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FAYETTEVILLE / CUMBERLAND COUNTY CONTINUUM OF CARE ON HOMELESSNESS

Emergency Solutions Grant FY 2023-2024

REQUEST FOR APPLICATIONS (RFA)

Housing Stabilization Activities (Rapid Re-housing, Homeless Prevention)
Emergency Response Activities (Emergency Shelter, Street Outreach)

Total Funding Available: \$131,014

Maximum Available for Crisis Response (Street outreach/Emergency Shelter) Activities: \$78,608

Minimum that must be applied towards Housing Stability (Rapid Rehousing / Homeless Prevention) Activities: \$52,406

Project Applications Due: Friday, July 28, 2023 by 5:00 p.m.

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

<https://app.smartsheet.com/b/form/468f6d4637f540feab8b069fc6a1ae3e>

Reference: North Carolina Department of Health and Human Services
<https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>

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

2023-2024 EMERGENCY SOLUTIONS GRANT PROGRAM GRANT COMPETITION PROCESS

INTRODUCTION

Cumberland County Community Development (CCCD), on behalf of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness, is soliciting proposals through the Emergency Solutions Grant (ESG) Program funded through the North Carolina Department of Health of Human Services (NCDHHS). Each project applicant that is selected by the local CoC Grant Review Committee and approved by NCDHHS, will enter into a contract directly with the State. The selected project applicant(s) must demonstrate it has the capacity and performance record to provide services to persons who are homeless or at-risk of being homeless through the eligible activities listed. In addition, the selected project applicant(s) must also be fully operational and able to begin incurring costs by **January 1, 2024**.

FUNDING AVAILABILITY

The total amount available for Fayetteville / Cumberland County NC-511 (local CoC Code) is \$131,014. Of this amount a minimum of \$52,406 must be awarded to a project(s) that provides housing stabilization activities. Of the total amount available for NC-511, up to \$78,608 may be used for emergency response activities.

GRANT TERM

The grant term is for a period of one year beginning January 1, 2024, through December 31, 2024.

MATCHING FUNDS

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

ELIGIBLE APPLICANTS

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

ELIGIBLE ACTIVITIES

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

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

Housing Stabilization Activities*:

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

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

- Financial Assistance: rental application fees, rental assistance, rent arrears, security and utility deposits, utility arrears, utility assistance, moving costs and overhead.**
- Services (no more than 40% of total request): housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, information and referral, and overhead.**

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

2. Targeted Prevention

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

- Financial Assistance: rental application fees, rental assistance, rent arrears, security and utility deposits, utility arrears, utility assistance, moving costs and overhead.**
- Services (no more than 40% of total request): housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, information and referral, and overhead.**

Emergency Response Activities*:

1. Street Outreach: Essential services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services. Eligible costs include engagement, case management, emergency health and mental health services, transportation, services for special populations, and overhead.**

2. Emergency Shelter: Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless which does not require occupants to sign leases or occupancy agreements. Eligible costs include:

- Essential services such as case management, childcare, education services, employment assistance/job training, outpatient health services, legal services, life skills training, mental health services, credit repair, transportation, services for special populations, information, and referral, and overhead.** Costs for services cannot exceed 40% of the total request.
- Shelter operations, including minor or routine maintenance, rent, shelter security, fuel, equipment, insurance, utilities, food for shelter residents only (unless prior approval has been obtained from the NC ESG Office), furnishings, and supplies necessary for the operation of the emergency shelter. Hotel or motel vouchers are also allowed when no appropriate emergency shelter is available. For the purpose of this grant maintenance, equipment, furnishings and supplies are items valued less than \$500 per item. Overhead is allowed.**

*Only a maximum of **\$78,608** (of the total ESG funds for NC-511) can be used for Emergency Response Activities. A minimum of **\$52,406** (of the total ESG funds for the NC-511) must be used for Housing Stabilization Activities. The State of North Carolina’s ESG Program does not allow ESG funds to be used for shelter renovation, conversion, or major rehabilitation.

Overhead costs cannot exceed 15% of the subgrantee’s total award.

Homeless Management Information System (HMIS) or DV Comparable Database:

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

PROJECT APPLICATION SUBMISSION & TIMELINE

Organizations **not currently funded** through the 2022-2023 annual ESG allocation that are interested in being recommended for 2023-2024 ESG funding, must complete the “**New Applicants**” application and apply through the local CoC by accessing the application from the [CoC website](#) and submitting the complete Project application(s) and attachments via the Smartsheet link below.

Organizations **currently funded** through the 2022-2023 annual ESG allocation that are interested in being recommended for ESG funding, must submit the “**Returning Applicants**” application found on the [CoC website](#) and submit the complete Project application(s) and attachments via the Smartsheet link below.

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

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

<https://app.smartsheet.com/b/form/468f6d4637f540feab8b069fc6a1ae3e>

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

CCCD serves as the Local Planning Area Lead Agency. Therefore, project applications must be RECEIVED electronically via the [Smartsheet](#) by **5 p.m., July 28, 2023**, to be reviewed by the Grant Review Committee. **Do not submit the Project applications to the State office.**

A timeline of the application process is outlined below:

| Local Deadline | Activity |
|---|--|
| June 28, 2023 (Wed) | Local RFA Released / Updated |
| July 28, 2023 (Fri) by 5:00 p.m. | Project applications must be received via the Smartsheet link . |
| July 31 (Mon) – August 3 (Thr), 2023 | Grant Review Committee will review, score, and select project applications for submission to the State |
| August 4 (Fri), 2023 | Notices will be sent to all project applicants of the Grant Review Committee’s decision. Project applicants will be given the opportunity to appeal. |
| August 7 (Mon) – August 11 (Fri), 2023 | Project applicants will be given the opportunity to appeal. |
| August 14 (Mon) – August 18 (Fri), 2023 | Final Regional and Project Applications are reviewed for completion by the CoC Lead Agency. CoC Lead Agency submits all components (CoC Regional Application and Project Applications) to the State. |
| State’s Estimated Deadline | Activity |
| August 21, 2023 (Mon) by 5:00 p.m. | Final Deadline for the State to receive the Regional / Project applications from the CoCs. |
| August 22 – September 30, 2023 | NC ESG State Application Review |
| October 2, 2023 | Funding Decisions Announced by the State ESG Office |
| October 16, 2023 | Agency’s intent to appeal Due to the State |
| October 23, 2023 | Appeals & Special Consideration Materials Due |
| November 20, 2023 | Appeal Responses |
| December 15, 2023 | Contracts Sent Out from the State ESG Office |

APPLICATION SCORING, SELECTION AND APPEAL PROCESS

Project applications will be reviewed based on the following criteria:

1. Capacity: Does the agency have paid staff members with the capacity to administer an ESG activity? i.e. Executive Director, Case Manager, etc.
2. Financial Stability: Does the agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 45 days after the last day of the billing month?
3. Expenditure History: Does the agency have a history of timely, accurate, and appropriate spend-down rates?
4. Data Collection: Does the proposed agency utilize HMIS or a comparable database (for DV organizations)?
5. Program Design
6. Agency Experience in the Implementation of Similar Activities
7. Past Performance
8. Application completeness & accuracy

Other areas the CoC will look for during the review process:

- **Coordinated Entry:** Does the agency actively participate in the coordinated entry process providing access to all demographic groups?
- **Written Standards:** Does the agency follow the written standards established by the CoC/LPA and promote the CoC/LPA's priorities and goals?
- **Planning/Coordination:** Has the agency participated in the CoC meetings contributing to the homeless discussion?
- **Housing First:** Is the agency committed to operating under a housing first model?
- **Low Barrier:** Is the agency committed to operating under a low barrier model?
- **VAWA:** Is the agency an active participant in the CoC/LPA's established VAWA process?

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

The ESG Office also focuses on:

- **Demonstrated Connections:** Show connections between emergency response and housing stabilization programs.
- **Data Questions:** Ensure the data provided from HMIS or comparable database is accurate and answers the question.

The State will also evaluate applications based on demonstrated ability to meet and comply with 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.

All complete, timely, and eligible applications will be reviewed by the Grant Review Committee, using a scoring rubric. The committee may consider the CoC's priorities and may make adjustments to budgets. The committee's rationale for any adjustments must be recorded. Project applications that are selected for submission are selected on a conditional basis. Selected applications will be submitted as a part of the Regional application to the NC State – Department of Health and Human Services ESG Program by August 21, 2023. Final approval of the consolidated application will be made by the NC State – Department of Health and Human Services ESG Program.

Project selections of accepted/rejected applications will be provided to applicants by written notice no later than 5:00 pm on August 4, 2023.

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

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

OTHER REQUIREMENTS

1. Selected applicant(s) are conditionally selected until final approval is made by the State. Selected applicant(s) approved by the State will contract directly with the State.
2. Contracts are expected to be sent out by the State by the middle of December 2023.
3. Facilities licensed by the Department of Health and Human Services are not eligible to apply.
4. Funds may be used only to assist persons meeting the HUD definition of homeless or at-risk of being homeless.
5. Selected applicant(s) must be a member of the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness.
6. Selected applicant(s) will be required to participate and maintain records in the Homeless Management Information System (HMIS).
7. Domestic violence agencies are exempt from the HMIS participation but must meet separate reporting requirements that make their data available to the state for all State and Federal reporting and evaluations.
8. Selected applicant(s) will be required to participate in the community-wide, coordinated intake/assessment process.
9. Funding will be provided directly from the State to the selected applicant using a reimbursement method.
10. The selected applicant will be required to submit invoices for payment in accordance with the State's guidelines.
11. Selected applicants shall not have the right to assign or delegate any of their duties or obligations under the contract to any other party without written permission.
12. The Grant Review Committee reserves the right to refuse award in the event that none of the applicants demonstrate adequate assurance of their ability to successfully implement and maintain the program.

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

- Telephone request at 910-323-6112.
- E-mail request at dnewton@cumberlandcountync.gov;
- CoC's website at [HOME | Fayetteville-Cumberland County Continuum of Care \(faycccoc.org\)](https://www.faycccoc.org); and
- At the CCCD office located at 707 Executive Place, Fayetteville, NC 28305.

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

HUD REQUIREMENTS

This document summarizes key components of the ESG Program. More information is available at HUD's website at: <https://www.hudexchange.info/programs/esg/esg-requirements/>. All sub grantees must adhere to policies related to:

- Conflict of interest;
- Coordinated entry;
- Data collection;
- Environmental review;
- Violence against Women Reauthorization Act of 2013 ("VAWA"); and
- Limited English Proficiency / Language Access Plan.

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 [HOME | Fayetteville-Cumberland County Continuum of Care \(fayccoc.org\)](https://www.fayccoc.org/). It is the responsibility of the applicant to check the CoC website for any such addendums, supplements, or amendments made to the RFA.

APPENDIX A

Project Applicant's Required Documents Checklist

| | Document | Nonprofit Applicant | Unit of Local Government Applicant |
|---|---|--------------------------|------------------------------------|
| A | Signed, Completed Application | <input type="checkbox"/> | <input type="checkbox"/> |
| B | Project budget worksheet | <input type="checkbox"/> | <input type="checkbox"/> |
| C | CAPER (January 1, 2023 – Present) | <input type="checkbox"/> | <input type="checkbox"/> |
| D | Current year operating budget for the entire organization, not just NC ESG (with Revenues and Expenditures) | <input type="checkbox"/> | - |
| E | CoC Participation and Coordination Agreement Form | <input type="checkbox"/> | <input type="checkbox"/> |
| F | Organizational Chart for the entire organization, not just the NC ESG program | <input type="checkbox"/> | - |
| G | Board of Directors Information: Name, contact information, board position/officer/committee leadership, term, occupation and employer or representing entity, race, gender, lived experience, professional skills that add to the capacity of your organization's leadership. | <input type="checkbox"/> | - |
| H | The organization's audit for the most recent closed fiscal year. Include management letter if applicable. If the organization does not have an audit, submit the most recent 990 | <input type="checkbox"/> | - |
| I | ESG Program Operations Guidelines. | <input type="checkbox"/> | <input type="checkbox"/> |
| J | HUD Corrective Action Plan (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| | City or County ESG Corrective Action Plan (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| K | NC DHHS Required Contract Certification Forms & Documents in the order below | | |
| | 1. No Overdue Taxes Certification Form | <input type="checkbox"/> | - |
| | 2. Annual IRS Tax Exemption Verification Form | <input type="checkbox"/> | - |
| | 3. Annual Conflict of Interest Verification | <input type="checkbox"/> | - |
| | 4. Conflict of Interest Policy | <input type="checkbox"/> | - |
| | 5. Current Certificate of Insurance | <input type="checkbox"/> | - |
| | 6. IRS Tax exemptions Letter | <input type="checkbox"/> | - |
| | 7. Substitute W-9 | <input type="checkbox"/> | <input type="checkbox"/> |
| L | Organization's Financial Policies | <input type="checkbox"/> | <input type="checkbox"/> |
| M | SHELTER SERVICES AND OPERATIONS PROJECTS ONLY – Submit Shelter Habitability Inspection that occurred no earlier than August 2022 | <input type="checkbox"/> | <input type="checkbox"/> |

APPENDIX B

Operations & Written Standards Checklist

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

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

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

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

Written Standards Checklist

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

ALL PROGRAMS

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

STREET OUTREACH/ EMERGENCY SHELTER-OPERATIONS/EMERGENCY SHELTERESSENTIAL SERVICES

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

HOMELESS PREVENTION AND RAPID RE-HOUSING

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

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

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

APPENDIX C

DEFINITIONS

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

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

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

Area Median Income (AMI) – The 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>

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.

Emergency 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.

ESG Match - The dollar-for-dollar match required by the ESG grant. This match may be achieved through other non-ESG funds (cash), in-kind services, or a combination of the two. Match dollars must be spent on eligible ESG activities. (Match not required by subrecipients for 2023-2024 grant)

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 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 Targeted Homelessness Prevention activities,

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 3: ESG Resources

The HUD [ESG resources page](#) 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.

Key Concepts and Requirements

- [Eligible Activities for ESG Rapid Re-Housing and Homelessness Prevention Components](#)
- [Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](#)
- [Requirements for Rental Assistance Agreements and Leases Under ESG](#)
- [ESG Requirements for Case Management to Help Ensure Housing Stability: Rapid Re-Housing and Homelessness Prevention Assistance](#)
- [Assigning Essential Services to the Appropriate Program Component](#)
- [Emergency Shelters: Distinguishing Between Renovation/Conversion and Maintenance Activities](#)
- [Using Contractors in the ESG and CoC Programs](#)

- [ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing](#)
- [ESG Rent Reasonableness and Fair Market Rent](#)
- [Applicable Requirements for Rental Assistance and Housing Relocation and Stabilization Services Matrix](#)

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](#)
- [Homeless Status: Recordkeeping Requirements Webinar](#)
- [Determining Homeless and At-Risk Status, Income and Disability Webinar](#)
- [The Homeless Definition and Eligibility for SHP, SPC, and ESG](#)
- [Criteria and Recordkeeping Requirements for Definition of Homelessness](#)
- [Criteria for Definition of At Risk of Homelessness](#)
- [SNAPS-Shot: Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](#)
- [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\): Defining "Chronically Homeless" Final Rule](#)
- [SNAPS In Focus: Final Rule on Defining "Chronically Homeless" Part II: Policy and Practical Implications of the New Definition](#)

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](#)
- [CoC APR and ESG CAPER HMIS Programming Specifications](#)

Sage

- [Sage ESG CAPER Guidebook for ESG-funded Programs](#)
- [ESG CAPER: Sage HMIS Reporting Repository Template](#)
- [Sage Guidance for ESG Recipients Webinar](#)
- [Sage Guidance for ESG Subrecipients Webinar](#)

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](#)
- [HUD and USICH: Core Principles of Housing First and Rapid Re-Housing Webinar](#)
- [Coordinated Entry Policy Brief](#)
- [Coordinated Entry Requirements and Checklist of Essential Elements](#)
- [SNAPS In Focus: Improving our Crisis Response System](#)
- [Coordination and Collaboration for CoCs and Con Plan Jurisdictions Guide and Video](#)
- [Emergency Solutions Grants State Recipient Consultation with Continuums of Care](#)
- [FY 2016 CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk](#)
- [Disaster Recovery Homelessness Toolkit](#)
- [Disease Risks and Homelessness](#)

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](#) page.