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FAYETTEVILLE / CUMBERLAND COUNTY CONTINUUM OF CARE ON HOMELESSNESS

2020 Emergency Solutions Grant COVID – 19 (ESG-CV2)

REQUEST FOR APPLICATIONS (RFA)

Total Funding Available: \$1,324,147

Crisis Response (Street outreach/Emergency Shelter) Activities
Housing Stability (Rapid Rehousing / Homelessness Prevention) Activities
Homeless Management Information System
Administration

Project Applications Due Date:

Monday, January 4, 2021 by 5:00 p.m.

NC-511 RFA Released: December 11, 2020
Updated: December 23, 2020

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

EMERGENCY SOLUTIONS GRANT COVID-19 GRANT COMPETITION PROCESS

INTRODUCTION

In response to the coronavirus pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) is providing a supplemental allocation of Emergency Solutions Grant (ESG) funds as authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136. The supplemental ESG funds are to be used to prevent, prepare for, and respond to the COVID-19 pandemic among individuals and families who are experiencing homelessness or receiving homeless assistance. The ESG funds are administered through the North Carolina Department of Health and Human Services (NCDHHS). Cumberland County Community Development (CCCD), on behalf of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness, is soliciting applications through the ESG Program. 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. The **project/activity must be tied to COVID-19**. In addition, the selected project applicant(s) must also be fully operational and able to begin incurring costs by January 1, 2021 or at the start of the contract period.

FUNDING AVAILABILITY

The total amount available for Fayetteville / Cumberland County (NC-511) is **\$1,324,147**.

GRANT TERM

The effective date for ESG-CV2 funds will begin January 1, 2021 or at the start of the contract period. Funds must be expended by June 30, 2022 (with the exception of shelter funds, which will end January 31, 2022).

MATCHING FUNDS

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 local units of government.

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. For the ESG-CV2 funding, **Activities must also be tied to COVID-19.**

Applicants may apply for more than one activity but will have to submit a separate project application for each activity.

Housing Stability Activities:

1. Rapid Re-Housing (NC ESG Priority for Housing Stability 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, rent assistance, rent arrears, security and utility deposits, utility assistance, utility arrears, moving costs, pet deposits, hotel/motel, and landlord incentives (limited to 3X monthly rent – can include signing bonus, additional security deposit, repair damage, cleaning or maintenance of unit)
- Services: housing search and placement, housing stability case management, mediation, tenant legal services, credit repair, information and referral, hazard pay, volunteer incentives, training on infectious disease prevention and mitigation, and salary and/or fringe benefits.

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. This activity will provide short-and and/or medium-term rental assistance as necessary to prevent the household from becoming homeless. Annual income of the household must not exceed 30 percent of the median family income limit established by HUD and the assistance must be necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. The program must focus on a specific population or geographic area. Eligible costs include:

- Financial assistance: rental application fees, rent assistance, rent arrears, security and utility deposits, utility assistance, utility arrears, moving costs, pet deposits, hotel/motel, and landlord incentives (limited to 3x monthly rent – can include signing bonus, additional security deposit, repair damages, cleaning or maintenance of unit);
- Services: housing search and placement, housing stability case management, mediation, tenant legal services, credit repair, information and referral, hazard pay, volunteer incentives, training on infectious disease prevention and mitigation, and salary and/or fringe benefits.

Crisis 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 - physical needs (hand sanitizer, soap, tissue packets, masks), engagement - equipping staff (masks, disposable gloves, hand sanitizer, other PPE), handwashing stations and portable bathrooms, case management, case management – referrals (coordinating medical care), emergency health services, mental health services, transportation (train or bus tokens, taxi or rideshare for program participant to travel to and from medical care), services for special populations, hazard pay, salary and/or fringe benefits, training on infectious disease prevention and mitigation, and volunteer incentives.
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, information and referral, childcare, credit repair, education services, employment assistance and job training, outpatient health/mental health services, legal skills, life skills training, transportation, services for special populations, hazard pay, training for infectious disease prevention and mitigation, volunteer incentives, and salary and/or fringe benefits.
 - shelter operations, including minor or routine maintenance, rent, shelter security, fuel, insurance, utilities, food for shelter residents, furnishings/equipment, supplies, transportation (train or bus tokens, taxi or rideshare for program participant to travel to and from medical care, renovation, and hotel/motel. For the purpose of this grant, maintenance, equipment, furnishings, and supplies are items valued less than \$500 per item.

Administration Costs:

Fiscal sponsors and Local Governments can request up to 10% of total award. All other applicants can request up to 5% of total award.

Homeless Management Information System (HMIS):

HUD requires (24 CFR 575.500(n)) sub grantees to use HMIS to track data about homeless families and individuals in a community. Failure to do so may result in suspension of funding or payback of ESG funds. Agencies who serve primarily victims of domestic violence (DV) are exempt from participating in the local HMIS system. However, agencies serving DV population are still required to use a comparable database that produces electronic reports to include the Consolidated Annual Performance and Evaluation Report (CAPER) as well as other reports mandated by the State and Federal ESG programs. Currently, the local HMIS system is paid for by the City of Fayetteville and Cumberland County. Therefore, selected applicants (other than Agencies serving DV) will not have to pay for any licenses to use the local HMIS system managed by the Michigan Coalition Against Homelessness.

PROJECT APPLICATION SUBMISSION & TIMELINE

Applicants may submit applications for more than one project activity. There must be an application submitted for each project activity.

Agencies/Applicants Not Previously Funded with ESG-CV

If an agency/applicant did NOT receive ESG-CV funding previously, the agency/applicant must submit a full “Project Application,” “Project Budget,” and other required forms.

Agencies/Applicants Currently Receiving ESG-CV (Round 1) funding

If an agency received ESG-CV funding previously, the agency only needs to upload the Additional Funding Request and Project Budget with their submission. There are only two agencies currently receiving this funding in the Cumberland County area.

NOTE: Agencies may apply for different funding categories than they were awarded for in ESG-CV 1 using the “Additional Funding Request” form. They do not need to submit a full Project Application. For example, an agency that applied only for Rapid Re-Housing funds in their first application may apply for both Rapid Re-Housing and Homelessness Prevention funds in the second application without filling out a full Project Application.

Submission Requirements

All eligible applicants applying for any activity must submit their Project Applications or Additional Funding Requests to their CoC at the timeline defined by their CoC. This includes agencies under the Back@Home Program. In this funding cycle, all applications will be reviewed by the CoC. If an applicant crosses CoC lines and would like assistance in their budget, please contact the State ESG Office for assistance.

Completed project applications, budget sheets, and attachments (see Appendix A) must be uploaded and submitted through the Smartsheet application system. Please follow these steps when completing and submitting the project application:

1. Access project applications/additional funding request forms, budget sheets, certifications, and submittal requirements either via:
 - CoC’s website at <https://fccoc.org/2020-esg-cv2-request-for-applications/>;
 - Telephone request at 910-323-6112; and
 - E-mail request at dnewton@co.cumberland.nc.us.
2. Complete and sign project application(s), certifications, and other attachments and upload and submit documents through the [SmartSheet](#) application system.

Link to SmartSheet: [ESG-CV 2 Project Application \(smartsheet.com\)](#)

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

All project applications must include items identified in Appendix A:

- Project Application
- Budget sheet

- Required certifications and other attachments

Application Timeline:

Local Deadline	Activity
Monday, January 4, 2021 by 5:00 p.m.	Completed project applications, budget sheet, certifications, and attachments for Housing Stability and Crisis Response Activities must be uploaded and submitted through Smartsheet .
Between January 4 – 21, 2021	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 are given opportunity to appeal.
Between January 11 – 22, 2021	Regional and Project Applications will be reviewed by CoC Lead Agency and submitted to the State electronically through Smartsheet.
State’s Deadline	Activity
January 22, 2021 by 5:00 p.m.	Final Deadline for the State to receive the Regional Application and all Project Applications from the CoCs.
January 29, 2021 by 5:00 p.m.	Agency’s intent to appeal Due to the State
February 3, 2021	Funding Decisions Announced by the State ESG Office

APPLICATION SCORING, SELECTION AND APPEAL PROCESS

Project applications will be reviewed based on the following criteria:

1. Community Need and Program Design (**be sure to explain how it ties to COVID-19**)
2. Organizational and Financial Capacity
3. Experience Implementing Similar Activities
4. Community Collaboration
 - a. Coordination of housing and services with other agencies
 - b. Partnerships
 - c. Leveraging additional funding
5. Adherence to Local and Federal Policies
6. Data Collection and HMIS Compliance
7. Project Budget Cost / Justification
8. Application completeness & accuracy
9. CoC’s Priorities

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. Final approval of the consolidated application will be made by the NCDHHS ESG Program. The local CoC and Grant Review Committee will be able to see all project applications submitted through the Smartsheet.

Notifications will be sent via email to all applicants of the Grant Review Committee's decision. 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 Chair.
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.

Any organization may appeal an RFA funding reduction or denial of funding decision to the NC ESG Office. Appeals must be filed on or before **5:00 PM Friday, January 29, 2021**. The appeal must specifically address the items outlined in the NC ESG Award Notification Letter. The NC ESG Office will respond to within thirty (30) days from receipt of the appeal.

The appeal must be in writing on the organization's letter head, signed by the contract signing authority and addressed to Mr. Joseph Breen:

Mr. Joseph M. Breen, MS
Section Chief
Division of Aging and Adult Services, Planning, ESG and Service Support Section
NC Department of Health and Human Services
693 Palmer Drive-Taylor Building
2101 Mail Service Center
Raleigh, NC 27699-2101

If the applicant organization is not satisfied with the outcome of its appeal further steps in the appeal process will be provided to the applicant in writing.

OTHER REQUIREMENTS

1. Selected applicant(s) for Housing Stability and Crisis Response activities 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. Facilities licensed by the Department of Health and Human Services are not eligible to apply.
3. Funds may be used only to assist persons meeting the HUD definition of homeless or at-risk of being homeless.
4. Selected applicant(s) must be a member of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness.

5. Selected applicant(s) will be required to participate and maintain records in the Homeless Management Information System (HMIS). 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.
6. Selected applicant(s) will be required to participate in the CoC's community-wide, coordinated intake/assessment process.
7. Funding will be provided directly from the State to the selected applicant using a reimbursement method.
8. The selected applicant will be required to submit invoices for payment in accordance with the State's guidelines.
9. The selected applicant must follow all additional Conflict of Interest Policies as described in Title 24 § 576.404.
10. 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.
11. The CoC's 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.

Additional CARES Act Changes

ESG-CV Act funding eliminates requirements for matching funds, local planning, procurement standards, and the cap on Emergency Shelter funding. It also expands Homelessness Prevention eligibility to those below 50% AMI. CARES funding eliminates habitability and environmental review standards for temporary emergency shelters.

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

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 RFA, an addendum, supplement, or amendment to this RFA will be posted at www.fcccoc.org. It is the responsibility of the applicant to check the website for any such addendums, supplements, or amendments made to the RFA.

APPENDIX A

Project Applicant's Required Documents Checklist

TAB	DOCUMENT	NONPROFIT PROJECT APPLICANT	UNIT OF LOCAL GOVERNMENT PROJECT APPLICANT
A	Signed, completed application	<input type="checkbox"/>	<input type="checkbox"/>
B	Project budget worksheet (Excel spreadsheet)	<input type="checkbox"/>	<input type="checkbox"/>
C	NC DHHS Required Contract Certification Forms and Documents in the order below:		
	No Overdue Taxes Certification Form	<input type="checkbox"/>	-
	Annual IRS Tax Exemption Verification Form	<input type="checkbox"/>	-
	Annual Conflict of Interest Verification	<input type="checkbox"/>	-
	Conflict of Interest Policy	<input type="checkbox"/>	-
	Current Certificate of Insurance	<input type="checkbox"/>	-
	IRS Tax exemptions Letter	<input type="checkbox"/>	-
	Substitute W-9	<input type="checkbox"/>	<input type="checkbox"/>

The items listed above must be completed and uploaded in [Smartsheet](#)

Link: <https://app.smartsheet.com/b/form/a859238c9c174a0abeab33f847d097cf>

APPENDIX B

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 midpoint of a region's income distribution – half of families in a region earn more than the median and half earn less than the median Information on a community's AMI can be found at: <https://www.huduser.gov/portal/datasets/il.html>

Back@Home: Back@Home is a best practice model that provides infrastructure and support to agencies statewide. The model is aimed to support agencies that have both significant experience and expertise in Housing Stability activities and those that have limited experience and require additional support – and all agencies in between. To do this, the Back@Home model, offers: (1) Capacity & Support; (2) Efficiencies through Shared Infrastructure; (3) Additional Access; and (4) Data Systems to Show Collective Impact and Progress Toward Shared Goals.

Continuum of Care (CoC) – The regional or local planning body that coordinates housing and services funding for homeless families and individuals in the specific geographic area, designated by HUD, within North Carolina. The CoC is responsible for applying, on behalf of the community for ESG funds.

Crisis Response Activities - Street outreach and emergency shelter activities.

Emergency Shelter – Any facility, the primary purpose of which is to provide a temporary shelter for those experiencing homelessness, which does not require occupants to sign leases or occupancy agreements.

ESG Entitlement Communities - Communities that receive ESG funds directly from HUD. In North Carolina, there are 6 ESG entitlement communities for Federal FY19 funds: Charlotte, Durham, Greensboro, Raleigh, Wake, and Winston-Salem.

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 CoC:

- 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
- **CoCs are not required to have a fiscal sponsor and no additional points or funds will be provided to CoCs 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.

HMIS Comparable Database- An information management system that contains the same client and program data elements that are contained in the 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 ESG-CV Program must have a comparable database that produces electronic reports including the Consolidated Annual Performance Report (CAPER).**

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 Homelessness Prevention activities,

Local Planning Area (LPA) – .There are 24 Local Planning Areas in North Carolina. All CoCs except for the NC Balance of State CoC are Local Planning Areas. The NC Balance of State CoC has 13 Local Planning Areas, also referred to as regions.

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.

HUD Homeless Definitions

The following chart summarizes the homeless definitions; the complete homeless definitions can be found at 24 CFR 576.2.

<p>Literally Homeless (Category 1)</p>	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence:</p> <ul style="list-style-type: none"> ▪ Has a primary nighttime residence that is a public or private place not meant for human habitation; ▪ Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, hotels/motels paid for by charitable organizations or federal, state, and local government programs; or ▪ Is exiting an institution where (s)he has 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
<p>Imminent Risk of Homelessness (Category 2)</p>	<p>Individual or family who will imminently lose their primary residence, provided that:</p> <ul style="list-style-type: none"> ▪ Residence will be lost within 14 days of the date of application for homeless assistance; ▪ No subsequent residence has been identified; and ▪ Lacks resources or support networks needed to obtain other permanent housing
<p>Homeless Under Other Federal Statutes (Category 3)</p>	<p>Unaccompanied youth under age 25, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> ▪ Are defined as homeless under other listed federal statutes; ▪ Have not had a lease, ownership, or occupancy agreement in permanent housing during the 60 days prior to the date of homeless assistance application; ▪ Have moved two or more times in the preceding 60 days; and ▪ Can be expected to continue in such status for an extended period of time due to special needs or barriers
<p>Fleeing/Attempting to Flee Domestic Violence (Category 4)</p>	<p>Individual or family who:</p> <ul style="list-style-type: none"> ▪ Is fleeing/attempting to flee Domestic Violence / Victim Service Provider; ▪ Has no other residence; and ▪ Lacks resources or support networks needed to obtain other permanent housing

APPENDIX C

ADDITIONAL REFERENCES

North Carolina Department of Health and Human Services

[NC DHHS: Aging and Adult Services Grant Opportunities](#)

2020 ESG-CV RFA Webinar

It will ask you to “register”, and then you will be able to view the recording.

<https://attendee.gotowebinar.com/register/6001577978916046864>

Fayetteville / Cumberland County Continuum of Care on Homelessness

<https://fccoc.org/>