Emergency Solutions Grants (ESG-CV)

Application Information Packet

June 22, 2020

North Carolina Department of Health and Human Services Division of Aging and Adult Services

**Please note that funding of applications submitted in response to this Request for Applications is contingent upon the State receiving funds from the US Dept. of Housing and Urban Development (HUD).**

**Applications must be submitted no later than**

**5:00 pm on Monday, July 13, 2020.**

**All program and application information is subject to change should additional guidance be provided by HUD.**





**Table of Contents**

[Section I. Introduction 3](#_Toc43471211)

[Purpose 3](#_Toc43471212)

[Statewide Goals—Increased Access and Equity to End Homelessness 3](#_Toc43471213)

[Section II. General Application Information and Notices 5](#_Toc43471214)

[Federal and State Governing Authority 5](#_Toc43471215)

[Disclosure of Conflicts of Interest 5](#_Toc43471216)

[General Grant Requirements 5](#_Toc43471217)

[ESG Program Contacts 7](#_Toc43471218)

[Section III. Program 8](#_Toc43471219)

[Eligible Applicants 8](#_Toc43471220)

[Eligible Activities 8](#_Toc43471221)

[Back@Home 8](#_Toc43471222)

[Section IV. Funding 10](#_Toc43471223)

[Available Funding 10](#_Toc43471224)

[Section V. RFA Process 11](#_Toc43471225)

[ESG-CV Proposal Timeline 11](#_Toc43471226)

[ESG-CV RFA Webinar 11](#_Toc43471227)

[Submission Guidelines 11](#_Toc43471228)

[Section VI. Applications 13](#_Toc43471229)

[Letter of Justification 13](#_Toc43471230)

[CoC Regional Application Determination Process 13](#_Toc43471231)

[Applications—CoC opts in to Back@Home 13](#_Toc43471232)

[Applications – CoC opts out of Back@Home 14](#_Toc43471233)

[Fiscal Sponsor 14](#_Toc43471234)

[Application Budgets 14](#_Toc43471235)

[Section VI. Application Review and Award Notification 15](#_Toc43471236)

[Process for Evaluating Recommended Project Applications 15](#_Toc43471237)

[Process for Evaluating Back@Home Housing Stability Applications 16](#_Toc43471238)

[Award Notification 17](#_Toc43471239)

[Appeals Process 17](#_Toc43471240)

[Section V. Appendix 18](#_Toc43471241)

[Appendix 1: NC ESG Fair Share Explainer 19](#_Toc43471242)

[Appendix 2: Definitions 23](#_Toc43471243)

[Appendix 3: ESG Resources 27](#_Toc43471244)

[Appendix 4: NC CoC Contact Information Map 30](#_Toc43471245)

**CoCs are expected to closely review information provided in each project application. Deficient project applications may result in delayed funding announcements or re-allocated funding.**

# Section I. Introduction

## Purpose

In order to address the COVID-19 pandemic, HUD is providing a supplemental allocation of ESG funds as authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance. The funds will also support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. This [**first allocation**](https://www.hud.gov/program_offices/comm_planning/budget/fy20/), totaling $1 billion, was based on HUD’s FY 2020 formula allocation.

The North Carolina Department of Health and Human Services (DHHS) will administer North Carolina’s non-entitlement ESG funds. NCDHHS is seeking proposals for up to $16.58 million in Emergency Solutions Grant CARES Act (ESG-CV) funding for homeless services providers in North Carolina to assist with responding to the COVID-19 public health crisis, subject to the availability and appropriation of funds.

The ESG-CV funding may be used to fund any of the eligible ESG program activities – Crisis Response activities (Street Outreach, Emergency Shelter), Housing Stability activities (Homelessness Prevention, Rapid Rehousing), and HMIS. The State will work collaboratively with Continuums of Care (CoCs) to provide funding to both current ESG subrecipients and new applicants that meet ESG program eligibility to perform activities that are crucial to preserving life and health and forward-looking activities that build a stronger, healthier, more effective homelessness and housing system in North Carolina. To that end, the State is prioritizing funding toward Housing Stability activities that can be quickly implemented to assist individuals and families living in unsheltered environments and those exiting congregate and non-congregate shelter sites to permanent housing.

To ensure statewide coverage of Housing Stability activities that able ramp up quickly during this time, NCDHHS is leveraging and expanding the Back@Home North Carolina program to support CoCs, communities, and agencies in their Housing Stability efforts. CoCs will have the opportunity to opt out of Back@Home if they do not find that it will add capacity or efficiencies to the agencies in their community.

## Statewide Goals—Increased Access and Equity to End Homelessness

North Carolina is receiving a significant allocation of ESG-CV funding that, in partnership with CoCs, should be strategically used to respond to COVID-19 and end homelessness in North Carolina. This investment has the potential to help countless people exit homelessness and stay safer and healthier during the pandemic. ESG-CV funds must be appropriately targeted to meet the needs of the people we serve in an efficient and targeted way.

These funds put North Carolina in a place where we have enough funds to provide rapid rehousing for everyone who needs it, and prevent increases in homelessness, now and for the immediate future.

North Carolina is prioritizing Housing Stability, particularly Rapid Rehousing, to move individuals into permanent housing as quickly as possible. With the scale of resources in North Carolina, CoCs and Agencies should ensure that Housing Stability resources are available to all individuals that need it, according to community prioritization processes, including those with more complex needs.

People of color who experience homelessness, particularly African Americans, often have more complex problems as a result of having been the target of historic and systemic racism. As a result of discrimination, they have had disproportionate interaction with the criminal justice system, less access to quality health care, poorer health, less access to quality and healthful food, poorer educations, less job opportunity and advancement, etc.

Targeting people with lesser needs for homelessness prevention/eviction assistance can result in those with more complex problems going un-served and further perpetuate racial disparities in homelessness. To create an equitable system will require that systems work to quickly move all individuals, including those that have higher or more complex needs, into permanent housing as quickly as possible.

# Section II. General Application Information and Notices

## Federal and State Governing Authority

It is the responsibility of each applicant applying for ESG funding to become familiar with the HUD ESG regulations (Federal register Vol. 76, No. 233, Dated Monday, December 5, 2011). These regulations can be found on the HUD Exchange web site at <https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>

The North Carolina ESG Program (NC ESG) is administered under the provisions of the HUD regulations at 24 CFR Part 576, as well as the agency’s executed grant agreement. Additional resources and links for the Subrecipients to ESG laws, regulations, tools and notices can be found at:

<https://www.hudexchange.info/programs/esg/>

In addition to Federal regulations, applicants must familiarize themselves with the State ESG guidelines including the Desk Guide, RFA and application materials, which can be found at <https://www.ncdhhs.gov/nc-emergency-solutions-grant>

NC ESG has flexibility in certain areas of administering the ESG Program and may establish more detailed requirements than those required by HUD. All Subrecipients are expected to use ESG funds in accordance with the grant regulations contained in 24 CFR Parts 91 and 576 and in compliance with OMB Circular A-200.500 24 CFR 200. Where there are differences, Subrecipients should comply with NC ESG’s requirements according to its grant agreement and the ESG Desk Guide or supplemental guidance related to ESG-CV.

## Disclosure of Conflicts of Interest

The Applicant shall disclose any known conflicts of interest, or perceived conflicts of interest, at the time they arise, as follows:

1. Disclose any relationship to any business or associate to whom the Contractor is doing business that creates or may give the appearance of a conflict of interest related to this Contract.
2. By signing the RFA Application, Applicant certifies that it shall not knowingly take any action or acquire any interest, either directly or indirectly, that will conflict in any manner or degree with the performance of its services during the term of the Contract.
3. Disclose prior to employment or engagement by the Applicant, any firm principal, staff member or subcontractor, known by the Applicant to have a conflict of interest or potential conflict of interest related to this Contract.
4. All notices required by this subsection must be provided to the Department within thirty (30) calendar days Applicant becoming aware of the conflict.

The subrecipient must follow all additional Conflict of Interest Policies as described in Title 24 § 576.404.

## General Grant Requirements

Any organization applying for ESG funds must be an existing organization that is able to begin incurring costs by July 1, 2020 or at the start of this contract period.

**Coordinated Entry**

HUD requires (24 CFR 576.400) that all CoC’s establish and operate a fully functional Centralized Coordinated Entry system that all ESG funded activities and subrecipients must utilize. This system must serve all homeless and at risk of homeless populations and subpopulations. All ESG funded organizations are required to follow the Coordinated Entry process adopted by their CoC.

Upon request, ESG funded subrecipients must be able to provide the ESG Office with a report of the referrals received through the Coordinated Entry system adopted by their CoC.

**Coordination with Other Targeted Homeless Services**

HUD requires (24 CFR 576.400) Subrecipients, to the maximum extent practicable to coordinate and integrate ESG activities with mainstream housing, health, social services, employment, education, and youth programs, as well as programs targeted to homeless people in its service area to provide a strategic, community-wide system to prevent and end homelessness.

**Data Collection**

HUD requires (24 CFR 575.500(n)) Subrecipients to use a Homeless Management Information System (HMIS), to ensure that all required data elements are collected and required reports are available for review at any time during the program year. Failure to do so may result in suspension of funding or payback of ESG funds.

Agencies that are exempt from the HMIS participation requirement (i.e. Domestic Violence / Victim Service Provider agencies) must meet the same reporting requirements, using a comparable database, that produces electronic reports including, but not limited to, the Consolidated Annual Performance Evaluation Report (CAPER), as well as other data request for all State and Federal reporting and evaluations.

**Environmental Review**

Per 24 CFR 576.407(d), HUD-assisted projects are required to comply with the National Environmental Policy Act (NEPA) by conducting an environmental review to determine the potential environmental impacts of a project or, if applicable, by documenting its categorical exclusion or exemption from this requirement.

The ESG Office will provide each Subrecipient with an Environmental Review form prior to awarding funds. The Subrecipient must complete and return the form to the ESG Office before the contract can be executed and funds can be awarded. This is the only action the Subrecipient is required to take in order to be in compliance with the Environmental Review requirement.

**Violence Against Women Reauthorization Act of 2013 (“VAWA”)**

On November 16, 2016 the U.S. Department of Housing and Urban Development published the Violence Against Women Act (VAWA) final rule regarding housing protections for victims of domestic violence, dating violence, sexual assault, or stalking (Federal Register Document #2016-25888). This final rule prohibits an applicant for assistance or tenant assisted with ESG from being denied assistance under, denied admission to, terminated from participation in, or evicted from housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, so long as the applicant otherwise qualifies for admission, assistance, participation or occupation (24 CFR 5.2005 (b)(1)).

In addition, the VAWA Final Rule requires that each housing provider produce a detailed emergency transfer plan, which ensures that a tenant receiving rental assistance through or residing in a unit subsidized under an ESG housing program who is a victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer within the criteria stated in 24 CFR 5.2005 (e)(2). All ESG housing providers must maintain records on emergency transfers requested under 24 CFR 5.2005(e). Data must include the outcomes of each request and must be provided to the NC ESG Office upon request.

**Limited English Proficiency/Language Access Plan**

All programs and operations of entities that receive financial assistance from the federal government, including but not limited to state agencies, local agencies and for-profit and non-profit entities, must comply with the Title VI requirements. A listing of most, but not necessarily all, HUD programs that are federally assisted may be found at the "List of Federally Assisted Programs" published in the Federal Register on November 24, 2004 (69 FR 68700).

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities.

## ESG Program Contacts

Below are the ESG contacts. Please direct all questions, concerns, updates, and submission of documents to the ESG Homeless Programs Coordinators, except for requisition requests. Requisition requests must be submitted electronically to the ESG email ([NC ESG@dhhs.nc.gov](mailto:NC%20ESG@dhhs.nc.gov)).

|  |  |  |
| --- | --- | --- |
| 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  919-855-3435 office  [joseph.breen@dhhs.nc.gov](mailto:joseph.breen@dhhs.nc.gov) | **Chris Battle**  NC ESG Homeless Programs Coordinator Division of Aging and Adult Services North Carolina Department of Health and Human Services  919-855-4984 office  [Chris.Battle@dhhs.nc.gov](mailto:Chris.Battle@dhhs.nc.gov)  2101 Mail Service Center Raleigh, NC 27699-2101 | **Lisa Worth**  NC ESG Homeless Programs Coordinator Division of Aging and Adult Services North Carolina Department of Health and Human Services  919-855-4993 office  [Lisa.Worth@dhhs.nc.gov](mailto:Lisa.Worth@dhhs.nc.gov" \t "_blank)  2101 Mail Service Center Raleigh, NC 27699-2101 |

# Section III. Program

## Eligible Applicants

The following are eligible sub-recipients for ESG funding:

1. Units of general local government, including metropolitan entitlement communities that receive direct ESG allocations from HUD
2. Private 501 (c) 3 designated nonprofit organizations.

**Note**: Public Housing Authorities (PHAs) or non-profits established by PHAs are not eligible sub-recipients of NC ESG funds.

## Eligible Activities

There are four (4) categories of eligible activities. For additional information and details on eligible expenses, please refer to the ESG Desk Guide, which can be found on the DHHS webpage <https://www.ncdhhs.gov/nc-emergency-solutions-grant> or the HUD Exchange <https://www.hudexchange.info/programs/esg/>

1 - Crisis Response

* + Street Outreach
  + Emergency Shelter (Operations and Services)

2 - Housing Stability

* + Rapid Rehousing
  + Homelessness Prevention

3 – HMIS / DV Comparable Database

4 – Administration

* + Only fiscal sponsors and local units of governments

Within these categories, Agencies may also apply for funds for infectious disease preparedness according to the [Eligible ESG Program Costs for Infectious Disease Preparedness](https://files.hudexchange.info/resources/documents/Eligible-ESG-Program-Costs-for-Infectious-Disease-Preparedness.pdf) Guidance.

## Back@Home

As the COVID-19 pandemic impacts North Carolina and more individuals in North Carolina communities require rapid rehousing and homelessness prevention services, it is critical that North Carolina ramps up capacity to serve the most people, in the fastest way, with the best outcomes statewide. 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.

Capacity & Support

* **Access to training and technical assistance (TA) resources**: Training and TA from experts in Housing Stability program implementation, landlord recruitment, progressive engagement, etc.
* **Ongoing field support and case conferencing**: Regular coaching calls to support implementation and provide feedback loop on how to shape program design.

Efficiency and Access

* **“No Wrong Door Approach”:** Back@Home works to create a seamless entry point to all individuals needing housing stability assistance and resources. Agencies will provide both rapid re-housing and prevention, depending on the household’s needs and the program will serve any subpopulation: youth, chronically homeless, high need/high barrier, etc.
* **Streamlined requisition requests**: Online HFA Portal for electronic submission.
* **Unit inspection and documentation process**: Access to a system process that completes debarment, FMR/rent reasonableness checks, and HQS inspections (coordinated within 48 hours) on behalf of the Rehousing Agency.
* **HMIS and Coordinated Entry Flexibility:**Workflows that are integrated with CoC HMIS (NC HMIS and HMIS@NCCEH) and Coordinated Entry (CE) workflows.
  + Data entry in either HMIS implementation (NC HMIS or HMIS@NCCEH)
  + Support Coordinated Entry Modifications to meet anticipated COVID-19 need through NC 2-1-1, which will be flexible in implementation and modeled based on CoC need. Back@Home will work with each CoC to identify how 2-1-1 best meets the community’s needs.

Collective Impact

* **Statewide goals and strategy:** Can work together to meet goals for statewide impact. Regional or county goals can vary (e.g., focus on moving people out of non-congregate shelters or unsheltered population).
* **Data**: Process, financial and outcome data pulled across agencies and state to show collective impact on housing response. Rapid cycle evaluation to allow for program to be nimble and fill gaps and summative evaluation.

Opt In/Out of Back@Home

CoCs may Opt in or Opt out of Back@Home based on their community process. If a CoC Opts Out of Back@Home, they must submit a Letter of Justification, as described in the “Letter of Justification” section of this document.

Application

The State’s priority is to create statewide coverage of Agencies that are well resourced and have all technical assistance and supports needed to quickly ramp up services that follow best practices to respond to COVID-19. To that end, CoCs that do not opt out of Back@Home will direct all Agencies interested in applying for Housing Stability funding through ESG-CV to submit their Project Application directly to NCDHHS.

# Section IV. Funding

## Available Funding

NCDHHS is seeking proposals for up to $16.58 million in Emergency Solutions Grant CARES Act (ESG-CV) funding for homeless services providers in North Carolina to assist with responding to the COVID-19 public health crisis, subject to the availability and appropriation of funds.

The ESG-CV funding may be used to fund any of the eligible ESG program activities as described in this RFA. The State is prioritizing funding toward Housing Stability activities that can be quickly implemented to assist individuals and families living in unsheltered environments and those exiting congregate and non-congregate shelter sites to permanent housing.

As part of their Regional Application, CoCs may determine the amount of funding that goes to each eligible program activity. Due to the nature of COVID-19, NCDHHS requires that CoCs allocate a minimum of 60% of funding to Housing Stability activities. However, if a CoC determines that there is a greater need for Crisis Response (Emergency Shelter and Street Outreach) in their community and would like to allocate less than 60% of the available funding to Housing Stability activities, it may provide a letter of justification to NCDHHS for approval.

# Section V. RFA Process

## ESG-CV Proposal Timeline

|  |  |
| --- | --- |
| June 22, 2020 | RFA Published |
| July 1, 2020 | Letter of Justification Due, if applicable |
| July 13, 2020, 5:00 pm | All Applications Due (Rolling Deadline) |
| July 7 - 21, 2020 | Application Review (Rolling Review) |
| July 28, 2020 | Funding Decisions Announced (Rolling) |

## **ESG-CV RFA Webinar**

**RFA Instructional Session and Q&A**  
All prospective applicants are strongly encouraged to attend the RFA Webinar being offered by the NC ESG Office to review and discuss the ESG-CV Round 1 Funds. The webinar will be recorded and posted on the NC ESG Office for those who are unable to attend.

Thursday, June 25, 2020 12:30 – 2:00 pm

<https://attendee.gotowebinar.com/register/329923165269511184>

## 

## **Submission Guidelines**

**How to Apply**

Regional Applications

Each CoC must submit a regional application electronically [here](https://app.smartsheet.com/b/form/9654226837154ec08ddace09bff71a42).

Applications in response to the RFA will be accepted on a rolling basis on or before **5:00 pm on July 13, 2020**. All applications must be submitted electronically by 5:00 pm on July 13, 2020. All applications received by this deadline will be reviewed.  Late applications will not be reviewed.

Because the NCDHHS ESG Office already has access to all Project Applications submitted through Smartsheet, CoCs do not need to submit Project Applications with their Regional Applications. Because the ESG Office will receive all applications, make sure that the Regional Application clearly lists the applications that are recommended to receive funding.

Project Applications

*Process*

**All project applications** must be submitted [here](https://app.smartsheet.com/b/form/a70501840ecf425ab78fb79c28c57de7).

All CoCs will have direct access to the submissions so applicants do not have to separately apply to their CoC.

*Timeline*

All eligible applicants applying for **Crisis Response Activities** (Street Outreach or Emergency Shelter) or HMIS must submit the Project Application to the CoC at a timeline defined by the CoC.

In CoCs that have opted out of Back@Home, all eligible applicants applying for **Housing Stability Activities** (Rapid Rehousing or Homelessness Prevention) must submit the Project Application to the CoC at the timeline defined by the CoC.

In CoCs that have opted in to Back@Home, all eligible applicants applying for **Housing Stability Activities** (Rapid Rehousing or Homelessness Prevention) must submit the Project Application to NCDHHS ESG Office no later than July 13, 2020.

**Deadline for Submission**  
Monday, July 13, 2020 at 5:00 pm

In the process of administering this program, DHHS will make decisions and interpretations regarding regional and project applications. DHHS is entitled to the full discretion allowed by law in making all such decisions and interpretations. DHHS reserves the right to request additional information from any applicant. DHHS reserves the right to reject any and all applications received. DHHS reserves the right to amend, modify, or withdraw provisions contained in this application that are inconsistent or in conflict with state or federal laws or regulations. All applications for ESG funding become the property of DHHS.

## **Smartsheet**

**Continuums of Care**

Project Application Access

The CoC lead from each CoC will be given access to the folder that will automatically receive all project applications in their CoC on the day that the applications are posted. The CoC lead may provide additional individuals access to the folder to review applications by clicking “Share” in the upper right-hand corner of the document. Add the email addresses of the additional people that need access to the document and change their status to “Viewer.” Once you have completed adding additional people, click “Share” at the bottom right-hand corner.

Reviewing

All information completed in the Project Application will be filled out in rows with each individual project having its own row. All the documents uploaded with the Project Application will be linked. To open these documents, click on the paperclip icon on the far-left hand column of the row that you are reviewing. All documents that have been uploaded with that application will appear in a pop-up box here. Click on the document you want to review to open.

Applications come into the Smartsheet as they are submitted. Make sure to click the refresh arrow (the 7th button on the tool bar) to ensure you have the most up to date list of applications. Section VI. Applications

## **Letter of Justification**

* CoCs that wish to spend more than 40% of their allocation on Crisis Response activities and/or opt out of the Back@Home model must submit a letter of justification to NCDHHS for review. The letter of justification should describe the community process used to make the decision.
* A letter of justification is due to NCDHHS no later than **July 1, 2020**.
* CoCs that do not wish to spend more than 40% of their allocation on Crisis Response and/or opt out of the Back@Home model do not need to submit a letter of justification or any other documentation outside of the applications.

## **CoC Regional Application Determination Process**

The CoC/LPA must create and implement a fair local decision-making process for the distribution of funds that minimizes conflict of interest. The CoC/LPA is responsible for the Regional Application, including coordination and vetting of all project applicants. During this process, CoCs/LPAs should consider the agency’s:

* **Capacity**
* **Financial Stability**
* **Expenditure History**
* **Data Collection**

## **Applications—CoC opts in to Back@Home**

Regional Application

* The State will accept **one (1)** regional application from each CoC/LPA.
  + If the CoC **opts in** to Back@Home, the Regional Application will recommend non-profit and/or local government organizations to be subrecipients of Crisis Response and/or HMIS funds. Agencies will submit Housing Stability Project Applications directly to NCDHHS ESG Office for review.

Project Applications

* Organizations interested in being recommended for ESG-CV funding for Crisis Response or HMIS Activities, must apply through the CoC/LPA. **See map in Appendix 4** for CoC/LPA contact information.
  + Organizations interested in applying for Housing Stability should apply directly to NCDHHS.
* Organizations interested in applying for Housing Stability Activities must submit their Project Application directly to NCDHHS.
  + Agency applicants are strongly encouraged to provide letters of support from the Continuum of Care (CoC) where they plan to deliver services that reflect the applicant's engagement in the CoC's efforts to coordinate services.

Selection and Notification

* NCDHHS will review CoC Regional Application for Crisis Response and HMIS activities and Agency Project Applications for Housing Stability Applications as described in **Application Review and Award Notification Section** below.
* Once approved, non-profit organizations/agencies will contract directly with DAAS or, if applicable, subcontract with the CoCs/LPAs Fiscal Sponsor.

## **Applications – CoC opts out of Back@Home**

Regional Application

* The State will accept **one (1)** regional application from each CoC/LPA.
  + If the CoC **opts out** of Back@Home, the CoC will recommend non-profit and/or local government organizations to be subrecipients of ESG-CV funds across all program areas.

Project Applications

* Organizations interested in being recommended for ESG-CV funding for all activities, must apply through the CoC/LPA. See map in Appendix 4 for CoC/LPA contact information.

Selection and Notification

* NCDHHS will review CoC Regional Application as described in **Application Review and Award Notification Section** below. Once approved, non-profit organizations/agencies will contract directly with DAAS or, if applicable, subcontract with the CoCs/LPAs Fiscal Sponsor.

## Fiscal Sponsor

* Fiscal sponsors will apply under the project application and outline the agencies they are sponsoring in their budget and activities description
* The State **does not require that CoCs/LPAs have a Fiscal Sponsor**. The State will approve a Fiscal Sponsor based on established financial capacity and oversight standards.
* If a Fiscal Sponsor is chosen, it will serve the CoC/LPA or multiple CoCs/LPAs and funded projects within the CoC/LPA. The Fiscal Sponsor must be a unit of local government or 501(c) 3 non-profit.
* Fiscal Sponsors must:
  + Demonstrate financial solvency and resilience **and**
  + Demonstrate sound fiscal management **and**
  + Have demonstrated history of ability to meet Tier 1 spending if previously funded with State ESG

## Application Budgets

Funds will be awarded to CoCs based on the HUD CoC pro-rata formula, as explained in the NC ESG-CV Fair Share Explainer **Appendix 1.**

CoCs will determine how their funding will be split among eligible activities with at least 60% of funds going toward Housing Stability (unless a letter of justification is approved). CoCs will communicate their spending breakdown with agencies.

If a CoC **opts out** of Back@Home, the CoCs Regional Application should contain Project Applications with budgets that do not exceed their award, as described in Appendix 1.

If a CoC **opts into** Back@Home, the CoCs regional Application should contain Project Applications with budgets that do not exceed their award and percentage dedicated to Crisis Response and HMIS Activities. Agencies applying for Housing Stability should aim to fall within their CoC determined funding maximum for Housing Stability services. However, as NCDHHS anticipates that some Agencies may be applying to provide Housing Stability across CoC regional lines, it is not required that they stay within that maximum allotment of a particular CoC. NCDHHS will use its discretion to negotiate program budgets with Rehousing Agencies based on available funding while maintaining funding for Housing Stability Activities within the CoC.

**Example**

CoC A opts into Back@Home. CoC A receives $1,000,000 of ESG-CV funding, of which they decide, based on community priorities to dedicate 40% to Crisis Response Activities and HMIS and 60% to Housing Stability Activities. CoC A will submit a Regional Application with recommended Project Applications for Crisis Response and HMIS Activities that do not exceed $400,000.

Agencies within CoC A or that serve CoC A will apply to receive Housing Stability Funds directly from NCDHHS. An Agency in CoC A applies for Housing Stability Funding to serve the counties in CoC A as well as two additional counties outside the CoC. The Agency only needs to submit one application even though they are serving more than one CoC. The Agency applies for $700,000 in funding justified in their application, which, while is more than the $600,000 available within their CoC, would cover additional counties outside the CoC. NCDHHS will review the application and, if the Agency meets the goals of the program and is selected, determine if there is need for the CoC to take on the additional counties outside the CoC and if the funds from that CoC’s Housing Stability are sufficient to meet the proposed budget. Depending on available funding and other Agencies selected, NCDHHS may negotiate the budget amount with the Agency.

The goal of Back@Home is to build and grow capacity across all regions of North Carolina. To ensure that all regions have the Housing Stability resources needed to respond to COVID-19, NCDHHS will monitor, through requisition data, that regardless of whether Agencies span one or more CoCs, that the funding allocated by a CoC for Housing Stability is used to serve individuals and families within that CoC.

# Section VI. Application Review and Award Notification

The State retains the right to reject or modify proposals that do not meet threshold criteria, negotiate program features, terms and funding amounts and the right to recapture funds and reallocate if a recipient is unable to meet ESG program requirements and performance standards.

## Process for Evaluating Recommended Project Applications

CoCs/LPAs are expected to closely review information provided in each project application. Deficient project applications prolong the review process for the ESG Office, which results in delayed funding announcements, lost funding for CoCs, LPAs, projects, and delays in funds to house and assist individuals and families experiencing homelessness.

The NC ESG Office puts each submission through a robust vetting process. During this process, the NC ESG Office takes into consideration:

* **The CoC’s/LPA’s Review:** How did the CoC/LPA review applications? Was the process fair and transparent? Are the applications recommended for funding able to start July 1st, 2020 or at award of contract?
* **Program Standards:** Do the agency’s ESG program standards comply with and meet the requirements of the ESG program?

Organizations not previously funded with ESG must acknowledge review and understanding of the performance measures and expenditure requirements prior to being awarded funds.

During this process, the ESG Office also focuses on:

* **Identified Need and Plan:** Ensure the agencies selected have a strong plan for responding for responding to COVID-19 efficiently and serving homeless individuals and families in their region in an evidence-based way.
* **Demonstrated Connections:** Show connections between emergency response and housing stabilization programs, as well as partners in the community that can assist with long-term stability.
* **Data Questions**: Ensure the data provided from HMIS or comparable database is accurate and answers the question.
* **Check for Signatures**: Make sure where signatures are required, the proper individual has signed.

The State will also evaluate applications based on demonstrated ability to meet and comply with State goals and HUD, ESG, and North Carolina policy and guidelines. The application evaluation is broken down into a multi-step process, reviewed by a 3-person independent review committee.

## Process for Evaluating Back@Home Housing Stability Applications

NCDHHS will directly select agencies to serve as Rehousing Agencies to provide Housing Stability services to individuals and families in their region.

NCDHHS selection will be a competitive process and will select agencies that demonstrate the greatest capacity to end homelessness among their communities. Priority will be given to applicants who can demonstrate (1) adoption of evidence-based practices and (2) ability to scale up in response to COVID-19 in their application.

Agencies that have limited experience with Rapid Rehousing or Homelessness Prevention Activities that are willing to receive technical assistance and quickly adopt evidence-based practices and scale to meet the needs of COVID-19 are able to apply.

In addition, NCDHHS’s goal is to select agencies that can provide statewide coverage of areas that opt into Back@Home. Agencies with ability to serve additional counties that may not currently have access to rapid rehousing or homelessness prevention activities should make that clear in their application.

## Scoring Process

Applicants will be scored by NC ESG Office and a scoring committee. Applications for CoC recommended activities will receive a threshold review to ensure that applications meet all HUD and NC ESG requirements and State goals.

Applications for Housing Stability in CoCs that opt in to Back@Home will be scored by the NC ESG Office scoring committee using a scorecard out of 115 points. Categories and associated weights are described in the Table below.

|  |  |
| --- | --- |
| **Category** | **Points** |
| Community Need and Proposed Project | 15 |
| Capacity | 15 |
| Experience and Activities | 35 |
| Connections to Community | 15 |
| Policies | 5 |
| Budget | 15 |
| Back@Home | 15 |
| **Total** | **115** |

## **Award Notification**

If funded, the Award Notification Letter will contain the proposed award amount along with “requirements / special considerations” to submit to the ESG Office. Once received and accepted by the ESG Office, grant awards will be finalized. Funded organizations will be notified directly. Respective CoCs/LPAs and Back@Home Agencies will be notified once collective funding decisions have been made.

## **Appeals Process**

**CoCs/LPAs are expected to closely review information provided in each project application. Deficient project applications prolong the review process for the ESG Office, which results in delayed funding announcements, lost funding for CoCs, LPAs, projects, and delays in funds to house and assist individuals and families experiencing homelessness.**

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, August 10, 2020**.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.

# **Section V. Appendix**

# **Appendix 1: NC ESG Fair Share Explainer**

**The North Carolina Emergency Solutions Grants Program**  
CARES Act Supplemental Funding ESG-CV Allocations

**CARES Act Available Funding**

The North Carolina Department of Health and Human Services (NCDHHS) is seeking proposals for up to $16.58 million in Emergency Solutions Grant CARES Act (ESG-CV) funding for homeless services providers in North Carolina to assist with responding to the COVID-19 public health crisis, subject to the availability and appropriation of funds. The State’s overarching goal for this funding is to preserve life and health through investments that will help prevent the further spread of COVID-19 in homeless populations and promote system transformation to address overcrowding and promote housing stability during this public health crisis.

The ESG-CV funding may be used to fund any of the eligible ESG program activities – Crisis Response activities (Street Outreach, Emergency Shelter), Housing Stability activities (Homelessness Prevention, Rapid Rehousing), and HMIS. The State will work collaboratively with Continuums of Care (CoCs) to provide funding to both current ESG subrecipients and new applicants that meet ESG program eligibility to perform activities that are crucial to preserving life and health and forward-looking activities that build a stronger, healthier, more effective homelessness and housing system in North Carolina. To that end, the State is prioritizing funding toward Housing Stability activities that can be quickly implemented to assist individuals and families living in unsheltered environments and those exiting congregate and non-congregate shelter sites to permanent housing.

To ensure statewide coverage of Housing Stability activities that are able to ramp up quickly during this time, NCDHHS is leveraging and expanding the Back@Home North Carolina program to support CoCs, communities, and agencies in their Housing Stability efforts. CoCs will have the opportunity to opt out of Back@Home if they do not find that it will add capacity or efficiencies to the agencies in their community.

**ESG-CV Funding Allocations**

To establish a fair distribution of program funds, the NC ESG Program uses the Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) Pro Rata Formula as the basis for determining the amount of eligible funding for each Local Planning Area (LPA). Six entitlement communities receive ESG funding directly from HUD. The chart below shows the allocations from HUD for the six entitlements and the NC ESG Program (funds allocated to the state).

|  |  |
| --- | --- |
| Grantee | FY19 HUD Allocation |
| Charlotte | $ 1,765,572.00 |
| Durham | $ 602,383.00 |
| Greensboro | $ 675,621.00 |
| Raleigh | $ 950,338.00 |
| Wake | $ 626,800.00 |
| Winston-Salem | $ 660,748.00 |
| NC State ESG | $ 18,423,179.00 |
| Total NC ESG | $ 23,704,641.00 |

The allocation that these entitlements receive from HUD are considered when determining each CoC’s eligible amount. The CoC Pro Rata percentage is multiplied by the total amount of ESG-CV funds allocated to North Carolina (NC State ESG + entitlements). This is considered the total amount that each LPA should have as its share of ESG-CV funding.

For communities that do not receive entitlement funding from HUD, the full amount will come from the NC ESG State Share. For entitlement communities, the amount received directly from HUD will be subtracted from their share, so only a portion of the total ESG-CV allocation will be awarded through the NC ESG Program. The chart below shows the total allocation for each entitlement community with the amount of program funding administered by the local government and the NC ESG Program.

ESG-CV Allocation by Local Planning Area

The chart below shows the ESG-CV allocation by Local Planning Area for the first allocation of ESG-CV funds.

|  |  |  |
| --- | --- | --- |
| **Local Planning Area** | | **NC ESG-CV  Allocation** |
| NC-500 | Winston-Salem | $712,943 |
| NC-501 | Buncombe | $430,358 |
| NC-502 | Durham | $578,309 |
| NC-503-R1 | BoS Region1 | $426,528 |
| NC-503-R2 | Bos Region 2 | $398,825 |
| NC-503-R3 | BoS Region 3 | $646,533 |
| NC-503-R4 | BoS Region 4 | $570,933 |
| NC-503-R5 | BoS Region 5 | $1,024,307 |
| NC-503-R6 | BoS Region 6 | $671,793 |
| NC-503-R7 | BoS Region 7 | $1,233,738 |
| NC-503-R8 | BoS Region 8 | $570,253 |
| NC-503-R9 | BoS Region 9 | $778,417 |
| NC-503-R10 | BoS Region 10 | $794,528 |
| NC-503-R11 | BoS Region 11 | $368,031 |
| NC-503-R12 | BoS Region 12 | $512,145 |
| NC-503-R13 | BoS Region 13 | $502,309 |
| NC-504 | Greensboro | $929,015 |
| NC-505 | Charlotte | $1,699,277 |
| NC-506 | Tri-Hic | $550,968 |
| NC-507 | Raleigh/Wake | $1,346,009 |
| NC-509 | Gaston-Lincoln-Cleveland | $636,322 |
| NC-511 | Cumberland | $440,822 |
| NC-513 | Orange | $341,633 |
| NC-516 | Northwest | $416,864 |
|  | **TOTAL** | **$16,580,861.10** |

Division of Funding Among Eligible Activities

CoCs may determine the amount of funding that goes to each eligible program activity. However, due to the nature of COVID-19, NCDHHS requires that CoCs allocate a minimum of 60% of funding to Housing Stability activities. However, if a CoC determines that there is a greater need for Crisis Response (Emergency Shelter and Street Outreach) in their community and would like to allocate less than 60% of the available funding to Housing Stability activities, it may provide a letter of justification to NCDHHS for approval.

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.

**Back@Home Model**

As the COVID-19 pandemic impacts North Carolina and more individuals in North Carolina communities require rapid rehousing and homelessness prevention services, it is critical that North Carolina ramps up capacity to serve the most people, in the fastest way, with the best outcomes statewide. 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.

Capacity & Support

* **Access to training and technical assistance (TA) resources**: Training and TA from experts in Housing Stability program implementation, landlord recruitment, progressive engagement, etc.
* **Ongoing field support and case conferencing**: Regular coaching calls to support implementation and provide feedback loop on how to shape program design.

Efficiency and Access

* **“No Wrong Door Approach”:** Back@Home works to create a seamless entry point to all individuals needing housing stability assistance and resources. Agencies will provide both rapid re-housing and prevention, depending on the household’s needs and the program will serve any subpopulation: youth, chronically homeless, high need/high barrier, etc.
* **Streamlined requisition requests**: Online HFA Portal for electronic submission.
* **Unit inspection and documentation process**: Access to a system process that completes debarment, FMR/rent reasonableness checks, and HQS inspections (coordinated within 48 hours) on behalf of the Rehousing Agency.
* **HMIS and Coordinated Entry Flexibility:**Workflows that are integrated with CoC HMIS (NC HMIS and HMIS@NCCEH) and Coordinated Entry (CE) workflows.
  + Data entry in either HMIS implementation (NC HMIS or HMIS@NCCEH)
  + Support Coordinated Entry Modifications to meet anticipated COVID-19 need through NC 2-1-1, which will be flexible in implementation and modeled based on CoC need. Back@Home will work with each CoC to identify how 2-1-1 best meets the community’s needs.

Collective Impact

* **Statewide goals and strategy:** Can work together to meet goals for statewide impact. Regional or county goals can vary (e.g., focus on moving people out of non-congregate shelters or unsheltered population).
* **Data**: Process, financial and outcome data pulled across agencies and state to show collective impact on housing response. Rapid cycle evaluation to allow for program to be nimble and fill gaps and summative evaluation.

# **Appendix 2: 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. The 13 Balance of State CoC Regional Committees (LPAs) are 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 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
* **CoCs/LPAs are not required to have a fiscal sponsor and no additional points or funds will be provided to CoCs/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.

*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 FY 2019 - 2020 NC ESG 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)**–* The Balance of State Regional Committees within a set geographic boundary organized to plan for and provide a system of strategies to address the various needs of those experiencing homelessness and persons at risk of homelessness.

*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.

|  |  |
| --- | --- |
| Literally  Homeless  (Category 1) | Individual or family who lacks a fixed, regular, and adequate nighttime residence:   * 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 |
| Imminent Risk of Homelessness  (Category 2) | Individual or family who will imminently lose their primary residence, provided that:   * 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 |
| Homeless Under Other Federal Statutes  (Category 3) | Unaccompanied youth under age 25, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:   * 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 |
| Fleeing/Attempting to Flee Domestic Violence (Category 4) | Individual or family who:   * 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 3: ESG Resources

The HUD [ESG resources page](https://www.hudexchange.info/programs/esg/) is the central hub for all ESG information, where you can access ESG-applicable laws, regulations, and notices, plus ESG Program guides, tools, and webinars. These are all excellent resources to help staff learn or better understand the program.

The HUD [ESG-CV resources page](https://www.hud.gov/program_offices/comm_planning/homeless_esg_covid-19) has additional information for grantees specific to COVID-19 response.

Key Concepts and Requirements

* [Eligible Activities for ESG Rapid Re-Housing and Homelessness Prevention Components](https://www.hudexchange.info/resources/documents/SNAPS-Shots-ESG-Eligible-Activities-Homelessness-Rapid-Re-Housing.pdf)
* [Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](https://www.hudexchange.info/resources/documents/SNAPS-Shots-ESG-Eligible-Participants-Homelessness-Rapid-Re-Housing.pdf)
* [Requirements for Rental Assistance Agreements and Leases Under ESG](https://www.hudexchange.info/resources/documents/SNAPS-Shots-ESG-Rental-Assistance-and-Lease-Agreements.pdf)
* [ESG Requirements for Case Management to Help Ensure Housing Stability: Rapid Re-Housing and Homelessness Prevention Assistance](https://www.hudexchange.info/resources/documents/SNAPS-Shots-Recipient-Subrecipient-Case-Management.pdf)
* [Assigning Essential Services to the Appropriate Program Component](https://www.hudexchange.info/resources/documents/SNAPS-Shots_Assigning_Essential_Services_Appropriate_Program_Component.pdf)
* [Emergency Shelters: Distinguishing Between Renovation/Conversion and Maintenance Activities](https://www.hudexchange.info/resources/documents/SNAPS-Shots-Emergency-Shelters-distinguishing-between-renovation-conversion-and-maintenance-activities.pdf)
* [Using Contractors in the ESG and CoC Programs](https://www.hudexchange.info/resources/documents/SNAPS-Shots-Using-Contractors-in-ESG-and-CoC-Programs.pdf)
* [ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing](https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/)
* [ESG Rent Reasonableness and Fair Market Rent](https://www.hudexchange.info/resource/3070/esg-rent-reasonableness-and-fmr/)
* [Applicable Requirements for Rental Assistance and Housing Relocation and Stabilization Services Matrix](https://www.hudexchange.info/resource/2890/applicable-requirements-for-rental-assistance-and-housing-relocation-services/)

Eligibility and Documentation

Understanding the homeless and at risk of homelessness definitions can be challenging for some communities – especially when it comes to determining and documenting eligibility for ESG rapid re-housing and homelessness prevention assistance. It is critical that recipients and subrecipients are evaluating individuals and families for assistance correctly – not only for compliance purposes but also to ensure that ESG funds are being used to serve those most in need of assistance. The following materials can help providers correctly determine and document program participant eligibility:

* [At Risk Status and Income: Recordkeeping Requirements Webinar for ESG Grantees](https://www.hudexchange.info/resource/2017/at-risk-status-and-income-recordkeeping-requirements-webinar/)
* [Homeless Status: Recordkeeping Requirements Webinar](https://www.hudexchange.info/resource/2016/homeless-status-recordkeeping-requirements-webinar/)
* [Determining Homeless and At-Risk Status, Income and Disability Webinar](https://www.hudexchange.info/resource/1953/determining-homeless-and-at-risk-status-income-and-disability-webinar/)
* [The Homeless Definition and Eligibility for SHP, SPC, and ESG](https://www.hudexchange.info/resource/2020/the-homeless-definition-and-eligibility-for-shp-spc-and-esg/)
* [Criteria and Recordkeeping Requirements for Definition of Homelessness](https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/)
* [Criteria for Definition of At Risk of Homelessness](https://www.hudexchange.info/resource/1975/criteria-for-definition-of-at-risk-of-homelessness/)
* [SNAPS-Shot: Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](https://www.hudexchange.info/resources/documents/SNAPS-Shots-ESG-Eligible-Participants-Homelessness-Rapid-Re-Housing.pdf)
* [Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Defining "Chronically Homeless" Final Rule](https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/)
* [SNAPS In Focus: Final Rule on Defining "Chronically Homeless" Part II: Policy and Practical Implications of the New Definition](https://www.hudexchange.info/news/snaps-in-focus-final-rule-on-defining-chronically-homeless-part-ii-policy-and-practical-implications-of-the-new-definition/)

Data Collection, Reporting, & Planning

There are multiple data collection and reporting systems that are relevant for ESG recipients and subrecipients, including the Homeless Management Information System (HMIS), and the Sage HMIS Reporting Repository (Sage). The following materials can help recipients and subrecipients understand these various data collection and reporting system requirements:

HMIS

* [ESG Program HMIS Manual](https://www.hudexchange.info/resource/4447/esg-program-hmis-manual/)
* [CoC APR and ESG CAPER HMIS Programming Specifications](https://www.hudexchange.info/resource/4696/hmis-programming-specifications/)

Sage

* [Sage ESG CAPER Guidebook for ESG-funded Programs](https://www.hudexchange.info/resource/5624/sage-esg-caper-guidebook-for-esgfunded-programs/)
* [ESG CAPER: Sage HMIS Reporting Repository Template](https://www.hudexchange.info/resource/5625/esg-caper-sage-hmis-reporting-repository-template/)
* [Sage Guidance for ESG Recipients Webinar](https://www.hudexchange.info/trainings/courses/sage-guidance-for-esg-recipients-webinar/2197/)
* [Sage Guidance for ESG Subrecipients Webinar](https://www.hudexchange.info/trainings/courses/sage-guidance-for-esg-subrecipients-webinar/2193/)

Important Cross-Cutting Concepts

Some cross-cutting programmatic practices are required by the ESG regulations, such as consultation with Continuums of Care (CoCs) and participation in coordinated entry. HUD strongly encourages recipients and subrecipients to adopt other key program elements, such as emphasizing rapid re-housing, implementing a low-barrier approach to emergency shelter, and using a Housing First model. While not all are ESG Program-specific, the following resources can assist recipients and subrecipients to understand and incorporate these important practices into their communities’ efforts to end homelessness:

* [SNAPS In Focus: Rapid Re-Housing As a Model and Best Practice](https://www.hudexchange.info/onecpd/assets/File/SNAPS-In-Focus-Rapid-Re-Housing-As-a-Model-and-Best-Practice.pdf)
* [HUD and USICH: Core Principles of Housing First and Rapid Re-Housing Webinar](http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar)
* [Coordinated Entry Policy Brief](https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/)
* [Coordinated Entry Requirements and Checklist of Essential Elements](https://www.hudexchange.info/news/hud-publishes-coordinated-entry-requirements-and-checklist-of-essential-elements/)
* [SNAPS In Focus: Improving our Crisis Response System](https://www.hudexchange.info/news/snaps-in-focus-improving-our-crisis-response-system/)
* [Coordination and Collaboration for CoCs and Con Plan Jurisdictions Guide and Video](https://www.hudexchange.info/resource/4988/coordination-and-collaboration-for-cocs-and-con-plan-jurisdictions-guide-and-video/)
* [Emergency Solutions Grants State Recipient Consultation with Continuums of Care](https://www.hudexchange.info/resource/2071/emergency-solutions-grants-state-recipient-consultation-with-coc/)
* [FY 2016 CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk](https://www.hudexchange.info/resource/5112/fy-2016-coc-con-plan-jurisdiction-and-esg-recipient-crosswalk/)
* [Disaster Recovery Homelessness Toolkit](https://www.hudexchange.info/homelessness-assistance/disaster-recovery-homelessness-toolkit/)
* [Disease Risks and Homelessness](https://www.hudexchange.info/homelessness-assistance/diseases/)

ESG FAQs

Through the publication of Frequently Asked Questions (FAQs), HUD offers clarifying information and guidance that may not be stated as explicitly elsewhere. All ESG Program FAQs are available on the [**ESG Program FAQs**](https://www.hudexchange.info/esg/faqs/) page.

# Appendix 4: NC CoC Contact Information Map