

CITY OF OMAHA

EMERGENCY SOLUTIONS GRANT PROGRAM

Request for Proposals

This request for proposals (RFP) is for funding from the 2019 Emergency Solutions Grant. 2019 funding for ESG has not been allocated by Congress yet, but is expected to be for a similar amount as previous years. The City's ESG allocation for 2018 was \$390,026. The City retained 7.5% for admin leaving \$360,774 available for programs.

When applying, applicants should be aware of the following: 1) there is a limit on what may be allocated for "Homeless Assistance" activities (see below); 2) HUD is strongly emphasizing their preference for the funding of Rapid Re-Housing; 3) the City is committed to allocating 60% of available program dollars to emergency shelters for operations (this is the limit that may be allocated to shelters); and 4) the City will consult with MACCH concerning its allocations but, as in the past, will retain the right to determine the allocations.

Also, the City prefers to fund not more than seven proposals given the administrative burden involved in administering the ESG program. Rapid Re-Housing, HMIS, Prevention, and Shelter Operations are eligible activities. **In the past, the City has funded Prevention programs; however this will not be a priority of the 2019-2023 Consolidated Plan activities. Applications for Prevention programs will not be considered in an effort to make a somewhat more concentrated impact with these limited funds.**

Eligible Applicants

Proposals will be accepted from nonprofit organizations (typically having a 501(c) (3) designation) that provide shelter and/or services to homeless and/or near homeless persons.

A separate and complete application plus one complete copy must be submitted for each program for which funding is requested. The application form is designed to reflect information at the program level. A single facility may house multiple programs for which separate application proposals are required. Conversely, a single program may operate in multiple locations, including facilities not operated by the applicant organization, for which only a single application is required.

Please Note: A completed application and one complete copy of the application are to be submitted to the City of Omaha Planning Department no later than **4:00 p.m. on Wednesday, March 20, 2019.**

Allowable Activities

ESG eligible activities include the following but please note concerning homeless assistance activities (street outreach and emergency shelter) that the city is committed to funding shelter operations – see above paragraph.)

I. Street Outreach: 1) Engagement; 2) Case Management; 3) Emergency Health Services; 4) Emergency Mental Health Services; 5) Transportation; 6) Special Populations Services (domestic violence, youth, HIV/AIDS). Services must be provided for entire ESG time period.

II. Emergency Shelter: 1) Essential Services (case management, child care (for children under 13; if disabled, under 18), education services, employment assistance and job training, outpatient health

service, legal services, life skills training, mental health services, substance abuse treatment services, transportation, special populations services (domestic violence, youth, HIV/AIDS);); 2) Renovation; **3) Shelter Operations.** (Note: The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under 18.)

Important: Street Outreach and Emergency Shelter activities are considered "homeless assistance" activities.

III. Homelessness Prevention: Housing relocation and stabilization services and short and medium term rental assistance as needed to help those who meet "at risk of homelessness" definition.

Definition: "at risk of homelessness" 1) an individual or family...income below 30% of AMI...lacks sufficient resources to prevent homelessness...meets one of following conditions: a) has moved because of economic reasons two or more times during past 60 days, b) is living in the home of another for economic reasons, c) has been notified in writing that they are being evicted, d) lives in a hotel/motel not paid for by other source, e) lives in SRO or efficiency unit with more than two persons (or in overcrowding conditions), f) is exiting a publicly funded institution, g) lives in housing associated with instability and an increased risk of homelessness; 2) a child or youth who qualifies as homeless under the Runaway and Homeless Youth Act; 3) a child or youth who qualifies as homeless under McKinney-Vento Homeless Assistance Act and his/her parent or guardian if living with that child or youth.

IV. Rapid Re-Housing: Housing relocation and stabilization services and short and medium term rental assistance as needed to help a homeless individual or family move to permanent housing and achieve stability in that housing.

Both the Homelessness Prevention Component and the Rapid Re-Housing Component use the following two subcomponents:

NOTE: Participants must meet with case manager once a month during period of assistance.

Housing relocation and stabilization services: Financial assistance costs for a) rental application fees, b) security deposits (equal to no more than two months rent), c) last month's rent, d) utility deposits, e) utility payments (up to 24 months per service – gas, water, electric and sewage), f) moving costs (including temporary storage up to 3 months), g) services costs, i.e., housing search and placement, housing stability case management, h) mediation, i) legal services, j) credit repair.

Short-term and medium-term rental assistance: 1) Short term rental assistance (up to three months), 2) medium-term rental assistance (not more than 24 months during any 3-year period), 3) payment of rental arrears up to 6 months, including late fees. Rent must be FMR or less and comply with rent reasonableness standards. Must have lease between owner and program participant. Tbra or pbra are both possibilities, each with specific regulations. Minimum "Habitability Standards" must be met in all units.

V. HMIS: Eligible costs include 1) Purchasing or leasing hardware, software or licenses; purchasing or leasing equipment; obtaining technical support; leasing office space; paying charges for utilities and high-speed data transmission; paying salaries for operating HMIS; paying costs of staff to travel to and attend HUD-sponsored/approved HMIS training programs; paying travel costs to conduct intake;

paying participation fees charged by HMIS Lead; 2) If HMIS lead agency, then hosting and maintaining HMIS software or data; backing up, recovering or repairing HMIS software or data; upgrading, customizing and enhancing HMIS; integrating and warehousing data; administrating system; reporting to providers, CoC and HUD; conducting training or using system; 3) If victim services provider, then payment to establish/operate comparable database is eligible.

Available Funding for Homeless Assistance Activities

“Under 24 CFR 576.100(b) of the Interim Rule, the total amount of each recipient’s fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of 1) 60 percent of the recipients fiscal year grant; or 2) the amount of FY 2010 grant funds committed for homeless assistance activities.”

Following the above rule, the amount of 2018 ESG dollars available for homeless assistance activities—and thus, shelter operations—is \$234,016 (the 2010 homeless assistance allocation was \$204,424, less than 60% of the 2018 allocation).

It’s important to note that this is the ceiling, the maximum amount that may be spent on homeless assistance activities.

Matching Requirement

Slightly more than a 1 to 1 match of applicant resources to the requested amount is required. Matching funds must be dedicated to the program for which grant funds are requested. The source(s) of matching funds must be specifically identified and can include 1) cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary (other than that paid by the award) paid to staff to carry out the program of the recipient; and 5) the value of the time and services contributed by volunteers to carry out the program of the recipient at the rate paid for similar work within the organization (or if such work is not paid for within the organization, then by other organizations in the same labor market).

Matching resources must equal the amount of the award (1 to 1) plus a proportionate amount to cover the City’s admin dollars. If a given program were to be awarded one sixth of the available ESG dollars then that agency would have to match that amount plus one sixth of the City’s admin allocation. The exact amount of each program’s match requirement is calculated at the time of the awarding of ESG dollars.

Performance Indicators

HUD has identified performance indicators for each of the eligible activity areas. Attached to this document are the performance indicators currently required by HUD. Programs awarded ESG funding are required to submit monthly reports to the City using these indicators. The HMIS is capable of generating this report: ESG CAPER Subrecipient Report.

However, in addition to these performance indicators ESG applicants/subrecipients must agree to allow the City access to HMIS performance data. Typically, this will include (as applicable to Emergency Shelters, Rapid Re-Housing, and other funded programs): “nights of shelter”, “number of unique individuals/households served”, “mean nights of shelter”, “number moved to TH”, “number moved to PSH”, “number moved to PH”, and “of those moved to TH, PSH, PH, the number and percent that returned to the shelter system”. Access to PIT data is also required. This information will be used to assess program performance and could factor into the determination of allocations.

Compliance with City Building Codes and Design Standards

Programs funded with ESG dollars must be in compliance with HUD facility standards and with City housing codes, as well.

Compliance with applicable codes is also required for any renovation project funded by this program. Design specifications must be approved by the appropriate review body, and all permit requirements are the responsibility of the applicant.

Handicap Accessibility

The renovation of buildings shall insure, whenever required by applicable law, that physically handicapped persons will have access to, and use of, buildings and programs in accordance with the Uniform Federal Accessibility requirements.

Terms of the Grant

Acceptance and use of ESG funds is contingent upon the terms of a grant agreement between the applicant and the City of Omaha. That agreement establishes each party's responsibilities, the dollar amount of grant funds and the required match, eligible use of funds, and performance requirements.

Any facility for which ESG funds are used for operating expenses must be maintained as a homeless shelter for the term of the agreement (12 months). A substitute site may be used so long as the same general population is served.

Any building that is renovated using ESG funds must be maintained as a homeless shelter for not less than a three-year period. This period begins immediately upon completion of the renovation. If the grant is used for major rehabilitation (over 75% of the value of building) or conversion of the building for use as a shelter, the building must be maintained as a shelter for not less than a ten-year period. Use of funds for such activities is subject to the terms of the grant agreement between the City and the applicant. The agreement may result in a lien, mortgage, covenant or other security interest in the property for a specified term.

All applicable state, local and federal laws, statutes, and ordinances will be enforced.

Continuum of Care

Acceptance of ESG funds requires participation in the Metro Area Continuum of Care for the Homeless (MACCH). Participation includes attendance by a program representative at monthly MACCH General Membership meetings, participation in the MACCH data collection system, i.e., HMIS (ServicePoint) and in MACCH's Listserve, accurate inclusion in MACCH Directories, payment of MACCH membership dues, and finally, participation in the development of a strategy for reducing and ending homelessness.

Concerning this last item (the strategy for reducing and ending homelessness), the following is provided in order to clarify the four parts that must be included in such a strategy and thus, the creative problem-solving that will be required of those participating in strategy development.

- (1) The strategy, methods and resources the CoC will utilize to reach out to homeless persons (especially unsheltered persons) and assess their individual needs;
- (2) The strategy, methods and resources the CoC will utilize in order to address the emergency shelter and transitional housing needs of homeless persons;

(3) The strategy, methods and resources the CoC will utilize to help homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again; and

(4) The strategy, methods and resources the CoC will utilize to help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are: (i) Likely to become homeless after being discharged from publicly funded institutions and systems of care into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) or (ii) Receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

Other Key Requirements

Evaluation of Program Participant Eligibility and Needs: Subrecipients are required to conduct an initial evaluation of client needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the assessment system established in the CoC (if there is one).

Clients receiving homelessness prevention assistance must be re-evaluated not less than every 3 months and clients receiving rapid re-housing assistance must be re-evaluated not less than once annually. Re-evaluation of eligibility must establish that the participant—whether a prevention or a rapid re-housing participant—does not have an annual income that exceeds 30 percent of median family income for the area and also lacks sufficient resources and support networks to retain housing without ESG assistance.

ESG recipients must assist program participants to obtain appropriate supportive services (permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living) and other federal, state, local and private assistance useful in obtaining housing stability.

Homelessness prevention and rapid re-housing case managers must meet with program participants not less than once per month and work with them to develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends.

Homeless Participation: To the maximum extent practicable, the subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

Faith-based Activities: Organizations that are directly funded under the ESG program may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

Faith-based organizations may use space in their facilities to provide ESG-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious

terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

Other Federal Requirements: Affirmative Outreach – subrecipients must make known that use of their facilities, assistance, and services are available to all on a nondiscriminatory basis (race, color, religion, sex, age, national origin, familial status or disability). **Environmental Review** – Projects funded under ESG are subject to environmental review. Davis-Bacon – Davis-Bacon Act does not apply to ESG-funded activities.

Recordkeeping and Reporting Requirements: Subrecipients must develop policies and procedures in writing to ensure that ESG funds are used properly. Records must be established and maintained to enable the recipient (the City) and HUD to determine whether ESG requirements are being met.

For homelessness prevention and rapid re-housing participants, documentation must be maintained that documents program eligibility (and continued eligibility), services and assistance received, participant income, rental agreements and payments, utility allowance, housing standards, etc.

For individuals and families determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination.

Records must be kept for a period of five years after expenditure of ESG funds.

(NOTE: The City, as recipient of ESG funds, will require subrecipients to document a variety of issues related to the proper use of ESG funds, i.e., matching funds, backup documentation for reimbursement requests, statistics on populations served, etc.)

Enforcement: HUD will review the City's ESG performance on an annual basis. These reviews can include the records and performance of subrecipients. The City will monitor ESG subrecipients on program performance measures. This monitoring is likely to be annual, as well.

Submittal Reminder

A separate and complete application plus one copy must be submitted for each program for which your organization is requesting funds; submitted by 4:00 p.m., Wednesday, March 20, 2019. Submit to:

**Nicole Engels
Omaha City Planning Department
1819 Farnam Street
Omaha, NE 68183-0110**

1. Each application must be complete and the information specific to the individual program addressed in the proposal.
2. A completed application must include the following:
 - a. Application completion checklist
 - b. A completed application form (plus Contact Information Page)
 - d. The organization's Articles of Incorporation (the entire articles of Incorporation are required, not just the first page; the organization's by-laws are not required)
 - f. Evidence of current non-profit status (and proof of 501(c) (3) designation, if applicable)

- g. List of the organization’s Board of Directors, including their addresses and telephone numbers
- h. A copy of the organization’s certified independent financial audit for the year 2017 (2018, if available)

Questions to:

Nicole Engels
 Omaha City Planning Department
 402-444-5150 x2024

For additional information on allowable activities and other requirements, see:

https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

HUD-REQUIRED MONTHLY REPORTING – (Note: This report can be generated by MACCH’s HMIS – ServicePoint.)

ESG Report Form

Program: _____

Reporting Period: _____

4. Persons Served

Complete for Homelessness Prevention Activities

4a. Number of Persons in Households	Total	YTD
Adults	_____	_____
Children	_____	_____
Don’t Know/Refused	_____	_____
Missing Information	_____	_____
Total	_____	_____

Complete for Rapid Re-Housing Activities

4b. Number of Persons in Households	Total	YTD
Adults	_____	_____
Children	_____	_____
Don’t Know/Refused	_____	_____
Missing Information	_____	_____
Total	_____	_____

Complete for Shelter

4c. Number of Persons in Households	Total	YTD
Adults	_____	_____
Children	_____	_____
Don’t Know/Refused	_____	_____
Missing Information	_____	_____
Total	_____	_____

Totals for all Persons Served with ESG

4d. Number of Persons in Households	Total	YTD
Adults	_____	_____
Children	_____	_____
Don't Know/Refused	_____	_____
Missing Information	_____	_____
Total	_____	_____

5. Gender - Complete for All Activities

Gender Type	Total	YTD
Male	_____	_____
Female	_____	_____
Transgendered	_____	_____
Unknown	_____	_____
Total	_____	_____

6. Age - Complete for all Activities

Number of Persons in household	Total	YTD
Under 18	_____	_____
18-24	_____	_____
Over 24	_____	_____
Don't know/Refused	_____	_____
Missing Information	_____	_____
Total	_____	_____

7. Special Populations Served

Complete for Homelessness Prevention Activities

7a. Subpopulation	Total	YTD
Veterans	_____	_____
Victims of Domestic Violence	_____	_____
Elderly	_____	_____
HIV/AIDS	_____	_____
Chronically Homeless	_____	_____

Complete for Rapid Re-Housing Activities

7b. Subpopulation	Total	YTD
Veterans	_____	_____
Victims of Domestic Violence	_____	_____
Elderly	_____	_____
HIV/AIDS	_____	_____
Chronically Homeless	_____	_____

Complete for Emergency Shelters

7c. Subpopulation	Total	YTD
Veterans	_____	_____
Victims of Domestic Violence	_____	_____
Elderly	_____	_____
HIV/AIDS	_____	_____
Chronically Homeless	_____	_____

8. Persons with Disabilities

Complete for Homelessness Prevention Activities

8a. Subpopulation	Total	YTD
Severely Mentally Ill	_____	_____
Chronic Substance Abuse	_____	_____
Other Disability	_____	_____
Total (Unduplicated if possible)	_____	_____

Complete for Rapid Re-Housing Activities

8b. Subpopulation	Total	YTD
Severely Mentally Ill	_____	_____
Chronic Substance Abuse	_____	_____
Other Disability	_____	_____
Total (Unduplicated if possible)	_____	_____

Complete for Emergency Shelters

8c. Subpopulation	Total	YTD
Severely Mentally Ill	_____	_____
Chronic Substance Abuse	_____	_____
Other Disability	_____	_____
Total (Unduplicated if possible)	_____	_____

9. Shelter Utilization

	Total	YTD
Number of Beds – Rehabbed	_____	_____
Number of Beds – Conversion	_____	_____
Total Number of bed-nights available	_____	_____
Total Number of bed-nights provided	_____	_____
Capacity Utilization	_____	_____

10. Expenditures

ESG Expenditures for Homelessness Prevention

10a. Dollar Amount of Expenditures in Program Year	FY 2018	FY 2019
Expenditures for Rental Assistance	_____	_____
Expenditures for Housing Relocation & Stabilization Services – Financial Assistance	_____	_____
Expenditures for Housing Relocation & Stabilization Services – Services	_____	_____
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	_____	_____
Subtotal Homelessness Prevention	_____	_____

ESG Expenditures for Rapid Re-Housing

10b. Dollar Amount of Expenditures in Program Year	FY 2018	FY 2019
Expenditures for Rental Assistance	_____	_____
Expenditures for Housing Relocation & Stabilization Services – Financial Assistance	_____	_____
Expenditures for Housing Relocation & Stabilization Services – Services	_____	_____
Expenditures for Homeless Assistance under	_____	_____

Emergency Shelter Grants Program
 Subtotal Rapid Re-Housing

ESG Expenditures for Emergency Shelter

10c. Dollar Amount of Expenditures in Program Year	FY 2018	FY 2019
Essential Services	_____	_____
Operations	_____	_____
Renovation	_____	_____
Major Rehab	_____	_____
Conversion	_____	_____
Subtotal	_____	_____

Other Grant Expenditures

10d. Dollar Amount of Expenditures in Program Year	FY 2018	FY 2019
Street Outreach	_____	_____
HMIS	_____	_____
Administration	_____	_____

Total ESG Grant Fund

10e. Total ESG Funds Expended	FY 2018	FY 2019
	_____	_____

Match Source

10f. Match Source	FY 2018	FY 2019
Other Non-ESG HUD Funds	_____	_____
Other Federal Funds	_____	_____
State Government	_____	_____
Local Government	_____	_____
Private Funds	_____	_____
Other	_____	_____
Fees	_____	_____
Program Income	_____	_____
Total Match Amount	_____	_____

Total

10g. Total Amount of Funds Expended on ESG Activities	FY 2018	FY 2019
	_____	_____