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FAYETTEVILLE / CUMBERLAND COUNTY CONTINUUM OF CARE ON HOMELESSNESS

Emergency Solutions Grant FY 2020-21

REQUEST FOR PROPOSALS (RFP)

Housing Stabilization Activities (Rapid Re-housing / Targeted Prevention)
Emergency Response Activities (Emergency Shelter)

Total Funding Available: \$131,390

Maximum Available for Crisis Response (Street outreach/Emergency Shelter) Activities: \$78,834

Minimum that must be applied towards Housing Stability (Rapid Rehousing / Homelessness Prevention) Activities: \$52,556

Project Applications Due: Monday, September 21, 2020 by 5:00 p.m.

Applications will be accepted electronically through Smartsheet using the link below:

<https://app.smartsheet.com/b/form/94348fd852da410daf0441332f31b393>

Reference: North Carolina Department of Health and Human Services

<https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>

Request for Application Instructional Session and Q & A

Wednesday, September 2, 2020, 10 am – 12 pm

Registration Link:

<http://attendee.gotowebinar.com/rt/1701725550323719952>

Friday, September 4, 2020, 1 pm – 3 pm

Registration Link:

<https://attendee.gotowebinar.com/register/1814918073380065296>

NC-511 RFP Released: August 28, 2020 / Updated: September 1, 2020

**FAYETTEVILLE / CUMBERLAND COUNTY CONTINUUM OF CARE (COC)
ON HOMELESSNESS (NC-511)**

2020-2021 EMERGENCY SOLUTIONS GRANT PROGRAM GRANT COMPETITION PROCESS

INTRODUCTION

Cumberland County Community Development (CCCD), on behalf of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness, is soliciting proposals through the Emergency Solutions Grant (ESG) Program funded through the North Carolina Department of Health of Human Services (NCDHHS). Each project applicant that is selected by the local CoC Grant Review Committee and approved by NCDHHS, will enter into a contract directly with the State. The selected project applicant(s) must demonstrate it has the capacity and performance record to provide services to persons who are homeless or at-risk of being homeless through the eligible activities listed. In addition, the selected project applicant(s) must also be fully operational and able to begin incurring costs by January 1, 2021.

FUNDING AVAILABILITY

The total amount available for Fayetteville / Cumberland County NC-511 (local CoC Code) is \$131,390. Of this amount a minimum of \$52,556 must be awarded to a project(s) that provide housing stabilization activities. Of the total amount available for NC-511, up to \$78,834 may be used for emergency response activities.

GRANT TERM

Grant term is for a period of one year beginning January 1, 2021 through December 31, 2021.

MATCHING FUNDS

For this cycle, the State is not requiring sub grantees to provide match. However, sub grantees can provide match if they so choose. The match can be provided through in-kind services or cash. If your organization is using cash, the match must come from a non-ESG source and must be used for eligible ESG activities. Funds used for ESG match cannot be used as a match for other types of funds.

ELIGIBLE APPLICANTS

Eligible applicants include non-profits with a 501 (c) (3) status and units of local government. Public Housing Authorities (PHAs) or non-profits established by PHAs are not eligible sub-recipients of NC ESG funds.

ELIGIBLE ACTIVITIES

ESG funds must be used for eligible activities identified in the regulations (24 CFR 576) and the ESG Application Information Packet provided by the State ESG office.

Note: The State's funding priorities are Housing Stabilization and Emergency Response Activities.

Housing Stabilization Activities:

1. Rapid Re-Housing (NC ESG Priority for Housing Stabilization funds)

A program that is designed to focus on obtaining and maintaining permanent housing through the provision of housing relocation, stabilization services, and rental assistance. Assistance is tailored to household needs and focuses on moving the household as quickly as possible into permanent housing and supporting housing stability. Eligible costs include:

- Financial Assistance: rental application fees, rental assistance, rent arrears, security and utility deposits, utility payments, utility assistance, moving costs and overhead (maximum 15% of total request).
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, information and referral, and overhead (maximum 15% of total request).

Rapid re-housing services and financial assistance should be linked to an emergency shelter or street outreach program to ensure coordination/prioritization of clients in obtaining and maintaining permanent housing.

2. Targeted Prevention

Prevention programs are designed to provide services and resources to households that are the most likely to become homeless. The program must focus on a specific population or geographic area. Eligible costs include:

- Financial Assistance: rental application fees, rental assistance, rent arrears, security and utility deposits, utility payments, utility assistance, moving costs and overhead (maximum 15% of total request).
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, information and referral, and overhead (maximum 15% of total request).

Emergency Response Activities*:

1. Street Outreach: Essential services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services. Eligible costs include engagement, case management, emergency health and mental health services, transportation, services for special populations, and overhead (maximum 15% of total request).
2. Emergency Shelter: Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless which does not require occupants to sign leases or occupancy agreements. Eligible costs include:

- Essential services such as case management, childcare, education services, employment assistance/job training, outpatient health services, legal services, life skills training, mental health services, credit repair, transportation, services for special populations, information and referral, and overhead (maximum 15% of total request).
- Shelter operations, including minor or routine maintenance, rent, shelter security, fuel, equipment, insurance, utilities, food for shelter residents only unless prior approval has been obtained from the NC ESG Office), furnishings, and supplies necessary for the operation of the emergency shelter. Hotel or motel vouchers are also allowed when no appropriate emergency shelter is available. For the purpose of this grant maintenance, equipment, furnishings and supplies are items valued less than \$500 per item. Overhead (maximum 15% of total request) is allowed.

*Only a maximum of **\$78,834** can be used for Emergency Response Activities. The State of North Carolina’s ESG Program does not allow ESG funds to be used for shelter renovation, conversion, or major rehabilitation.

Homeless Management Information System (HMIS):

The information system required by HUD to track data about homeless families and individuals in a community.

PROJECT APPLICATION SUBMISSION & TIMELINE

Applicants may select more than one activity on their application. Agency must ensure that the project budget sheet reflects each activity selected in the application.

Completed project applications and attachments (see Appendix A) must be uploaded and submitted electronically through Smartsheet using the following link:

<https://app.smartsheet.com/b/form/94348fd852da410daf0441332f31b393>

In the application, be sure to select **NC-511 Cumberland** for the CoC / LPA location.

CCCD serves as the Local Planning Area Lead Agency. Therefore, project applications must be RECEIVED electronically via the Smartsheet by **5 p.m., September 21, 2020** to be reviewed by the Grant Review Committee. **Do not submit the Project applications to the State office.**

A timeline of the application process is outlined below:

Local Deadline	Activity
September 21, 2020 (Mon) by 5:00 p.m.	Project applications must be received via the Smartsheet link.
September 22 (Tue) – October 2 (Fri), 2020	Grant Review Committee will review, score, and select project applications for submission to the State. Notices will be sent to all project applicants of the Grant Review Committee’s decision. Project applicants given opportunity to appeal.

October 5 (Mon) – October 16 (Fri), 2020	Final Regional and Project Applications will be reviewed for completion by CoC Lead Agency. CoC Lead Agency submits all components (CoC Regional Application and Project Applications) to the State.
October 16, 2020 (Fri) by 5:00 p.m.	Final Deadline for the State to receive the Regional / Project applications from the CoCs.
State's Estimated Deadline	Activity
October 19 – November 20, 2020	NC ESG State Application Review
November 23, 2020	Funding Decisions Announced by the State ESG Office
December 4, 2020	Agency's intent to appeal Due to the State
December 11, 2020	Appeals & Special Consideration Materials Due
January 4, 2021	Appeal Responses
January 4, 2021	Contracts Sent Out from the State ESG Office

APPLICATION SCORING, SELECTION AND APPEAL PROCESS

Project applications will be reviewed based on the following criteria:

1. Organizational Capacity and Stability
2. Staff Capacity
3. Connection to Community
4. Data Collection and HMIS Compliance
5. Program Design
6. Agency Experience in the Implementation of Similar Activities
7. Past Performance
8. Application completeness & accuracy

All complete, timely, and eligible applications will be reviewed by the Grant Review Committee, using a scoring rubric. The committee may consider the CoC's priorities and may make adjustments to budgets. The committee's rationale for any adjustments must be recorded. Project applications that are selected for submission are selected on a conditional basis. Selected applications will be submitted as a part of the Regional application to the NC State – Department of Health and Human Services ESG Program by October 16, 2020. Final approval of the consolidated application will be made by the NC State – Department of Health and Human Services ESG Program.

Project selections of accepted/rejected applications will be provided to applicants by written notice no later than 5:00 pm on October 2, 2020.

Applicants may appeal the Grant Review Committee's decision for project selection as follows:

1. Applicants may submit a written appeal (within 3 business days of receipt of the committee's notification of the decision) to the Collaborative Applicant (lead agency) and the Grant Review Committee.
2. The Grant Review Committee will convene with the team to review the appeal statement.
3. The Grant Review committee will make a decision and the Collaborative Applicant will proceed with filing the ESG application in accordance with this policy and the determination of the Grant Review Committee.

OTHER REQUIREMENTS

1. Selected applicant(s) are conditionally selected until final approval is made by the State. Selected applicant(s) approved by the State will contract directly with the State.
2. Contracts are expected to be sent out by the State by the first week of January 2021.
3. Facilities licensed by the Department of Health and Human Services are not eligible to apply.
4. Funds may be used only to assist persons meeting the HUD definition of homeless or at-risk of being homeless.
5. Selected applicant(s) must be a member of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness.
6. Selected applicant(s) will be required to participate and maintain records in the Homeless Management Information System (HMIS).
7. Domestic violence agencies are exempt from the HMIS participation but must meet separate reporting requirements that make their data available to the state for all State and Federal reporting and evaluations.
8. Selected applicant(s) will be required to participate in the community-wide, coordinated intake/assessment process.
9. Funding will be provided directly from the State to the selected applicant using a reimbursement method.
10. The selected applicant will be required to submit invoices for payment in accordance to the State's guidelines.
11. Selected applicants shall not have the right to assign or delegate any of their duties or obligations under the contract to any other party without written permission.
12. The Grant Review Committee reserves the right to refuse award in the event that none of the applicants demonstrate adequate assurance of their ability to successfully implement and maintain the program.

Project applications, guidelines, certifications, and submittal requirements can be obtained via:

- Telephone request at 910-323-6112;
- E-mail request at klewis2@co.cumberland.nc.us;
- CoC's website at www.fcccoc.org; and
- At the CCCD office located at 707 Executive Place, Fayetteville, NC 28305.

For more information about the application process, visit the website at www.fcccoc.org or the North Carolina Department of Health and Human Services website at <https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>.

HUD REQUIREMENTS

This document summarizes key components of the ESG Program. More information is available at HUD's website at: <https://www.hudexchange.info/programs/esg/esg-requirements/>

AMENDMENTS

In the event that the CoC or Local Planning Area lead agency determines, in its sole discretion, that it is necessary to revise any Part of this RFP, an addendum, supplement, or amendment to this RFP will be posted at www.fcccoc.org. It is the responsibility of the applicant to check the CoC website for any such addendums, supplements, or amendments made to the RFP.

APPENDIX A

Project Applicant's Required Documents Checklist

TAB	DOCUMENT	NONPROFIT PROJECT APPLICANT	UNIT OF LOCAL GOVERNMENT PROJECT APPLICANT
A	Signed, completed application (Word Document)	<input type="checkbox"/>	<input type="checkbox"/>
B	Project budget worksheet (Excel spreadsheet)	<input type="checkbox"/>	<input type="checkbox"/>
C	CAPER (January 1, 2020 – September 30, 2020) for Previously funded agency	<input type="checkbox"/>	<input type="checkbox"/>
D	Current year operating budget for the entire organization with revenues and expenditures, not just NC ESG funds.	<input type="checkbox"/>	-
E	CoC Participation and Coordination Agreement Form	<input type="checkbox"/>	<input type="checkbox"/>
F	Organizational chart for the entire organization, not just the NC ESG program	<input type="checkbox"/>	-
G	Board of Directors Information. List of names, email addresses, telephone numbers, occupations, with officers identified. Indicate board member with lived homeless experience.	<input type="checkbox"/>	-
H	The organization's audit for most recent closed fiscal year or a sworn financial statement if agency does not have an audit. A sworn financial statement template is included as an optional form if agency does not have one. Form 990 is not considered an audit.	<input type="checkbox"/>	-
I	ESG Program Operations Guidelines. See Appendix B for guidance.	<input type="checkbox"/>	<input type="checkbox"/>
J	HUD Corrective Action Plan (if any)	<input type="checkbox"/>	<input type="checkbox"/>
	NC ESG Corrective Action Plan (if any)	<input type="checkbox"/>	<input type="checkbox"/>
	City or County ESG Corrective Action Plan (if any)	<input type="checkbox"/>	<input type="checkbox"/>
K	NC DHHS Required Contract Certification Forms and Documents	<input type="checkbox"/>	<input type="checkbox"/>
	1. No Overdue Taxes Certification Form (nonprofit only)	<input type="checkbox"/>	-
	2. Annual IRS Tax Exemption Verification Form (nonprofit only)	<input type="checkbox"/>	-
	3. Annual Conflict of Interest Verification (nonprofit only)	<input type="checkbox"/>	-
	4. Conflict of Interest Policy (nonprofit only)	<input type="checkbox"/>	-
	5. Current Certificate of Insurance (nonprofit only)	<input type="checkbox"/>	-
	6. IRS Tax exemptions Letter (nonprofit only)	<input type="checkbox"/>	-
	7. W-9	<input type="checkbox"/>	<input type="checkbox"/>
L	Agency's financial policies	<input type="checkbox"/>	<input type="checkbox"/>
M	Shelter Services and Operations Projects Only – Submit Shelter Habitability Inspection Dated Earlier than September 2020	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX B

Operations & Written Standards Checklist

This operations manual is not the organization's personnel manual or employee handbook, these operations are program specific. Flyers or posters do not constitute an operations policy. The operations manual should include program specific rules and contract expectations as outlined in this manual and the following below:

- Program Rules, including:
 - Program design,
 - Type of assistance,
 - Assistance time limit,
 - Eligibility determination
 - Population served
 - Termination of assistance grievance policy
- Program Intake form(s) with all HUD Universal Data Elements and basic demographic information collected.
- Fair Housing Policy must include NC Fair Housing Act Standards language.
- Anti-discriminatory policy must ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected.
- Appeals, grievance, termination policies clearly defined with who, how and when the appeal must be filed.
- Policies reflect the Housing First model. The Housing First model is the most effective approach to ending homelessness. Housing First offers individuals and families experiencing homelessness immediate access to permanent affordable or supportive housing. This model of housing assistance prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).
- Low-Barrier policies where a minimum number of expectations are placed on people who wish to live there and a minimum number of reasons to terminate from the program.
- Habitability Standards. Subrecipients are required to conduct a habitability standards inspection on any unit that a participant will be receiving ANY ESG financial assistance such as any rental assistance, security deposit, last month's deposit, utility deposit, moving costs. Subrecipients must certify that the unit has passed habitability standards before any ESG funds may be released. In addition, an annual habitability standards inspection must be conducted for any unit in which ESG funds are being used.
- Confidentiality. The subrecipient must have written procedures to ensure all records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential.
- Terminating Assistance. Per 24 CFR 576.402, if a program participant violates program requirements, their ESG benefits may be terminated in accordance with a formal process

established by the sub-Subrecipient that recognizes the rights of the individuals affected and allows for due process. The Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a participant's assistance is terminated only in the most severe cases. Termination does not bar the sub-Subrecipient from providing further assistance at a later date to the same family or individual. To terminate rental assistance or housing relocation and stabilization services, the Subrecipient's formal process must include at minimum:

- Written notice to the program participant containing a clear statement of the reason(s) for termination;
- A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Prompt written notice of the final decision to the participant.

Written Standards Checklist

The U.S. Department of Housing and Urban Development requires subrecipients to develop and implement Written Standards for programs provided through the Emergency Solutions Grant Program.

ALL PROGRAMS

- Standards include the area of service where assistance shall be offered.
- Standards include all type(s) of assistance that will be offered through the ESG program.
- Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility of assistance under the ESG program. (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participant's acceptance of service)
- Standards include procedures describing the coordination (coordinated entry) emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
- Standards include a list of available programs that program participants will be referred, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc. if available to program participants in the agency's area of service.
- Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- Standards describe the program participant's formal grievance process. Included shall be the right for the participant to contact the agency's Director, the Housing Division or HUD.
- Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS (or comparable database if a DV shelter), the timeframe for data to be entered, and the process for ensuring confidentiality of client records.
- Standards include steps used to ensure clients receiving ESG assistance are provided all applicable HMIS releases, forms, client complaint process, etc. as required by HMIS regulations.

STREET OUTREACH/ EMERGENCY SHELTER-OPERATIONS/EMERGENCY SHELTERESSENTIAL SERVICES

- ❑ Standards include a summary of how agency staff will target and provide services related to street outreach.
- ❑ Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of Domestic Violence / Victim Service Provider, sexual assault, etc.
- ❑ Standards include steps for admission, diversion, referral and discharge by emergency shelters assisted under ESG for individuals and families who have the highest barriers to housing and are likely to be homeless the longest.
- ❑ Standards include assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter.

HOMELESS PREVENTION AND RAPID RE-HOUSING

- ❑ Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2.
- ❑ Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance.
- ❑ Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance.
- ❑ Standards include process for evaluating and documenting income eligibility since program participant's income must be below 30% of area median income as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income.
- ❑ Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service.
- ❑ Standards include how agency staff will document FMR and rent reasonableness standards, lead based paint inspections, and housing inspections. Included shall be procedures to verify and document the age of the units built before 1978 may contain lead-based paint.
- ❑ Standards include steps for determining how long a program participants will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable.
- ❑ Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance.
- ❑ Standards that includes the requirements of program participants to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency's plan to assist

the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations such as the program participant's current or expected income and expenses, other public or private assistance for which the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note DV shelters must follow the requirements of the Violence Against Women Act or the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participants acceptance of service.)

- ❑ Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This reevaluation process shall be conducted not less than once every 3 months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participants still lacks the resources and support networks necessary to retain housing.
- ❑ Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, support circumstances that would affect the program participant's need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant's eligibility and amount and types of assistance the program participant needs.
- ❑ If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes: 1) Written notice to the program participant containing a clear statement of the reasons for termination; 2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and 3) prompt written notice of the final decision to the program participant. *Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved.*

APPENDIX C

DEFINITIONS

Administration -The federally approved planning and grant execution of ESG activities:

- General management, oversight, and coordination
- Training on ESG requirements
- Consolidated Plan

Activities -Actions by sub-recipients using ESG dollars or match dollars to serve persons who are homeless or at risk of becoming homeless. ESG funds and match funds can only be used for activities deemed eligible by the State and HUD. Activities that are ineligible for ESG funds must be paid with other non-ESG sources.

Area Median Income (AMI) – The income amount of the household for whom half of the community has more income and half of the community has less income. This figure is calculated by HUD annually and used to qualify families and individuals for a variety of HUD programs. The income amounts vary across the nation by Metropolitan Statistical Area (MSA) and county, if the county is not part of an MSA. Information on a community's AMI can be found at: <https://www.huduser.gov/portal/datasets/il.html>

Continuum of Care (CoC) – The individual, specific geographic area, designated by HUD, within North Carolina. The CoC is responsible for applying, on behalf of the community, for competitive federal homeless funds. (For purposes of the NC ESG program, LPA and CoC acronyms can be used interchangeably).

Eligible Program Participants -Agencies funded by the NC ESG program are restricted to using NC ESG funds and any matching funds to provide services to HUD eligible program participants.

Eligible Regional Applicants – LPA / Continuum of Care lead agencies, or Balance of State (BoS) Continuum of Care approved regional committee lead agencies, that meet criteria outlined in this RFA.

Eligible Recipients and Sub-recipients -Local governments and nonprofits that meet criteria outlined in this RFA. Public Housing Authorities are not eligible recipients or sub-recipients.

Emergency Response Activities -Street outreach and emergency shelter activities.

Emergency Shelter – The primary purpose is to provide temporary shelter for homeless people. For the purposes of this grant the goal of emergency shelter must be to move people into housing directly from streets and shelters without preconditions of treatment, acceptance or compliance.

ESG Match -The dollar for dollar match required by the ESG grant. This match may be achieved through other non-ESG funds (cash), in-kind services, or a combination of the two. Match dollars must be spent on eligible ESG activities. (not applicable in 2020-2021)

Fiscal Sponsor -A unit of local government or 501(c)3 non-profit chosen by the region and approved by the State that will perform, but not be limited to the following tasks on behalf of the LPA:

- contract with the State
- sub-contract with any other agencies receiving funds within its region reimburse agencies submit reimbursement requests to the State act as the central point of contact for all reporting requirements

required to monitor sub-recipients.

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

Grantee-The State of North Carolina, which receives ESG funds from HUD through the North Carolina Department of Commerce.

Homeless Management Information System (HMIS) -The information system required by HUD to track data about homeless households and the agencies that serve them. Domestic Violence programs are prohibited by federal law from entering their data in a HMIS utilized by Homeless Service Providers.

HMIS Comparable Database-An information management system that contains the same client and program data elements that are contained in the statewide HMIS. Federal law requires that Domestic Violence agencies use Systems Comparable to HMIS rather than the HMIS used by other homeless agencies. **Please note that all domestic violence providers funded by the FY 2020-2021 NC ESG Program must have a comparable database that produces electronic reports including the Consolidated Annual Performance Report (CAPER) formatted to download in SAGE.**

Housing First-A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

Housing Stability Activities -Rapid Rehousing and Targeted Homelessness Prevention activities, which include flexible financial assistance and housing stability activities.

Local Planning Area (LPA) -The voluntary group of homeless stakeholders within a set geographic boundary organized to plan for and provide a system of strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Local Planning Area (LPA) Lead Agency – The voluntary group of homeless stakeholders within a set geographic boundary organized to plan for and provide a system of strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

- For CoCs that are not the Balance of State (BoS), the LPA is the same as the CoC. For the BoS CoC, the LPA is the Regional Committee. There are thirteen Regional Committees in the BoS CoC, therefore there are thirteen LPAs under the BoS CoC.
- LPAs are responsible for their region. They communicate goals and priorities, share information, “vet” fiscal sponsors and project applicants – ensure cohesiveness of “region.”

Overhead Costs -For the purpose of this program overhead costs directly related to carrying out eligible services and operating activities (street outreach, HMIS, and housing stabilization) are considered program costs, not administration costs, subject to cost principles in OMB Circulars A-87 (2 CFR 225) and A-122 (2 CFR 230). These costs are not subject to the administrative cap, however are limited to 15% of a sub-recipient’s total grant award.

Program Participant – Eligible families and individuals served by the ESG-funded programs.

Rapid Rehousing– A program designed to assist homeless households to obtain and maintain permanent housing

through the provision of housing relocation, stabilization services, and rental assistance. Assistance is tailored to household needs and focuses on moving the household as quickly as possible into permanent housing and supporting housing stability.

Shelter Operations -Maintenance, rent, security, fuel, equipment, insurance, utilities as well as purchase of food, furnishings, and supplies necessary for the day to day operation of an emergency shelter. For the purpose of this grant maintenance, equipment, furnishings and supplies are items valued less than \$500 per item.

Street Outreach -Essential services necessary to engage unsheltered homeless people, connecting them with emergency shelter, housing, and/or critical services.

Sub-Recipient – An eligible entity that the State contracts with to carry out eligible ESG activities.

Targeted Homeless Prevention – Prevention programs that are designed to prevent homelessness among households that are the most likely to become homeless. Prevention programs are expected to screen for households at greatest risk of homelessness versus households at risk of losing their current housing.

Un-awarded Funds -ESG dollars that are not requested by or awarded to LPAs are redistributed to other ESG-eligible organizations.