

City of Lincoln Urban Development Department
Nebraska Homeless Assistance Program (NHAP)
2023-2024



Program Year (10 months):
September 1, 2023 – June 30, 2024

Request for Applications

NHAP Application Due DATE	Intent to Award Notification
NOON Friday June 30th	Monday July 17th

PROGRAM GUIDELINES AND PRIORITIES

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ADDITIONAL DOCUMENTS – To be included with Application.

- A) Organizational chart including list of current board members.
- B) Applicant's most recent audit
Please include the following elements only:
 - Copy of the Independent Auditor Report Statement of Financial Position Pages
 - Schedule of Expenditures of Federal Awards or Supplementary Schedule of Activities and Changes in Net Assets by Program
- C) Internal Revenue Service 501 (c)3 designation
(*applies to new applicants only)

SUBMISSION OF QUESTIONS

Questions regarding this application should be emailed to Bradd Schmeichel at:
LincolnNHAP@gmail.com

The deadline to submit questions is 4:30 PM CST on Friday June 23rd, 2023.

Answers to submitted questions will be posted online at:

Lincoln.ne.gov

Keyword: Homeless

NOTICE: No verbal questions will be answered. All questions and inquiries must be in writing and submitted via authorized format noted above. Responses to questions will be posted on the NHAP website

I. NHAP OVERVIEW

BACKGROUND

To serve the needs of people who are homeless and near homeless more effectively, the City of Lincoln combines homeless funding from the State of Nebraska (Homeless Shelter Assistance Trust Fund or HSATF) and Lincoln's allocation of U.S. Department of Housing and Urban Development's (HUD) Emergency Solutions Grant (ESG), into one single application. The combined process and application will be referred to as the **Nebraska Homeless Assistance Program (NHAP)** application. NHAP will provide technical assistance, as needed or requested, to assist successful NHAP applicants in the appropriate use and administration of NHAP funds.

In 1992, the Legislature created the HSATF through the passage of LB 1192. The bill increased the transfer tax to the seller of real estate by twenty-five cents on each \$1,000 of value from \$1.50 to \$1.75. The revenue from the additional twenty-five cents is collected by County Registers of Deeds, remitted to the Nebraska Revenue Department and deposited into the HSATF.

The Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability Act was signed into law on May 20, 2009 (Public Law 111-22). Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act amends Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) to rename the program the Emergency Solutions Grants (ESG) program, expand the range of eligible activities under the program, and add or change certain program requirements. The expanded activities include homelessness prevention and rapid rehousing components. The purpose of the ESG program is to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.

In 2001, the Nebraska Legislature passed LB516, which transferred the administration of the HSATF to the Nebraska Health and Human Services System. At the same time, Governor Johanns requested that HUD transfer the administration of the ESG Program to the Health and Human Services System. HUD granted this request, and on September 1, 2001, the administration of both Nebraska's HSATF and HUD's ESG Program became the responsibility of the Nebraska Department of Health and Human Services.

PURPOSE

The Lincoln Continuum of Care's mission is to make homelessness rare, brief, and non-recurring.

Over the past decade, the Lincoln Continuum of Care has significantly reduced the number of persons experiencing homelessness as demonstrated in annual point-in-time counts from 981 persons on a single night in 2012 to 429 persons on a single night in 2022.

The Lincoln Continuum of Care, following the U.S. Department of Housing and Urban Development's definition of homelessness, counts persons that are unsheltered (sleeping in a place not meant for human habitation), persons in emergency shelter, and persons that are in transitional housing programs as literally homeless or Category 1 homeless according to HUD.

In addition to this population, which in Lincoln on any given night is approximately 36% of all persons in the homeless service system, there are persons in housing programs such as rapid rehousing (RRH) and permanent supportive housing (PSH), which would be literally homeless (Category 1) if not for the housing program. People in PSH and RRH represent nearly 64% of all persons served by the homeless services system.

Key resources in the Continuum's effort to end homelessness include the U.S. Department of Housing and Urban Development Emergency Solution (ESG) funds, and the State of Nebraska Homeless Assistance Trust Funds (HSATF). These grants are allocated to the City of Lincoln based on a formula granting process related to demographic and census information. These funds are combined and referred to as NHAP or Nebraska Homeless Assistance Program grants. These grants are distributed annually to agencies within Lincoln's Continuum. NHAP grants can be used for homeless prevention and diversion, homeless outreach, emergency shelter, rapid rehousing, homeless management information system and coordinated entry.

NHAP grants are key to the CoC's ability to end homelessness because these funds are more flexible in their focus from grant period to grant period, and therefore able address emerging needs and gaps in Lincoln's homeless service system.

PROGRAM YEAR: The State of Nebraska Department of Health and Human Services has asked Lincoln to align its program year with the State. In order to mesh with the State's July 1 – June 30th Fiscal Year, the 2023-24 NHAP Grant Year will be a 10-month program year: Sept 1, 2023 thru June 30th, 2024. Full funding amounts compressed into a 10-month timeline. The following year, and subsequent grant years, will be on July 1 thru June 30th program year for all fiscal and data reporting.

Lincoln NHAP 2022-23:	Finish current reporting year as normal, with end date of 8/31/2023
Lincoln NHAP 2023-24:	Sept 1, 2023 – June 30th, 2024
Lincoln NHAP 2024-25:	July 1, 2023 – June 30th, 2025

II. LINCOLN HOMELESS SYSTEM MEASURES

The City of Lincoln Continuum of Care uses data from the Homeless Management Information System (HMIS) to continually monitor multiple system performance measures to guide efforts to end homelessness. These measures are necessary to help identify positive impacts, and areas where improvement is needed.

The City of Lincoln uses these data to inform the NHAP granting process and program/service priorities.

The 2023 system measures remain impacted by the effect of the COVID-19 pandemic in ways that are not always clear or straightforward. We do know that emergency shelter utilization in 2021 decreased significantly through concerted decongregation efforts, and has increased so far in 2022-23, returning to near pre-COVID levels.

Additional COVID-19-specific resources were allocated to the City, and this allowed the expansion of rapid rehousing (RRH) opportunities within the Continuum. The impact of additional RRH and Rent & Utility assistance are clearly seen in system measures, e.g. shelter numbers ticking back up and rapid rehousing increases.

Although Lincoln's first tranche of treasury dollars for Rent & Utility assistance expired in December of 2022, unprecedented amounts of rent and utility assistance are available via a second tranche of treasury funding that has allowed implementation of homeless prevention programming via Coordinated Entry.

The Continuum has established a common fund for prevention assistance (Lincoln Prevention Assistance Common Fund or LPAC) that braids multiple funding sources that persons in a housing crisis can access with a single application working with a single community-based provider. As part of the common fund model, rent assistance access has been made available at eviction court, and staff contact tenants with pending eviction court hearings offering help to end the process before the hearing. Over \$1 million in rent assistance has been provided through the eviction court effort.

III. NHAP FUNDING PRIORITIES FOR THIS COMPETITION

Priority will be given to supporting eligible programming developed during the 2022-23 NHAP Program year, and/or projects addressing the priorities below.

1) Reduce the number of days in shelter

The benchmark for the number of days in shelter prior to exit to a permanent housing destination is 30 days

- i) Increase the availability of Rapid Rehousing programming to rapidly move individuals and families from shelter to permanent housing

- ii) Increase availability of problem-solving prevention and diversion efforts in order to prevent and limit the number of days in shelter

2) **Increase availability of Low Barrier shelter capacity.**

Needs assessment indicates the need for 30 to 40 units of low-barrier, emergency shelter.

Lincoln should have emergency shelter and other temporary accommodations available that:

- i) Meet the needs of all members of a household and self-defined family and kinship groups, including infants and young children.
- ii) Do not turn people away or make access contingent on sobriety, minimum income requirements, or lack of a criminal history.
- iii) Do not require family members and partners to separate from one another in order to access shelter.
- iv) Ensure that policies and procedures promote dignity and respect for every person seeking or needing shelter.
- v) Provide a safe, decent, welcoming, and appropriate temporary living environment, where daily needs can be met while pathways back to safe living arrangements or directly into housing programs are being pursued.

Low-barrier shelter resources:

<https://endhomelessness.org/resource/emergency-shelter/>

https://www.usich.gov/resources/uploads/asset_library/emergency-shelter-key-considerations.pdf

3) **Shelter bed utilization rates for singles are at a minimum 80% for individuals and 75% for families.**

- i) Ensure that funded shelter bed resources are appropriately utilized.

4) **Street outreach is resourced to implement best practice evidenced based programming with appropriate caseloads to meet need of unsheltered most effectively and reduce emergency service system use**

Provide funding for research informed/evidenced based homeless street outreach programming

- i) Ensure that funded street outreach programming is research informed
- ii) Street outreach case load at 40 or less

(a) Evidenced based models/resources:

https://www.usich.gov/resources/uploads/asset_library/Core-Components-of-Outreach-2019.pdf

<https://nhchc.org/wp-content/uploads/2019/08/outreach-enrollment-quick-guide.pdf>

<https://www.nhceh.org/research-advocacy/evidence-based-practices>

5) Create across-service system partnerships to coordinate and more effectively serve unsheltered persons, utilizing evidenced based models / research-informed practices

Coordinated service system responses from all segments of the emergency service system, e.g., All Doors Lead Home Coordinated Entry, homeless outreach, shelters, law enforcement, health, behavioral health, corrections, fire, and rescue, etc...

- i) Prioritize cross system partnerships community-based programs to meet goal.

6) Decrease the number of persons experiencing homelessness for the first time.

Providing eviction and homeless prevention resources and infrastructure to prevent households from entering homelessness.

- i) Increase resources and maintain infrastructure eviction prevention and homeless prevention programming to prevent and divert as many persons from homelessness as possible.

- *Because of the continuing funding from ERA 2, Rent & Utility assistance and eviction prevention will be funded with treasury dollars through 2025, or until funding is depleted.*
- *All Clarity licenses will be paid for with NHAP Funds, please do not request licensing fees in your budget*

V. Application Process

APPLICATION

An electronic copy of the application must be submitted by email to bschmeichel@lincoln.ne.gov by noon on **Friday, June 30**.

APPLICATION REVIEW & GRANT AGREEMENT PROCESS

All applications will be reviewed by the City of Lincoln for eligibility. Those projects determined to be ineligible for funding will be returned to the applicant with an explanation of the determination. All projects will be evaluated and scored by the NHAP Review Committee. Agencies will be notified of Intent to fund amounts and revised budgets will be requested on Monday September 12th. Eligible expenditures will be eligible for reimbursement retroactively to September 1st, 2022. All grant awards must be expended in accordance with the signed contract agreement. City of Lincoln Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

ELIGIBLE APPLICANTS

Eligible applicants must be incorporated non-profit organizations in the City of Lincoln which provide programs for qualified homeless persons and persons at risk of homelessness in the City of Lincoln.

DOCUMENTS & ADDITIONAL REQUIREMENTS

Additional documents required with this application:

- A) Organizational chart, including list of current board members**
- B) Applicant's most recent audit. Please include the following elements only =**
 - Copy of the Independent Auditor Report**
 - Statement of Financial Position Pages**
 - Schedule of Expenditures of Federal Awards or Supplementary Schedule of Activities and Changes in Net Assets by Program**
- C) Internal Revenue Service 501 (c)3 designation (*applies to new applicants only)**

VI. ADDITIONAL HUD/NHAP INFORMATION

NHAP funds are to be 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.

NOTE: *Lincoln has not been approved to use the Category 3 definition (homeless under other federal statutes). Therefore, you cannot serve anyone with ESG funding unless they meet the qualifications for homelessness under Category 1, 2 or 4.*

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.

As of January 15, 2016, the Final rule on Defining “Chronically Homelessness” went into effect. The new definition for Chronic Homelessness must be followed. The most significant changes to the definition include:

- To be considered chronically homeless, a person must have a disability and have been living in a place not meant for human habitation, in an emergency shelter, or a safe haven for the last 12 months continuously or on at least four occasions in the last three years **where those occasions cumulatively total at least 12 months**;
- Replaced “disabling condition” with “homeless individual with a disability”;
- There is not a minimum number of days in which each occasion must total but instead, occasions are defined by a break of at least seven days not residing in an emergency shelter, safe haven, or residing in a place meant for human habitation;
- Stays in institutions of fewer than 90 days do not constitute a break and count toward total time homeless; and
- The final rule establishes recordkeeping requirements for documenting chronic homelessness that take into account how providers use Homeless Management Information Systems (HMIS) and that does not require documentation of each day of homelessness but a method that can be more easily implemented.

NOTE: NHAP funding may not be used to serve wards of the State. This population is not considered homeless for the purpose 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

- A. To be eligible to apply for 2022-2023 NHAP funding (***program year/grant terms will run from September 1, 2022 – August 31, 2023***) applicants must:
- B. Assume responsibility for having knowledge of and the ability and intent to comply with federal and state Emergency Solutions Grant (ESG) and state Homeless Shelter Assistance Trust Fund (HSATF) requirements found in the Code of Federal Regulations Title 24 Part 576 (ESG) and Title 24 Part 84 (HUD Uniform Administrative Requirements) and Nebraska Revised Statutes 68-1601 through 68-1608 (HSATF) and Nebraska Administrative Code Title 462 (HSATF);
- C. Agree to abide by the conditions and content of application documents and the submitted application as approved if selected to receive funding;
- D. Identify the need for proposed services;
- E. Be exempt from taxation under section 501(c)3 of the Internal Revenue of 1986 or represent a number of eligible applicants;

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- F. Not discriminate based on age, religion, sex, race, color, disability, sexual orientation, gender identity or national origin; (24 CFR 5)
- 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. Agree to participate in any count of homeless individuals and/or families and housing inventory undertaken by the City of Lincoln, the Lincoln CoC, or their designee;
- I. Agree to comply with the [CoC Written Standards](#) approved by the Continuum of Care. Standards are found on the City of Lincoln Urban Development Department website at [Lincoln.ne.gov](http://lincoln.ne.gov)
- J. Agree to follow the NHAP HMIS workflow and participate in NHAP's identified HMIS database by entering all required NHAP and HUD data elements on all persons served and all NHAP-funded activities, with the exception of victim or legal service providers who agree to collect all of required NHAP and HUD data elements on all persons served and all NHAP-funded activities and enter them into an electronic database system which is comparable to the HMIS, and also agree to DHHS NHAP coordinator, and City of Lincoln staff access to HMIS to view NHAP funded client records during monitoring for quality assurance purposes;
- K. 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
- L. If requesting funding for shelter services, clearly identify if there is or will be a new shelter location not previously reported to NHAP (due to the need for environmental reviews no shelter can be supported with NHAP funds without NHAP's prior approval);

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- M. Conduct an annual, certified, external financial audit/financial report completed within the last 12 months;
- N. Submit a correctly completed application, including Attachments and all additional required documentation;

FINANCIAL

- A. Reimbursements. NHAP subrecipients will request reimbursement by submitting Quarterly Reimbursement Requests which detail itemized NHAP expenditures and match source for operations, administration (excluding staff costs), staff costs, equipment, and/or furnishings. Reimbursement Requests (required backup documentation such as general ledgers, client expense reports, quotes and receipts, must be maintained at the agency for monitoring purposes) submitted via e-mail to: **Ron Cane, Accountant, City of Lincoln Urban Development Department at: rcane@lincoln.ne.gov**

- B. Reimbursement requests will be due to City of Lincoln on the following schedule:

<u>Quarter</u>	<u>Reimbursement Request Due</u>
Quarter 1 September 1 – Nov 30	December 15th
Quarter 2 December 1 – February 28	March 15th
Quarter 3 March 1 – May 31	June 15th
Quarter 4 June 1 – June 30	August 15th

The City of Lincoln aggregates individual agency NHAP requests and submits to the State for HSATF reimbursement. Once Urban Development receives payment for State HSATF reimbursement, agencies will in turn be reimbursed. Funds are paid on reimbursement basis only.

REPORTING IN HMIS

- A. Emergency Shelter NHAP subrecipients are required to submit CAPER data monthly. All other programs are required to submit CAPER data on a quarterly basis. Quarterly CAPER SCHEDULE:

<u>Quarter</u>	<u>Quarterly CAPER Due DATE</u>
Quarter 1 September 1 – Nov 30	December 31 st
Quarter 2 December 1 – February 28	March 31 st
Quarter 3 March 1 – May 31	June 30 th
Quarter 4 June 1 – June 30 th	July 31 st