2023 EMERGENCY SOLUTIONS GRANT

New Project

GRANT APPLICATION

Application Deadline:
July 31, 2023
5:00 pm MDT

Idaho Housing and Finance Association
www.idahohousing.com

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SECTION I – Introduction

The Emergency Shelter Grants Program was established by the Homeless Housing Act of 1986 in response to the growing issue of homelessness in the United States. In 1987, the program was incorporated into Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. Sec. 11371-11378), now known as the McKinney-Vento Homeless Assistance Act. The U.S. Department of Housing and Urban Development (HUD) awards these funds to the State of Idaho. The Governor of Idaho has designated Idaho Housing and Finance Association to administer ESG funds on behalf of the State.

The Emergency Solutions Grants (ESG) Program was created to replace the Emergency Shelter Grants program when the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed into law on May 20, 2009. The HEARTH Act amended and reauthorized the McKinney-Vento Homeless Assistance Act and included major revisions to the Emergency Shelter Grant Program.

The new ESG Program is designed to support sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to regain stability quickly in permanent housing after experiencing a housing crisis and/or homelessness. The change in program name reflects the change in focus from addressing the needs of the homeless in emergency or transitional shelters to assisting people to regain stability in permanent housing.

ESG funds are awarded on a competitive basis through an application and award process.

SECTION II – Application Process

Program Timeline

IHFA will administer one funding round for the 2023 ESG Program. The application timeline is below.

June 15	Application open for submission
June 19	Application training webinar available
	NOTE: the webinar will be recorded and available in Procorem (IHFA will grant access after your intent to apply email is received)
July 31 at 5:00 pm MDT	Application deadline
August 31	Awards issued
October 1	Grant year begins

Application Submission

IHFA will accept applications from June 15, 2023 until July 31, 2023 at 5:00 pm MDT. The completed application and required attachments must be submitted through Procorem, a secure portal used to transmit documents. The Authorized Official must sign the application and the application must be uploaded to Procorem as a completed fillable PDF.

Please email snap@ihfa.org on or after June 15, 2023 to indicate your intention to apply. You will receive a confirmation email with a link to access Procorem.

Idaho's ESG program is a competitive process. IHFA will review all submissions for completeness of application materials. Incomplete applications may not be considered for funding. IHFA will explain any rejections upon request. Additionally, technical assistance may be provided for application submissions upon request.

Contact Information

All questions related to these guidelines should be directed to:

> Special Needs Assistance Programs (SNAP) team
> Idaho Housing and Finance Association
> Email: snap@ihfa.org

Additional information about Idaho's ESG Program can be found online at:
https://www.idahohousing.com/homelessness-services-programs/emergency-solutions-grants/

SECTION III – Conditions for Funding

1. *Written Standards*
   The Idaho Balance of State Continuum of Care has developed Written Standards to provide guidance to subrecipients in administering ESG projects. Subrecipients must comply with these Written Standards. The Written Standards are not intended to be used in place of the Interim Regulations for the HEARTH Act; rather, they are intended to establish and clarify local decisions regarding program administration.

   Current Written Standards can be found at: https://www.idahohousing.com/homelessness-services-programs/idaho-homelessness-coordinating-committee/

   Ada County applicants must comply with their CoC's Written Standards, which are available by request. Please email Casey Matoon (cmatoon@cityofboise.org).

2. *Code of Federal Regulations*
   Subrecipients must comply with HUD's Code of Federal Regulations (CFR) related to the funding of Emergency Solutions Grants. CFRs are the codification of the general and permanent regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States. CFRs provide the framework for the ESG grant, as intended by the Interim Regulations for the HEARTH Act.

   Some of the CFRs pertinent to the ESG grant are listed in the Appendix. All CFRs can be found at: https://www.law.cornell.edu/cfr/text/24/part-576

3. *Coordinated Entry*
   All subrecipients (except Shelter) receiving ESG funding must participate in Homeless Connect. The policies and procedures for Homeless Connect are detailed in the Homeless Connect Operating Procedures, found at: https://www.idahohousing.com/homelessness-services-programs/idaho-homelessness-coordinating-committee/

   Additional information about Our Path Home CONNECT can be found at: https://www.catchidaho.org/our-path-home-connect.php

4. *HMIS/Comparable Database*
   Subrecipients must collect and report all HUD-required universal data elements and program-specific data elements, as well as adhere to the applicable CoC's imposed data collection requirements. To facilitate this, subrecipients must participate in the Homeless Management Information System (HMIS) or one of two designated comparable databases (if the agency primarily provides services to survivors of domestic violence).

   The two comparable databases are the Domestic Violence Information Management System (DVIMS), operated for domestic violence service providers located in Ada County, and the Community Management Information System (CMIS), operated for domestic violence service providers located throughout the rest of the state of Idaho.

   Additional information about HMIS can be found at: https://www.idahohousing.com/homelessness-services-programs/hmis/

   https://icalliances.org/boise

   Additional information about comparable databases can be found at: https://www.hudexchange.info/resource/6305/hmis-comparable-database-manual/

5. *Housing First*
   ESG-funded Homelessness Prevention and Rapid Rehousing projects must adhere to Housing First standards. Emergency Shelter projects should strive to adhere to Housing First standards. Housing First Standards include:

   I. Few to no programmatic prerequisites to permanent housing entry
   II. Low-barrier admission policies
   III. Rapid and streamlined entry into housing
   IV. Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability
   V. Tenants have full rights, responsibilities, and legal protections
   VI. Practices and policies to prevent lease violations and evictions
   VII. Applicable in a variety of housing models

   Additional information about Housing First can be found at: https://www. usich. gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL. pdf

6. *Match*
Under ESG, providers agree to match 100% of funds available under the Grant Agreement with funding from other sources. These sources may not come from other federal awards unless that award is designated by federal statute as one that may be used for matching. All match funds must be spent on ESG-eligible activities within the grant period. The following are eligible types of match contributions:

   I.   Cash

   II. In-Kind (noncash contributions)

       - The value of any real property, equipment, goods, or services contributed to the subrecipient's ESG program, provided that if the subrecipient had to pay for them with grant funds, the costs would have been allowable.

       - Costs paid by program income shall count toward meeting the subrecipient's matching requirements, provided the costs are eligible ESG costs that supplement the subrecipient's ESG program.

   Upon grant award, subrecipients will be required to submit a memorandum of understanding (MOU) detailing the anticipated match.

7. *Active Participation/Coalition Meetings*
Subrecipients must abide by participation requirements of their local CoC.

8. *Annual Point-In-Time (PIT) Count*
Subrecipients must agree to participate in the PIT count, at a date to be determined by HUD and upon notification from IHFA.

9. *Reporting & Monitoring*
Subrecipients must submit all required performance reports to IHFA. Subrecipients must also comply with annual monitoring conducted by IHFA. Agencies may be subject to additional auditing by HUD.

10. *Homeless Participation*
Subrecipients must maintain at least one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the agency. The subrecipient should involve homeless individuals and families, to the maximum extent practicable, in maintaining and operating facilities and providing services assisted under ESG (including employment or volunteer support).

11. *Mainstream Resources*
Subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which individuals and families at risk of homelessness or experiencing homelessness may be eligible.

SECTION IV – Application Performance Measures

In 2023, all agencies are required to complete the enclosed project application, which begins on page 8, regardless of previous experience administering ESG projects. New applications will be scored based on the following outline:

APPLICATION SECTION	MAXIMUM POINTS AVAILABLE
Agency narrative	30 points
Project narrative	30 points
Regional allocation	20 points
Financial stability and match ability	20 points
TOTAL	100 points

Narrative Sections

Answer each narrative question thoroughly, yet concisely. Please limit answers to 250 words each, unless otherwise indicated. Applications will be screened by the IHFA SNAP team and scored by an independent review panel. Final scores will be provided to applicants upon request. Scoring is based on the following scale, with scores ranging from 0 to 5:

0 points	Incomplete/ No Response: The response is missing, incomplete or unclear. The answer does not demonstrate the value of the project or its alignment with the goals outlined in the Consolidated Plan.
3 points	Acceptable Response: The response provides an answer to the question asked; however, sufficient details are lacking. The answer does not fully demonstrate the value of the project, including its alignment with the goals outlined in the Consolidated Plan.
5 points	Excellent Response: The response provides a clear, thorough answer to the question asked. The answer fully demonstrates the value of the project, including its alignment with the goals outlined in the Consolidated Plan.

Agency Narrative: The applicant will complete the agency narrative once, regardless of the number of grant components for which the applicant is requesting funding. This section contains six narrative questions.

Project Narrative: The applicant will complete each section relevant to the grant component (e. g. emergency shelter, homelessness prevention or rapid rehousing) for which the applicant is requesting funding. Therefore, one applicant may complete multiple sections. Each project section contains six narrative questions.

Regional Allocation

The regional allocation will be calculated by IHFA, taking the following data into account:
- Population
- Average rent
- Median income
- Percentage of population at or below poverty level
- Number of homeless individuals, as listed in the most recent IHFA Annual Homelessness Report

The data will be weighted by region and calculated into each applicants final score.

Financial Stability & Match Ability

The score for this section will be based on the following:

- Financial stability
- ESG budget in relation to agency budget
- Match ability

SECTION V – New Project Application

AGENCY INFORMATION		
AGENCY NAME:		
AGENCY ADDRESS:		
CITY:	ZIP:	AGENCY PHONE:
AGENCY WEBSITE:	AGENCY STATUS:	
	☐UNIT OF LOCAL GOVERNMENT ☐501(C)(3)	
AGENCY TAX ID #:	UEI # (FORMERLY DUNS):	
IDAHO SECRETARY OF STATE STATUS:	FEDERAL SYSTEM AWARD MANAGEMENT (SAM) DATE OF EXPIRATION:	
☐ACTIVE-GOOD STANDING ☐INACTIVE-CANCELLED		

REPRESENTATIVE INFORMATION	
AGENCY CONTACT NAME:	TITLE:
EMAIL ADDRESS:	PHONE NUMBER:

PROPOSED PROJECT	
COMPONENT (SELECT ALL THAT APPLY)	GRANT PROJECT NAME:
☐EMERGENCY SHELTER	
☐HOMELESSNESS PREVENTION	
☐RAPID REHOUSING	

By signing below, the agency representative acknowledges and agrees that the agency will abide by all conditions for funding, as outlined in the instructions, Section III, pages 3-5.

_____   _____
Signature of Authorized Representative   Date

_____   _____
Authorized Representative Name   Title

Answer each narrative question thoroughly, yet concisely. Unless otherwise indicated, please limit your answers to 250 words each.

GENERAL AGENCY (ALL APPLICANTS)
1. Identify the target population(s) on which the agency focuses. Select all that apply: ☐ Chronically homeless   ☐ At-risk of homelessness   ☐ Domestic violence   ☐ Veterans   ☐ Unaccompanied youth under 18   ☐ Unaccompanied youth (ages 18-24)   ☐ Families/multi-person households   ☐ Single individuals
2. Describe the agency's experience working with the population(s) served.

GENERAL AGENCY

3. Describe the basic organization and management structure of the agency.

4. List the three most significant outreach activities on which the agency focuses time and resources to ensure that the intended populations are reached. Indicate the position(s) responsible for this activity and the approximate number of hours they spend on the activity each year. (NOTE: 75 word maximum per Outreach Activity Description)

OUTREACH ACTIVITY DESCRIPTION	POSITION(S)	HOURS/YEAR

GENERAL AGENCY

5. Identify three mainstream resources to which the agency most frequently refers individuals. Explain the agency's role in supporting individuals as they pursue and utilize these resources. (NOTE: 100 word maximum each)

#1:

#2:

#3:

6. Describe the agency's experience effectively utilizing grant funds, given funding and time limitations.

Answer ONLY the questions applicable to the project component(s) included within this application: Emergency Shelter, Homelessness Prevention and/or Rapid Rehousing. Please limit responses to 250 words.

EMERGENCY SHELTER
1. Describe the need for this project in the agency's service area (define service area).
2. Describe the project and how it meets the needs of the community.

EMERGENCY SHELTER

3. Summarize the intake procedure for the emergency shelter.

4. How does the project support individuals/households as they transition from the emergency shelter to permanent housing?

EMERGENCY SHELTER

5. For agencies providing supportive services, describe the case management program and how individual needs are assessed. For agencies that do not provide supportive services, indicate 'not applicable'.

6. Does the agency have the capacity to implement the project immediately? Provide an explanation.

What is the average length of stay for individuals/households? (not scored)

EMERGENCY SHELTER PROJECT GOALS (not scored)

At maximum capacity (one point in time), how many beds are available through the emergency shelter program?	
At maximum capacity, what is the maximum number of **households** that could stay at the shelter at one point in time? Indicate the most likely scenario based on the population the project is serving.	
Household(s) with adults only (over age 18), no children	
Household(s) with unaccompanied children only (under 18)	
Household(s) with adults and children	
Maximum number of **households** served at one point in time	
At maximum capacity, what is the maximum number of **participants** that could stay at the shelter at one point in time? Indicate the most likely scenario based on the population the project is serving.	
Adults (over age 24)	
Young adults (age 18- 24)	
Unaccompanied children (under 18)	
Accompanied children (under 18)	
Maximum number of **participants** served at one point in time	

HOMELESSNESS PREVENTION

1. Describe the need for this project in the agency's service area (define service area).

2. Describe the project and how it meets the needs of the community.

HOMELESSNESS PREVENTION

3. Describe the process for determining program eligibility and the amount of assistance that may be provided to each individual or household.

4. Describe how – and how often – the agency's case managers are working with program participants (or offering support) to develop a plan to maintain housing stabilization.

HOMELESSNESS PREVENTION

5. How does the project support individuals returning from institutionalized housing or care to maintain stable housing?

6. Does the agency have the capacity to implement the project immediately? Provide an explanation.

HOMELESSNESS PREVENTION PROJECT GOALS (not scored)		
Through this ESG homelessness prevention program:		
On average, how many months of tenant-based rental assistance will the agency provide per household?	Approximately how many households will utilize tenant-based rental assistance?	How many individuals, including children, will benefit from tenant-based rental assistance? Provide a range (minimum to maximum).

RAPID REHOUSING

1. Describe the need for this project in the agency's service area (define service area).

2. Describe the project and how it meets the needs of the community.

RAPID REHOUSING

3. Describe the process for determining program eligibility and the amount of assistance that will be provided to each individual or household.

4. Describe how – and how often – the agency's case managers are working with program participants (or offering support) to develop a plan to obtain and maintain housing stabilization.

RAPID REHOUSING

5. How will the agency recruit and retain landlords/housing providers?

6. Does the agency have the capacity to provide services immediately? Provide an explanation.

RAPID REHOUSING PROJECT GOALS (not scored)	
At maximum capacity (on a single night), how many units are available through the rapid rehousing program?	
At maximum capacity, how many **households** could stay in these units on a single night? Indicate the most likely scenario based on the population the project is serving.	
Household(s) with adults only (over age 18), no children	
Household(s) with unaccompanied children only (under 18)	
Household(s) with adults and children	
Maximum number of **households**, TOTAL:	
At maximum capacity, how many **participants** could stay in these units on a single night? Indicate the most likely scenario based on the population the project is serving.	
Adults (over age 24)	
Young adults (age 18- 24)	
Unaccompanied children (under 18)	
Accompanied children (under 18)	
Maximum number of **participants**, TOTAL:	

SECTION VI – Supplemental Documents

The following documents must be submitted with the grant application. Failure to submit all supplemental documents will result in an invalid application entry.

A. Agency documentation

    (1) Current organizational chart

    (2) Current list of Board of Directors

B. Financial documentation

    (1) IRS 501(c) (3) determination letter

    (2) Most current financial audit

    (3) Federally approved cost allocation plan and indirect cost rate, if applicable

C. Policies and procedures

    (1) Termination

    (2) Confidentiality

    (3) Recordkeeping

    (4) Conflicts of interest

    (5) Affirmative outreach

    (6) Agency intake procedures

    (7) Nondiscrimination and equal opportunity

    (8) Involuntary family separation (emergency shelter grants)

    (9) Homeless child and family educational support, if applicable