identified the State will continue to administer contracts directly with the local agencies.
- The CoC/LPAs 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.

Fiscal Sponsor's Role

A Fiscal Sponsor is a unit of local government or 501(c) 3 non-profit that:

- Contracts with the State
- Sub-contract with any other agencies receiving funds within its region
- Reimburses agencies
- Submits reimbursement requests to the State
- Acts as the central point of contact for all reporting requirements
- Is required to monitor sub-recipients

Note* CoC / LPAs are not required to have a fiscal sponsor and no additional points or funds will be provided to CoC/LPAs that select a fiscal sponsor.

Fiscal Sponsor CoC/LPA Approval

- Organizations that elect to utilize a Fiscal Sponsor must get approval from the CoC/LPA.
- Fiscal Sponsors must:
 - Demonstrate financial solvency and resilience **and**
 - Demonstrate sound fiscal management **and**
 - Have demonstrated history of ability to meet Tier 1 spending if previously funded with State ESG

Fiscal Sponsor Application

- Applications must be submitted with the regional application
- All applications received by this deadline will be reviewed.
- Late applications will not be reviewed.
- Fiscal Sponsors will be notified of a decision by the NC ESG Office.