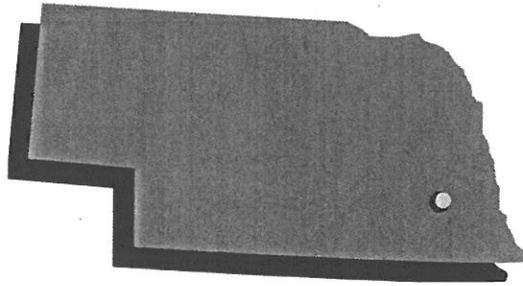




## **Nebraska Homeless Assistance Program (NHAP)**



### **2014-2015 Request for Funding Application Instructions**

#### **IMPORTANT DATES**

**NHAP APPLICATION DUE:**  
July,30, 2014

**APPLICATION REVIEW**  
August 4,2014

**Intent to Award Notification**  
August 8, 2014

## **PURPOSE**

The purpose of the Nebraska Homeless Assistance Program (NHAP) is to provide an overall "Continuum of Care" approach to address the needs of individuals and families experiencing, or at risk of experiencing, homelessness in Lincoln by assisting in the alleviation and prevention of homelessness, providing temporary and/or permanent housing for persons who are homeless, and encouraging the development of projects that link housing assistance programs with efforts to promote self-sufficiency.

## **INTENT**

It the City's intent to award funds through a regional and programmatic (i.e. activity specific) allocation process which emphasizes equitable distribution of funding, continuity of services, quality programming and effective and efficient service delivery. The intent of this funding is to supplement a homeless service provider's budget. Therefore, organizations are encouraged to seek other sources of funding, to collaborate and to coordinate programs and services with other organizations in order to optimize the use of NHAP funds.

## **SERVICES DESCRIPTION**

Eligible activities for NHAP funding are 1) **Street Outreach**, 2) **Emergency Shelter**, 3) **Homelessness Prevention**, 4) **Rapid Rehousing** and 5) **Data Collection** through the Homeless Management Information System (HMIS).

- 1) **Street Outreach** – funds may cover costs related to engagement, case management, emergency outpatient health services, emergency outpatient mental health services and transportation). Eligible persons are those who meet the criteria set forth in paragraph (1)(a) of HUD's "homeless" definition (see page 6).
- 2) **Emergency Shelter** – funds may cover costs related to:
  - a) ***Essential Services*** – case management, child care, education, employment assistance and job training, legal services, life skills training, outpatient health services, outpatient mental health services, outpatient substance abuse treatment services and transportation; and
  - b) ***Shelter Operations*** – eligible costs are the costs of maintenance, including minor or routine repairs; rent; security; fuel; equipment; insurance; utilities; food; furnishings; facility management; supplies necessary for the operation of the shelter; and hotel/motel vouchers when no shelter is available.
  - c) ***Eligibility*** - Eligible persons are those who meet the criteria set forth in HUD's "homeless" definition (see page 6).

- 3) **Homelessness Prevention** – funds may cover costs related to:
  - a) **Services** – housing search and placement, housing stability case management, mediation and credit repair;
  - b) **Financial Assistance** – rental application fees, security deposits, utility deposits or payments, last month's rent, and moving costs; and
  - c) **Rental Assistance** - short-term (up to 3 months in a 3-year period) rent; medium-term rent (more than 3 months, but not more than 24 months in a 3-year period); rental arrears (one-time payment for up to 6 months of rental arrears in a 3-year period).
  - d) **Eligibility** - Eligible persons are those who meet the criteria set forth in HUD's "at risk of homelessness" definition (see pages 6-7) or in paragraphs (2), (3) or (4) of HUD's "homeless" definition (see page 6) and have an annual income below 30 percent of median family income for the area, as determined by HUD.
  
- 4) **Rapid Rehousing** – funds may cover costs related to:
  - a) **Services** – housing search and placement, housing stability case management, mediation and credit repair;
  - b) **Financial Assistance** – rental application fees, security deposits, utility deposits or payments, last month's rent, and moving costs; and
  - c) **Rental Assistance** - short-term (up to 3 months in a 3-year period) rent; medium-term rent (more than 3 months, but not more than 24 months in a 3-year period); rental arrears (one-time payment for up to 6 months of rental arrears in a 3-year period).
  - d) **Eligibility** – Eligible persons are those who meet the criteria set forth in paragraph (1) of HUD's "homeless" definition (see page 6) or in paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.
  
- 5) **Data Collection** – funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include (computer hardware, software, equipment, technical support, office space, utilities related to HMIS work, salaries of staff for operating HMIS, HMIS training costs, and HMIS participation fees).

## **TARGET POPULATION**

NHAP funds are used to assist individuals and families in Nebraska who are homeless or at risk of homelessness.

**HUD defines "Homeless" as** (see 24 CFR 574.2 for more detailed information):

- 1) An individual or family who lacks fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camp ground;
  - b) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements; or
  - c) An individual who is exiting an institution where he or she 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.
- 2) An individual or family who will imminently lose their primary nighttime residence provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or family lacks the resources or support networks needed to obtain other permanent housing.
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - a) Are defined as homeless under other relevant federal statutes;
  - b) Have not had a lease, ownership interest or occupancy agreement in permanent housing during the 60 days immediately preceding the date of application for homeless assistance;
  - c) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of application for homeless assistance; and
  - d) Can be expected to continue in such status for an extended period of time.
- 4) Any individual or family who:
  - a) Is fleeing or 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, including a child, that has either taken place in their primary nighttime residence or has made them afraid to return to their primary nighttime residence;
  - b) Has no other residence; and
  - c) Lacks the resources or support networks needed to obtain other permanent housing.

**HUD defines "At Risk of Homelessness" as** (see 24 CFR 574.2 for more detailed information):

- 1) An individual or family who:
  - a) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

- b) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or place described in paragraph (1) of the "homeless" definition; and
- c) Meets one of the following conditions:
  - 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - 2. Is living in the home of another because of economic hardship;
  - 3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - 4. Lives in a hotel or motel and the cost is not paid by a charitable or governmental program for low-income persons;
  - 5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau; or
  - 6. Is exiting a publicly funded institution or system of care.
- 2) A child or youth who does not qualify as homeless under this Act, but qualifies as homeless under other relevant federal statutes; or
- 3) A child or youth who does not qualify as homeless under this section of the Act, but qualifies as homeless under another section and the parent(s) or guardian(s) of that child or youth are living with her or him.

**NOTE:** NHAP funding may not be used to serve wards of the State. This population is not considered homeless for the purposed of NHAP, because the State is legally responsible for the basic needs of such children. Runaway youth who are not a part of the foster care system and are not wards of the State are considered homeless.

### **ELIGIBILITY**

To be eligible to apply for 2014-2015 NHAP funding, applicants must:

- A. Have at least two years of experience successfully providing services which address the purpose of NHAP, as previously described;
- B. Identify there is a need for the proposed services;
- C. Provide evidence of participation in their Continuum of Care;
- D. Obtain Continuum of Care approval for the proposed services identified in their application and provide documentation of such approval;
- E. Be exempt from taxation under section 501(c)3 of the Internal Revenue of 1986 or represent a number of eligible applicants;

- F. Not discriminate based on age, religion, sex, race, color, disability or national origin;
- G. Provide:
  - (a) Residential housing for at least eight hours of every twenty-four hour period, as defined by the state and federal rules and regulations governing HUD's Emergency Solutions Grant (ESG) program and/or Nebraska's Homeless Shelter Assistance Trust Fund (HSATF); and
  - (b) Homelessness prevention, rapid rehousing, street outreach and/or shelter services for individuals and/or families who are homeless or at risk of homelessness in compliance with the state and federal rules and regulations governing HUD's Emergency Solutions Grant (ESG) program and/or Nebraska's Homeless Shelter Assistance Trust Fund (HSATF);
- H. Operate a drug-free premise;
- I. Agree to participate in any count of homeless individuals and/or families and housing inventory undertaken by DHHS or their designee;
- J. Agree to comply with the written ESG standards approved by the Balance of State Continuum of Care and found on the City website.
- K. Agree to participate in NHAP's HMIS database by entering data on all persons served and all NHAP-funded activities, with the exception victim or legal service providers who agree to submit annual aggregate data reports;
- L. If requesting funding for homeless prevention and/or rapid rehousing services, agree to assess client eligibility and obtain the necessary documentation to verify the client, the payment/service provided and the housing unit meet HUD's ESG requirements at 24 CFR 576:  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr576\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr576_main_02.tpl)
- M. If requesting funding for shelter services, agree to maintain shelter facility in compliance with HUD's minimum standards at 24 CFR 576.403.
- N. Conduct and submit an annual, certified, external financial audit/financial report for the year immediately preceding the application; and
- O. Submit a correctly completed application, including all the attachments, by the deadline previously specified.

### **2014-15 NHAP FUNDING PRIORITIES**

NHAP funding for the 2014-15 competitive year will be awarded to eligible applicants, based on the following factors:

- Availability of ESG and HSATF funding;
- Need for proposed service (i.e. if project was discontinued or not funded, would it create a substantial and recognizable gap in services);
- Applicant's experience:
  - Agency history and mission;
  - Provision of services to individuals and families experiencing, or at risk of experiencing, homelessness;
  - Work with federal grant programs;
  - Participation and leadership role in local, regional and/or state Continuums of Care (CoC);
  - Participation and leadership role in special events/projects related to ending and/or preventing homelessness and/or promoting self-sufficiency (e.g. Project Homeless Connect, Stand Down); and
  - Verification of CoC attendance.
- Applicant's strategies for:
  - Ensuring compliance with this and other grant-funded programs;
  - Monitoring and improving the accuracy and quality of program data;
  - Supporting and improving program participant self-sufficiency;
  - Coordinating services with mainstream service and housing providers;
  - Connecting program participants with mainstream services; and
  - Maintaining/attaining fiscal stability.
- Approval of applicant's project by relevant Continuum of Care.
- Quality of application, budget, budget narrative and personnel narrative.

### **2014-15 NHAP REGIONAL ALLOCATION**

Should ESG and HSATF funding for 2014-2015 be available in the estimated amounts, NHAP will allocate funds regionally, based on a formula initially developed with input from the State Continuum of Care Committee. This formula provides each of Nebraska's seven geographic regions with a \$50,000 hold-harmless base, with the remaining funds allocated based on HUD's current pro rata need amounts for each region.

Due to annual fluctuations in the pro rata need amounts and the need to help ensure statewide continuity of necessary services, should applying the formula result in a decrease in funding from the prior year for the majority of the regions, all other regions shall be limited to no more than the specific percentage increase that allows all regions to remain level or have an increase.

Should ESG and HSATF funding for 2014-2015 be less than anticipated, regional allocations shall be reduced by the same percentage.

Should ESG and HSATF funding for 2014-2015 exceed the anticipated amount, regional allocations shall either be enhanced by the same percentage, the additional amount shall be added to the Special Needs funding or a combination

### **NHAP APPLICATION REVIEW AND FUNDING RECOMMENDATION PROCESS**

Applications for the 2014-15 NHAP Grant will be reviewed by a team composed of representatives from DHHS, non-NHAP grantee's from Lincoln's CoC, City staff, and local funders.

Using the criteria identified below, which were developed based on input from the Continuums of Care via electronic survey, the grant review teams will assign points to each application, up to a maximum total of 100 points, and provide recommendations on funding to NHAP.

#### **PLEASE NOTE:**

- *Late (received after deadline) NHAP applications will **not** be considered for 2014-2015 NHAP funding.*
- *Failure to provide any missing information (by the deadline) may result in NHAP application not being considered for 2014-2015 NHAP funding.*

### **PERFORMANCE CRITERIA**

#### **Criteria 1: Need for Proposed Service** **(0-15 Total Points)**

- (0-5 points)**      **A)** Description of the need for agency to provide each service for which NHAP funding is requested, the population to be served and the counties/cities/parts of cities where your agency is providing each service. Description of effort to work collaboratively with other agencies providing similar services to avoid duplication.
- (0-10 points)**      **B)** Use of data to illustrate the need for the proposed services and approval of requested service funding by agency's regional Continuum of Care.

**Criteria 2: Experience**

***(0-30 Total Points)***

- (0-5 points)** Description of agency, including its history, mission, target population and future goals. Description of any recent or planned changes in mission, target population and/or services.
- (0-5 points)** Description of agency's experience providing services to individuals and families experiencing, or at risk of experiencing, homelessness. Description of the services provided, the number of individuals/families served and the dates (i.e. start and end dates) agency has provided this service/these services.
- (0-5 points)** Description of agency's experience working with federal grant programs, including the name of the federal agency and the specific program, dates (i.e. start and end dates) agency received the funding and results of any monitoring of these programs by federal or state representatives, such as findings, sanctions, resolution.
- (0-5 points)** Description of agency's participation on your local, regional or state Continuum of Care, including dates and name(s) of agency staff who participated and any leadership roles (e.g. committee or subcommittee officer/convener/lead).
- (0-5 points)** Description of agency's participation in special events/projects designed to end or prevent homelessness and/or improve the self-sufficiency of individuals or families experiencing homelessness (e.g. Project Homeless Connect, Stand Down), including dates and name(s) of agency staff who participated and any leadership roles (e.g. chair of event or subcommittee).
- (0-5 points)** Verification of participation by agency on Continuum of Care, including number of meetings held and number of meetings attended.

**Criteria 3: Strategies**

***(0-20 Total Points)***

- (0-5 points)** Description of agency's strategies for ensuring compliance with the federal and state regulations and program requirements

- associated with this and other grant-funded programs (e.g. staff training, requirement checklist).
- (0-5 points)** Description of agency's strategies for monitoring and improving the accuracy and quality of program data (e.g. regular data reports, data checking by assigned staff, data report review by Director and/or Board).
- (0-5 points)** Description of agency's strategies for supporting and improving the self-sufficiency of those who are experiencing, or at risk of experiencing, homelessness (e.g. job training, ESL classes, budgeting assistance).
- (0-5 points)** Description of agency's strategies for coordinating services with mainstream service and housing providers (e.g. regular meetings, cultivation of specific contacts at other agencies) and connecting program participants with mainstream services (e.g. assist with application for public benefits, warm referrals to relevant agencies).

**Criteria 4: Fiscal Stability**

- (0-15 Points)** Description of agency's strategies for maintaining or attaining fiscal stability, including information on operational and capital budget structure (e.g. diverse funding sources, ongoing solicitation of non-governmental funding, cash reserve, endowment); segregation of financial duties (e.g. donations are processed by two staff, payments over a certain amount are reviewed by Director/Board, annual budgets and monthly financial reports are reviewed by Board/Finance Committee); and Board involvement in fiscal oversight of agency (e.g. Board's Finance Committee regularly reviews financial statements and has members recruited for their fiscal expertise).

**Criteria 5: Quality of Application**

- (0-10 Points)** Information appears accurate, complete and well-presented; responses correspond with questions; and information provides understandable overall picture of agency, the programs and services and the need for continued funding.

**Criteria 6: Quality of Budget/Budget Narrative/Personnel Description**

- (0-10 Points)** Budget, budget narrative and personnel description appear accurate, complete, understandable and well-presented; the information is as requested and detailed enough to provide an understandable picture of the request; and the totals are correct.
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**100 points TOTAL POSSIBLE POINTS**

### **CONTINUUM OF CARE**

The goal of homeless programs in the State of Nebraska is to provide services to homeless persons to help them achieve self-sufficiency. It is widely recognized that homelessness is not due to just a lack of shelter; it also involves a variety of unmet needs and underlying economic, physical, and social challenges. To the extent that homelessness encompasses a wide range of conditions, the State strongly supports the "Continuum of Care" concept as an effective approach to addressing the needs of people who are homeless or at risk of homelessness. A Continuum of Care process is a community and regional-based process that provides a comprehensive and coordinated housing and service delivery system. The U.S. Department of Housing and Urban Development (HUD) initiated the "Continuum of Care" process in 1994. The process promotes a coordinated, strategic planning approach for programs that assist families and individuals who are homeless or at risk of homelessness.

A Continuum of Care system has the goal of moving persons who are homeless to permanent housing and stably maintaining those who are currently residing in permanent housing. This means identifying all homeless populations in communities, understanding the need of people who are homeless and at risk of homelessness, and building a comprehensive and responsive system. A Continuum of Care approach helps communities and regions strategically plan for and provide a balance of emergency, transitional, and permanent housing and service resources to address the needs of people who are homeless or at risk of homelessness and assist them in making the critical transition from homelessness to self-sufficiency and permanent housing. All renewal grantees must actively participate in their Continuums of Care.

### **AWARD NOTIFICATION**

Subgrant Award Agreements shall run for one (1) year term, beginning September 1, 2014 and extending through August 31, 2015.

The City of Lincoln will notify applicants of intent to award 2014-15 Nebraska Homeless Assistance Program funds and distribute grant agreements by Friday August 8<sup>th</sup>. All grant agreements will need to be signed and returned by August 31<sup>st</sup>.

#### **Important Dates:**

Lincoln NHAP Application due date: Wed, July 30<sup>th</sup>  
NHAP Awards announced: Friday, August 8<sup>th</sup>  
NHAP Grant Agreements signed: Friday, August 29<sup>th</sup>.