



IDAHO
HOUSING
AND
FINANCE
ASSOCIATION

2018 EMERGENCY SOLUTIONS GRANT
PROJECT SOLICITATION

Please submit application to snap@ihfa.org no later than 5 pm MT,
Friday, August 17, 2018.

2018 ESG Project Solicitation

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NOTICE OF FUNDING AVAILABILITY (NOFA)

McKinney Reauthorization Act 2018 Emergency Solutions Grant Program

Idaho Housing and Finance Association (IHFA) is accepting applications for Emergency Solutions Grant (ESG) Program Funds as authorized by the McKinney Reauthorization Act (HEARTH). The funds are distributed on a competitive basis to eligible applicants.

The State of Idaho expects to receive Emergency Solutions Grant funds for Homelessness Prevention, Rapid Re-housing, Shelter Operations and Services under the 2018 allocation.

Eligible applicants are units of general local government or private 501(c)(3) non-profit organizations. Eligible applicants may submit one application for multiple shelter sites and component types.

Eligible activities under this application are:

- Emergency homeless shelter operations
- Shelter services for homeless shelters
- HMIS or CMIS costs
- Administration costs of up to 4% of grant funds awarded
- Rapid Re-housing
- Homelessness Prevention

Rapid Rehousing will be given preference in scoring, based on HUD criteria. Funding will be distributed statewide by awards to qualified applicants that have demonstrated the capacity to serve their region of the state with these funds, to the extent possible and practicable.

Application materials are available for download on our website at www.idahohousing.com. For information or technical assistance, please email snap@ihfa.org.

Applicants receiving qualifying scores will be provided with guidelines for preparing their grant startup documentation, which includes final budget allocation and confirmation of good standing in SAM (System for Award Management) and the Secretary of State. IHFA does not maintain these sites, if you experience technical difficulties while using these sites please contact site support staff directly.

IHFA will review each grant startup documentation packet to ensure that all required documents are included and that proposed budget activities are within ESG regulations. Funding will be allocated accordingly.

Applications must be received by IHFA no later than 5:00 PM (MDT) Friday, August 17, 2018.

Applications must be submitted via email to snap@ihfa.org

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STEWART B. MCKINNEY HOMELESS ASSISTANCE ACT TITLE IV, AS AMENDED BY HEARTH EMERGENCY SOLUTIONS GRANT PROGRAM

INTRODUCTION:

This Project Solicitation contains the information and materials needed to prepare an application for funding under the U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) Program. Funding for projects is limited, and proposals will be reviewed on a competitive basis.

This document explains how proposals will be evaluated during the review and selection process. The application section describes the shelter criteria for the design of your ESG project and application narrative. Be sure to study this section carefully. For guidance on what types of activities may be funded, please refer to the eligible activities section.

Careful attention should be paid to the State and Federal ESG requirements referred to throughout this document. Projects must meet these requirements and must demonstrate the means to ensure compliance if the proposal is conditionally selected for funding.

Applicants bear the cost of preparing and submitting an application. Preparation of an application does not guarantee funding. The Emergency Solutions Grant requires dollar-for-dollar match with funds from other sources or in-kind donations. All matching funds must be provided during the term of the grant agreement, and documentation provided during the annual progress reporting.

Applicants must also ensure that any building for which ESG funds are used for emergency shelter operations, shelter services, homelessness prevention, or rapid re-housing meets Housing Quality Standards (HQS) and Lead-Based Paint requirements. Please review this Project Solicitation for more information.

Federal regulations governing the Emergency Solutions Grant (ESG) Program can be found at 24 CFR 576.

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Eligible Applicants

Eligible applicants include any unit of general local government or public or private non-profit organization submitting the necessary paperwork to be considered for funding as an ESG subrecipient. Eligible applicants may submit one application for multiple component types.

Availability of Funds

Emergency Homeless Shelter Operations and Shelter Services

IHFA will fund Emergency Homeless Shelter Operations and Shelter Services, Administration up to the amount of 4% of the grant, and HMIS or CMIS eligible costs, in each region of the state, if possible. Applications will be scored by an Independent Review Panel who will assign a score. In the absence of an available IRP, IHFA staff will review and score applications. IHFA reserves the right to determine the amount awarded to qualified subrecipients. Potential funding in this solicitation are projections. Submitting an application is not a guarantee of funding.

Homelessness Prevention and Rapid Re-housing Projects

IHFA will fund homelessness prevention and rapid re-housing projects, in addition to HMIS or CMIS eligible costs, and administrative costs in each region of the state, if possible. A regional funding formula, established by IHFA, determines the amount awarded to qualified subrecipients. Factors include Point-In-Time (PIT) count, bed utilization rates, percentage of population below 30% of area median income, total regional population, and unemployment rate. Awards will be made to applicants meeting the threshold score.

The table below contains projections of potential regional allocations based on past funding awards from HUD. Submitting an application is not a guarantee of funding. IHFA reserves the right to determine award amounts based on funding availability.

Region	Rapid Re-housing (60%) (Minimum)	Homelessness Prevention (40%) (Maximum)	HMIS or CMIS (Recommended)	Administration (4%) (Maximum)
1 - Benewah, Bonner, Boundary, Kootenai, Shoshone	39,265	26,176	3,272	2,618
2 - Clearwater, Idaho, Lewis, Nez Perce, Latah	22,891	15,261	1,908	1,526
3 - Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington	32,246	21,497	2,687	2,150
4 - Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls	18,511	12,340	1,543	1,234
5 - Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power	19,325	12,883	1,610	1,288
6 - Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton	27,930	18,620	2,328	1,862
7 - Ada	56,475	37,650	4,706	3,765

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Matching Requirements

This ESG program requires each subrecipient to match the funding provided by HUD dollar-for-dollar with other sources. These sources may not come from another Federal award unless that award is designated by Federal statute as one that may be used for matching (2 CFR 200.306). Your agency must have access to the matching resources before using ESG funding; however, the matching funds must be provided after the date of the grant award to the grantee. Funds used to match a previous ESG grant may not be used to match a subsequent award. The subrecipient may comply with the matching requirement through:

1. Supplemental funds
2. Documented time and services of volunteers (24 CFR 576.51(b))
3. Donated materials received may be valued at the fair market price
4. Value of lease on shelter facility not paid with ESG funds
5. Any non-ESG salary including administrative salaries paid to carry out the emergency housing project

In-kind contributions, which is donated volunteer services or goods including staff time, shelter rent, shelter facilities, or supplies of the same kind are eligible to be used as match.

Project Performance Measures

Potential applicants for ESG funding will be scored in part on the criteria listed below. Evidence of performance will be required for successful applicants. All subrecipients will be required to enter data into the Homeless Management Information System (HMIS), or CMIS in the case of domestic violence providers, to determine accomplishments for the proposed project activities.

Goal achievement will factor into future funding applications. Organizations who do not meet the performance standards may not be funded.

1. During calendar year 2017, what was the percentage to which this project maintained or increased employment and other income for homeless persons?
2. During calendar year 2017, what was the percentage of persons in the project exited to permanent housing destinations?
3. What is the project's unit utilization rate for calendar year 2017?
4. During calendar year 2017, what was the percentage of adult persons served who entered your project from the streets or Emergency Shelter?

Eligible Activities

Shelter Operations and Services:

Applicants may request funding in the following four categories:

1. *Shelter Operations*: maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies for operations. Where no appropriate emergency shelter

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is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher. Stays in shelter are limited to 90 days or less.

2. *Shelter Services*: case management, child care, education services, employment assistance and job training, outpatient health services, life skills training, mental health services, substance abuse treatment services, transportation. Shelter services may not exceed 30% of the total grant for shelter.
3. *HMIS or a CMIS*:
 - ✓ *Computer Hardware and Software*: Purchase or lease of equipment needed to participate in HMIS or a CMIS.
 - ✓ *Staff Salaries*: Salaries for the operation of HMIS or CMIS including; data entry, data quality review and monitoring, data analysis, reporting, implementing and complying with HMIS regulations and staff training on HMIS or CMIS.
 - ✓ *CMIS*: Costs to establish and operate a comparable database that complies with 24 CFR 580.25 if the subrecipient's primary mission is to provide services to victims/survivors of domestic violence.
4. *Administration*: Administrative costs in an amount of up to 4% of the grant award before admin are an eligible expense. Administrative cost is for general management, oversight, project evaluation, activity reporting, and coordination of eligible activities. These do not include direct costs related to providing services.

Homeless Prevention & Rapid Re-housing:

Applicants may request funding in the following four categories:

Rapid Re-Housing

The following activities will be eligible under Rapid Re-housing:

1. *Housing Relocation and Stabilization Services*: Financial assistance, housing search and placement, and housing stability case management. The total period for which any project participant may receive services must not exceed 15 months during any 2-year period.
2. *Short and Medium Term Tenant Based Rental Assistance*: Project participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance. The total period for which any project participant may receive the services must not exceed 12 months during any 2 year period, including any arrears, which is limited to one payment for up to a total of 6 months' costs.

Homelessness Prevention

The following activities will be eligible under Homelessness Prevention:

1. *Housing Relocation and Stabilization Services*: Financial assistance, housing search and placement and housing stability case management. The total period for which any project participant may receive services must not exceed 9 months during any 1-year period.

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2. *Short and Medium Term Tenant-Based Rental Assistance:* To prevent persons from becoming homeless in a shelter, or in an unsheltered situation. The total period for which any project participant may receive the services must not exceed 6 months during any 1 year period, including any arrears and late fees, which is limited to one payment for up to a total of 6 months' costs.

HMIS or CMIS

The following activities will be eligible under HMIS or a CMIS:

1. *Computer Hardware and Software:* Purchase or lease of equipment needed to participate in HMIS or CMIS.
2. *Staff Salaries:* Salaries for the operation of HMIS or CMIS including; data entry, data quality review and monitoring, data analysis, reporting, implementing and complying with HMIS regulations and staff training on HMIS or CMIS.
3. *CMIS:* Costs to establish and operate a comparable database that complies with 24 CFR 580.25 if the subrecipient's primary mission is to serve victims/survivors of domestic violence.

Administration

The following will be eligible under Administration:

1. *Administration costs:* Up to 4% of the grant award before admin is eligible for administrative expenses. Administrative cost is for general management, oversight, project evaluation, activity reporting and coordination of eligible activities. These do not include direct costs related to providing services.

Eligible Participants

Participants eligible for Shelter Operations and Shelter Services must be literally homeless (categories 1 and 4 below) or at imminent risk (category 2 below) of homelessness, and have income at or below 50% of Area Median Income (AMI) for the county or Metropolitan Statistical Area (MSA) in which they reside. Participants eligible for Homelessness Prevention activities must be at imminent risk (category 2 below) of homelessness, and have income below 30% of Area Median Income (AMI) for the county or Metropolitan Statistical Area (MSA) in which they reside. Participants eligible for Rapid Re-housing activities must be literally homeless (categories 1 and 4 below), and have income at or below 50% of Area Median Income (AMI) for the county or Metropolitan Statistical Area (MSA) in which they reside.

The definition of "Homeless," as defined by HUD under this grant:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) 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 camping ground;

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- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) 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:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
4. Any individual or family who:
- (i) Is fleeing, or is 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 within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

An individual or family is comprised of one of the following three categories:

- ✓ Households with Children - Household of at least two persons, one of whom is an adult and one of whom is a minor child (under the age of 18).
- ✓ Households without Children - Household that does not include any minor children, including single persons, multiple adult households, and families with children if all the children are over the age of 18
- ✓ Households of Only Children – Households of persons 17 or under, including unaccompanied children, adolescent parents and their children, or pregnant women under 18.

Program Regulations

Program policies and procedures will be supplied to subrecipients upon completion of all conditional selection criteria, and receipt of a grant agreement. Critical components of the policies and procedures and grant administration include:

Homeless Connect

Subrecipients will be required to participate in the Idaho Balance of State Continuum of Care Homeless Connect System. Currently, this entails the use of Homeless Connect tools and processes; however, this system may be expanded in time. Subrecipients will always be required to participate in the most current system in operation, and in doing so, comply with any data collection-related requirements.

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Stable Housing

1. Private housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self sufficient arrangements) with reasonable expectation that additional support is not needed.
2. Other subsidized house or apartment (e.g. Section 8, HOME, public housing).
3. Institutional setting with greater support and continued residence expected (e.g. residential or long-term care facility).

To ensure accuracy when reporting on housing stability, please contact hmis@ihfa.org or cmis@ihfa.org for Permanent Housing Categories as listed in HMIS or CMIS.

Termination of Assistance to Participants

The agency may terminate the assistance to a participant who violates project requirements or conditions of occupancy. The policy must be in writing and presented to the participants during intake into the project. The agency must exercise judgment that examines all extenuating circumstances in determining when violations are serious enough to warrant termination so that the participant's assistance is only terminated in the most severe cases, as the resulting circumstance is homelessness. The agency is not prohibited from resuming assistance to a participant whose assistance has been terminated. In terminating assistance, the agency must recognize the participant's right to due process of law.

Contractual Arrangements

1. *Grant Agreements*: IHFA will award funding through binding, written grant agreements. Once a grant agreement is in place, the project elements of the applicant's original proposal will become obligations of the agreement.
2. *Subcontracts*: Subrecipients shall not subcontract work or services authorized under the grant agreement without prior written authorization from IHFA, who retains the right to review all subcontracts. Subrecipients are responsible for the satisfactory accomplishment of the services or activities included in such subcontract. It is the responsibility of the funded agency to ensure that all subcontractors meet the requirements and assurances set forth in the project solicitation and policies and procedures. The intent to subcontract should be included in the original application to IHFA. Approval of the application, including the intent to subcontract, shall constitute authorization by IHFA.

Certifications and Assurances

The Executive Director and Chair of the Board of Directors of the agency receiving ESG funds must ensure that all elements of the project and all project staff shall comply with the certifications and assurances of the grant startup process.

The federal and state regulations to be followed by jurisdictions receiving ESG funds cover a wide range of activities, such as labor practices, environmental impacts, and civil rights. Agencies selected for ESG funding will receive a list of Certifications and Assurances that refer to these laws. This is only a summary and is not meant to be a comprehensive description of each law. Please contact IHFA at snap@ihfa.org if you need more detailed information.

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Financial Standards

1. *Audit Information:* According to 2 CFR 200, effective July 1, 2015, any subrecipient who expends more than \$750,000 annually in federal funds must submit one copy of its most recent audit. This audit must be performed by a Certified Public Accountant. If the audit report contains questioned costs, management findings, or recommendation(s) for improvement of internal controls, this documentation shall be submitted to IHFA showing that audit problems were resolved. The audit must have been completed within the previous twelve months of the date of this application submission. Subrecipients expending less than \$750,000 in federal funds are exempt from OMB Circular A-133 audit requirements, but must submit audited financial statements. Agencies who do not meet this threshold are still required to submit audited financial statements to demonstrate fiscal compliance.

The A-133 Audit or Audited Financial Statements should be submitted to IHFA no later than 180 days after the expiration of a subrecipient's Fiscal Year. The subrecipient shall be expected to maintain complete and accurate records justifying all actual and accrued expenditure of funds. A clear audit trail to points of origin must be available at all times.

2. *Budget Information:* The applicant must explain planned expenditures in the "Proposed Project" section of the application. Final Project Budgets will be determined after funds are awarded. All project budgets are subject to IHFA approval.
3. *Financial Systems:* Financial systems must allow for effective control and accountability for all project funds, property, and other assets. ESG funds must be used for authorized purposes only.
4. *Records Management:* The subrecipient's record management system shall provide systematic accumulation, filing and retention for ESG monitoring and audits.
5. *Documentation:* Subrecipients shall retain all financial, statistical, property, materials, supplies, participant records, and support documentation for a period of seven years from the termination of the ESG grant agreement.
6. *Reimbursement Process:* After a signed grant agreement is on file with IHFA, subrecipients may submit requests for reimbursement of actual costs. An IHFA Request for Funds form detailing actual expenditures along with appropriate source documentation (i.e., copies of itemized store receipts, canceled checks, etc.) will be required. Subrecipients will submit a request for reimbursement (Request For Funds) monthly to demonstrate that the project funds are spent evenly throughout the grant period. No reimbursement will be made until IHFA has verified that the expenditures are allowable and within budgetary limits, at which time an IHFA signature of approval will initiate the reimbursement process.

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Reporting Requirements

Subrecipients will be required to report fiscal, project, and participant data to IHFA within specific time frames. Performance reporting will be required in a manner provided by IHFA and/or HUD. At a minimum, applicants are required to ensure that:

1. Accounting systems shall meet and comply with generally accepted accounting principles. Expenditures shall be supported by source documentation (i.e., time sheets which indicate specific ESG time spent, itemized store receipts, copies of checks, etc.), which identify the source and use of ESG contract funds. General monthly statements that do not itemize purchases are not acceptable documentation of expenditures and will not be reimbursable.
2. Subrecipients shall comply with IHFA requirements to collect demographic information of all homeless and at-risk persons who receive assistance.
3. Subrecipients shall complete necessary performance reports for each required time period ESG funds are expended. This report documents the services provided, persons served, persons turned away, as well as demographic information needed for HUD reporting purposes.
4. Subrecipients will be required to enter project and participant data for funded projects into the Statewide Homeless Management Information System (HMIS), or CMIS (please see HMIS section).

HMIS or CMIS

Under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) of 2009, all recipients of financial assistance under the Continuum of Care program, The Emergency Solutions Grant program, the Rural Housing Stability Assistance (RHS) program, as well as HUD programs previously funded under the McKinney-Vento Act, are required to collect participant-level data on persons served. An HMIS is the information system used to record, analyze and transmit participant and activity data in regard to the provision of shelter, housing, and services to individuals and families who are homeless or at risk of homelessness in accordance with the requirements of 24 CFR 580.

Organizations whose primary mission is to serve victims/survivors of domestic violence are prohibited from using HMIS as per the Violence Against Women Act (VAWA) of 2005, but will be required to use the Community Management Information System (CMIS).

CMIS is a data collection/information system used by victim service providers that collects participant-level data over time and generates unduplicated aggregate reports based on the data collected in accordance with the requirements of 24 CFR 580. This system is used to meet the program reporting obligations instituted by HUD of all funding recipients and subrecipients.

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Additional Requirements

Housing Quality Standards (HQS)

HQS inspections must be performed at least annually on housing used as emergency shelter, and prior to payment of assistance for homelessness prevention or rapid rehousing, under this program. Subrecipients will be responsible for performing inspections, documenting and communicating failed items to landlords (if applicable), and re-inspecting failed items.

Lead-Based Paint

To prevent lead-poisoning in young children, subrecipients must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Lead-based paint assessments are required for all housing used as emergency shelter older than 1978, where a child under the age of 6 resides/will reside. In addition, disclosures must be provided for all pre-1978 units, regardless of the age of those living in the unit.

Non-discrimination Policy

Units of general local government and 501(c)3 non-profit organizations shall make it known that facilities and services supported by this grant are available to any person (who otherwise meets the eligibility criteria for the project) without discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin or citizenship, familial status, or disability.

Homeless Representation and Participation on the Board

Each subrecipient must provide for the participation of at least one homeless or formerly homeless person on the Board of Directors or other equivalent policy making entity.

Liability Insurance

IHFA assumes no liability with respect to bodily injury, illness, accident, theft, or any other damages or losses concerning persons or property, or involving the subrecipient's equipment or vehicles. Subrecipients will be responsible for providing the following insurance coverage to protect against legal liability arising out of activities under this project.

1. A minimum public liability insurance coverage of \$100,000 per person, \$300,000 per accident for bodily injury, and \$25,000 per accident for property damage.
2. Theft coverage of no less than the acquisition value of equipment and materials inventory. If the grantee uses motor vehicles (including those personally owned) in conducting activities of this project, minimum liability insurance coverage of \$100,000 per person, \$300,000 per accident for bodily injury, and \$25,000 per accident for property damage shall be provided. In addition, collision and comprehensive insurance against physical damage including theft shall be provided with a maximum deductible of \$500 for collision and \$50 for comprehensive coverage except when the cost of the coverage would exceed the value of the vehicle during the contract period.

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Additionally, the subrecipient is responsible for ensuring that liability related to subcontractor activity is appropriately covered by insurance provided either by the subcontractor or the funded agency; and that the subcontract includes a comprehensive indemnification clause holding harmless the subrecipient, IHFA, the State of Idaho, and HUD.

Professional Liability or Indemnification Insurance

Every officer, director, or employee which is authorized to act on behalf of the subrecipient or any subcontractor for the purpose of receiving or depositing funds in project accounts or issuing financial documents, checks, or other instruments of payment for project costs must be bonded to provide protection against loss.

Fidelity bonding secured must name the beneficiary (subrecipient and IHFA), and provide coverage in the amount of \$10,000 or the amount of the contract, whichever is higher.

Worker's Compensation

Subrecipients are also required to obtain and maintain Worker's Compensation coverage.