

Emergency Solutions Grants (ESG) Application Information Packet

September 12, 2017

*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 delivered or postmarked by
Monday, October 30, 2017**

Application Review and Q & A webinars are scheduled for:

Tuesday September 19, 11:00am

Register: <https://attendee.gotowebinar.com/register/3357739571472945155>

Monday, September 25, 1:00

Register: <https://attendee.gotowebinar.com/register/1897062563528897026>

All program and application information is subject to change if HUD provides additional guidance on the ESG program.



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Section I. General Information

A. Purpose

The purpose of the ESG Program is to:

- Provide assistance to rapidly re-house persons who are currently homeless
- Assist in meeting the costs of operating emergency shelters
- Restrict the increase of homelessness through the provision of preventive programs and activities

The North Carolina Department of Health and Human Services (DHHS) will administer North Carolina's non-entitlement ESG fund. This application corresponds to federal fiscal year 2017 funds.

B. Definitions

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

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

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

Area Median Income (AMI) – The income amount of the household for whom half of the community has more income and half of the community has less income. This figure is calculated by HUD annually and used to qualify families and individuals for a variety of HUD programs. The income amounts vary across the nation by Metropolitan Statistical Area (MSA) and county, if the county is not part of an MSA.

Information on a community's AMI can be found at:

<https://www.huduser.gov/portal/datasets/il.html>

Balance of State (BoS) CoC- The Balance of State CoC includes 79 counties divided into Regional Committees. Instead, the BoS CoC regional committees oversee and submit regional applications as Local Planning Areas. The Balance of State CoC does not apply to ESG through one combined regional application.

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

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

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

Emergency Response Activities - Street outreach and emergency shelter activities.

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

ESG Entitlement Communities - Communities that receive ESG funds directly from HUD. In North Carolina, there are 6 ESG entitlement communities for Federal FY17 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.

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

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

Grantee- The State of North Carolina, which receives ESG funds directly from HUD.

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

HMIS Comparable Database- An information management system that contains the same client and program data elements that are contained in the statewide HMIS. Federal law requires that Domestic Violence agencies use Systems Comparable to HMIS rather than the HMIS used by other homeless agencies. **Please note that all domestic violence providers funded by the FY 2017-18 NC ESG Program must have a comparable database that produces electronic reports including the Consolidated Annual Performance Report (CAPER) formatted to download as an e-CART.**

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

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

Local Planning Area (LPA) - The voluntary group of homeless stakeholders within a set geographic boundary organized to plan for and provide a system of strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area. The NC ESG Office established the 2017 LPAs in Appendix 2: Fair Share Explainer.

Local Planning Area (LPA) Lead Agency – The agency selected by the LPA and designated to carry out the activities of the LPA or grant including fiscal and compliance activities. Regular administrative tasks may include, but are not limited to: management of the annual HUD application, coordination of other funding opportunities, project and system monitoring, reporting, meeting management, etc. For non-Balance of State LPAs, the LPA Lead Agency should be the CoC Collaborative Applicant. The LPA Lead Agency is the organization responsible for applying, on behalf of the community, for NC ESG funds.

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

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

Rapid Rehousing– A program designed to assist homeless households to obtain and maintain permanent housing through the provision of housing relocation, stabilization services, and rental assistance. Assistance is tailored to household needs and focuses on moving the household as quickly as possible into permanent housing and supporting housing stability.

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

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

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

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

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

C. Eligible Applicants

The State will accept regional applications for ESG funds from Continua of Care lead agencies, or in the Balance of State (BoS) Continuum of Care, Regional Committees. Regions will recommend nonprofit or local government agencies from their regions to be recipients of ESG funds. Once approved, these recommended agencies will contract directly with the State or subcontract with the region's Fiscal Sponsor.

D. Eligible Sub-recipients

Eligible sub-recipients for ESG funding are:

1. Units of general local government, including metropolitan entitlement communities that receive direct ESG allocations from HUD
OR
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.

2. The Regional Application must include all recommended sub-recipients and be submitted by the Local Planning Area's selected ESG lead agency. In all Local Planning Areas, except the Balance of State, the ESG Lead Agency and the CoC Lead Agency should be the same organization.

The ESG Lead Agency should create and implement a fair local decision-making process for the distribution of funds that minimizes conflict of interest (Conflict of Interest Policy). The Local Planning Area's application is encouraged to reflect, if applicable, the community's 10-Year Plan to End Homelessness, CoC Strategic Plan, HEARTH performance measures, the Federal Strategic Plan to Prevent and End Homelessness, and local documented homeless needs.

Local Planning Areas that recommend projects for funding should consider, but not limit to, the following:

- Does the proposed agency have capacity including a paid Executive Director and Case Manager
- Does the proposed agency have the capacity to administer an ESG activity
- Does the proposed agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 30 business days after reimbursement is requested
- Does the proposed agency or Local Planning Areas have available resources to provide matching funds used for eligible ESG activities
- Does the agency have a history of expending at least 85% of ESG allocation if funded during the 16-17 ESG Program

Applications for funding will not be accepted from local governments or nonprofit organizations separately from the Regional Application. Applications are limited to one Local Planning Area, submitted and approved by the ESG Lead Agency. BoS CoC regions must have approval coordinated by North Carolina Coalition to End Homelessness (NCCEH).

See the Application Checklist (Appendix 1) for required documentation that applicants must submit to be eligible to receive ESG funds.

E. Eligible Program Participants

Agencies funded by the NC ESG program are restricted to using NC ESG funds and any matching funds to provide services to eligible program participants. The funds under this program are intended to target the following populations of persons facing housing instability:

1. Individuals and families who are experiencing homelessness according to HUD's definition found in the HEARTH: Defining "Homeless" Final Rule. A summary can be found in Attachment 4 of this application information packet. The definition can be found at:
<https://www.onecpd.info/resource/1928/hearth-defining-homeless-final-rule/>
2. Individuals and families who are at risk of becoming homeless, according to HUD's definition in HEARTH: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments Interim Rule. A summary can be found in Appendix 3 and 4 of this application.
 - The definition can be found at: <https://www.onecpd.info/resource/1975/criteria-for-definition-of-at-risk-of-homelessness/>
 - The full interim rule can be found at: <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>
3. Program participants must have an annual income below 30 percent of area median income (AMI) for the area as determined by HUD. This is verified at intake for prevention activities and at 12 months for rapid rehousing activities. Income limits are available on HUD's web site at:
<https://www.huduser.gov/portal/datasets/il/il16/index.html>

F. Eligible Activities

There are four (4) categories of eligible activities:

1 - Emergency Response

- Street Outreach
- Emergency Shelter (Operations and Services)

Street Outreach: engagement, emergency care and services to unsheltered persons. Program activities include:

- Engage unsheltered persons and connect them with emergency shelter, housing, or critical services
- Provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility
- Provide case management services to assess housing and service needs, arrange, coordinate, and monitor the delivery of individualized services to meet the needs of program participants
- Connect persons with emergency health services and/or emergency mental health services
- Transportation

- Services to special populations (homeless youth, victim services and people living with HIV/Aids)

Emergency Shelter - Services: provides funding for costs associated with providing essential services to homeless people in emergency shelters and operating expenses. Essential services include, but are not limited to:

- Case management
- Child care
- Education services
- Employment assistance and job training
- Outpatient health services (if other resources are not available)
- Mental health services (if other resources are not available)
- Substance abuse treatment (if other resources are not available)
- Transportation
- Services for special population (homeless youth, victim services and people living with HIV/Aids)

Note: For the purpose of the NC ESG Program, sub-recipients may charge fees up to 30% for housing and 10% for services if shelter residents have income. Sub-recipient may not require clients to have income as a condition of admittance for emergency shelter. The NC ESG Program will only fund agencies whose program(s) follow the Housing First Model that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed.

Emergency Shelter - Operations include, but are not limited to:

- Rent
- Security
- Fuel
- Equipment (Reasonable, justifiable, and total cost under \$500)
- Insurance
- Utilities
- Food
- Furnishings (Reasonable, justifiable, and total cost under \$500)
- Supplies (Reasonable, justifiable, and total cost under \$500)
- Hotel and motel voucher for individual or family, only when no appropriate emergency shelter is available.

Note: The State of North Carolina’s ESG program does not allow ESG funds to be used to pay for shelter renovation, conversion, or rehabilitation.

2 - Housing Stabilization

- Targeted Homelessness Prevention
- Rapid Rehousing (Housing Relocation & Stability Services and Financial Assistance)

Targeted Homelessness Prevention: Housing relocation & stabilization services and financial assistance are the two activities that can be provided to accomplish prevention and are the same as the Rapid Rehousing activity, though for individuals and families who are not homeless, but are at-risk of homelessness.

Targeted Homeless Prevention programs are designed to target services and resources to households that are *most likely* to become homeless. As most households that experience a housing crisis do not become homeless, programs must use historical documentation to create criteria for assessing a household's risk of becoming homeless. Housing relocation and stabilization services and financial assistance are the two activities that can be used under targeted prevention. Program participants must have an annual income below 30 percent of area median income (AMI) for the area as determined by HUD. See Rapid Rehousing for clarification of allowable expenses.

Rapid Rehousing: Persons who are homeless according to Category I or IV (see definition in Attachment 3) of HUD's homeless definition are eligible to receive rapid rehousing services and/or financial assistance through the Rapid Rehousing activities.

1. Housing relocation and stabilization services include:
 - Housing search and placement: ESG may pay for services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing.
 - Housing stability case management: ESG may pay the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for the program participant in permanent housing or to assist the program participant in overcoming immediate barriers to obtaining housing.
 - Conducting the initial evaluation required by 576.401(a) including verifying and documenting eligibility for individuals and families applying for homelessness prevention or rapid rehousing assistance.
 - Counseling
 - Developing, securing, and coordinating services and obtaining Federal, State, and local benefits
 - Information and referral
 - Developing an individualized housing and service plan, including strategies for permanent housing stability
 - Monitoring and evaluation of client progress
 - Conducting re-evaluations required under 576.401(b)
 - Mediation: ESG may pay for mediation between the program participant and the owner or person(s) where the program participant is living, provided that the mediation is necessary to prevent the program participant from losing the permanent housing in which the program participant currently resides.
 - Legal services: ESG may pay for hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. In addition, funds can pay for landlord/tenant matters and services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent

housing or will likely result in the program participant losing permanent housing in which the program participant currently resides.

Note: HUD does not allow ESG to fund legal activities related to expunging a criminal record or eviction proceedings/court fees.

- Credit repair: ESG may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of debt.

Note: Credit repair is a service as described. Financial assistance funds (see next section) can be used to pay for rent or utility arrears, but not other debt including, but not limited to: mortgage, credit cards, car payments, or medical bills.

2. Financial assistance includes:

- Payment to utility companies and other third parties for the following costs:
 - Rental application fees
 - Security deposits that equal no more than two months' rent
 - Last month's rent (may be paid in addition to security deposit)
 - Standard utility deposit required by the utility company for gas, electric, water and sewage
 - Utility and rent arrears payments including up to a total of six months of utility and/or rental arrears to support homeless individuals and families in moving as quickly as possible into permanent housing and to achieve stability in that housing
- Moving expenses including truck rental or hiring a moving company, temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under 24 CFR 576.105(b) and before the program participant move into permanent housing. Payment of storage fees in arrears is not eligible.
- Tenant-based rental assistance is allowed for up to 24 months in a 36-month period, pending future year funding awards.

3 – HMIS

HMIS: Pays for eligible costs including HMIS costs for the LPA participation in the statewide homeless management information system, regardless of whether all of the agencies contributing data into the HMIS are receiving other ESG or CoC funds. Other eligible costs include: an HMIS comparable data system, computer equipment, technical support, salaries for operating HMIS.

4 – Administration

Administration: Provides funding for administrative costs related to the planning and execution of ESG activities. Only fiscal sponsors and local units of governments will receive funds for administration. These eligible costs include:

- General management, oversight and coordination
- Training on ESG requirements and attending HUD-sponsored ESG trainings

The State will not know the amount of administrative dollars available to sub-recipients until it knows how many agencies will receive ESG funds.

Note: Staff and overhead costs directly related to carrying out eligible services and operating activities (street outreach, HMIS, Rapid Rehousing and Prevention) 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.

Section II. Funding

A. Available Funding

The State will allocate no less than **\$4,616,178** in response to this Request for Applications (RFA).

B. Budget

Funds will be awarded to applicants based on CoC pro-rata share. The tables in **Appendix 2** show the total amount available to each LPA. The funds can be used for the activities named in the **Eligible Activities Section**.

Emergency Response Activities: Emergency Shelter and Street Outreach

A maximum of 60% of total funds available per Local Planning Area can be spent on emergency response activities. This information is detailed by Local Planning Area in the FAIR SHARE Explainer funds distribution matrix in **Appendix 2**.

C. Funding Priorities:

Emergency Response

The NC ESG Program requires 2017-18 recipients and sub-recipients support the Housing First model 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).

The State strongly encourages use of emergency shelter funds to support facilities linked to rapid rehousing programs within a Local Planning Areas.

Applicants that request Emergency Response funds may allocate all dollars for Emergency Shelter Operations or allocates **no less than 60% of the funding for Shelter Operations and no more than 40% for Shelter Services**.

Local Planning Areas should ensure that recommended projects meet the maximum and minimum allocation requirements.

Housing Stabilization

For the purpose of this grant the NC ESG priority for Housing Stabilization funds is rapid rehousing and HMIS activities. Rapid Rehousing Services and Rapid Rehousing Financial Assistance should be linked an emergency shelter or street outreach program to ensure coordination/prioritization of clients in obtaining and maintaining permanent housing.

Applicants that request Rapid Rehousing funds may allocate all stabilization dollars for Rapid Rehousing Financial Assistance or allocates **no less than 60% of the funding for financial assistance and no more than 40% for services**. An exception may be approved if the Local Planning Area provides written documentation that other non-NC ESG funds will be used also to fund rapid rehousing financial assistance. Local Planning Areas should ensure that the total project funds recommended meet the maximum and minimum requirements.

If a written exception is requested, describe exception in the “Additional Requirements” section of Regional application.

D. Distribution of Funds

The funds will be distributed using the following process:

Each Local Planning Area will complete the ESG Regional application. Balance of State LPAs will be approved by a process established by BoS leadership. Each Local Planning Area is responsible for setting local funding priorities and working with community members and applicants to establish the funding recommendations contained in the ESG regional application. The Local Planning Area will create and implement a local decision-making process for the distribution of funds that is fair and minimizes conflict of interest. The Local Planning Area’s application is encouraged to reflect, if applicable, the community’s 10-Year Plan to End Homelessness, CoC Strategic Plan, HEARTH performance measures, the Federal Strategic Plan to Prevent and End Homelessness, and local documented homeless needs.

Local Planning Areas that recommend projects for funding should consider, but not limit to, the following:

- Does the proposed agency have capacity including a paid Executive Director and Case Manager;
- Does the proposed agency have the capacity to administer an ESG activity;
- Does the proposed agency have operating funds to pay eligible expenses and request reimbursement from the NC ESG Program 30 business days after reimbursement is requested;
- Does the proposed agency or Local Planning Areas have available resources to provide matching funds used for eligible ESG activities;
- Does the agency have a history of expending at least 85% of ESG allocation if funded during the 16-17 ESG Program;

Each Local Planning Area is required to select a lead agency that will submit ESG funding recommendation to the State on behalf of the entire Local Planning Area. In non-Balance of State LPAs, the ESG lead agency and the LPA lead agency should be the same organization.

The State uses the HUD approved pro rata share, minus funding for entitlements, to determine CoC allocations **(See Appendix 2)**.

Funds that have not been spent by the end of the program year will be recaptured by the state.

LPAs are required to apply and meet the scoring threshold criteria in order to receive the maximum amount of funding listed in **Appendix 2**.

The State has the right to request additional information or amendments to applications for this process.

E. Distribution of Un-Awarded Funds

In the event that regions do not apply for the full ESG Pro Rata amount available or do not meet the State's criteria, the State will allocate any un-awarded funds to other regions at its discretion.

F. Fiscal Sponsor

Background

The State **does not require that Local Planning Areas to have a Fiscal Sponsor**. Local Planning Areas that elect to have a Fiscal Sponsor must be approved by the State. Multiple regions may have the same Fiscal Sponsor. The State will approve a Fiscal Sponsor based on established financial capacity and oversight standards. In Local Planning Areas where a Fiscal Sponsor is not identified the State will continue to administer contracts directly with the local agencies.

Fiscal Sponsor Role

The Local Planning Area may choose the same agency to serve as the ESG Lead Agency and the Fiscal Sponsor or it may choose separate agencies for these roles. If a Fiscal Sponsor is chosen, it will serve the Local Planning Area or multiple LPAs and all funded projects within the LPA(s). The Fiscal Sponsor must be a unit of local government or 501(c) 3 non-profit.

A Fiscal Sponsor's activities will include, but are not limited to:

- 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

Although Fiscal Sponsors are encouraged to monitor sub-recipients, the State will also provide sub-recipient monitoring as part of its administrative oversight of the ESG program.

Fiscal Sponsors are responsible for reimbursing any sub-recipient agencies for ESG eligible expenses covered in the contractual budget. The Fiscal Sponsor has the option of advancing funds to a sub-recipient agency, however the State will not advance funds. The Fiscal Sponsor will be responsible

for ensuring that client data related to any reimbursement has been entered into HMIS before requesting reimbursement. If a LPA has a Fiscal Sponsor and administrative funds are available, all administrative dollars will go to the Fiscal Sponsor rather than individual agencies. It is up to the Fiscal Sponsor to decide if it will share administrative funds with its subcontractors.

Fiscal Sponsors may also provide some of the ESG-funded services directly. Fiscal Sponsors are expected to work in partnership with the ESG Lead Agency if it is different.

G. General Program Requirements

The following are general program requirements. Applicants should be aware that there may be additional requirements based on future HUD guidance on the ESG program.

- Program participants must agree to meet with a case manager at least once per month to assist the program participants in ensuring long-term housing stability, unless prohibited by the Violence against Women Act of 1994 or the Family Violence Prevention and Services Act. These meetings are to be participatory in nature, in other words, participants will be involved in the creation of mutually agreed upon time, place, and frequency of meetings with the case manager.
- Program participants must agree to participate in developing a Housing Stability Plan to assist the program participants in retaining permanent housing after the ESG assistance ends. This plan will consider all relevant features including, but not limited to: the program participants current or expected income and expenses; other public or private assistance for which the program participants will be eligible and are likely to receive; and the relative affordability of available housing in the area.
- Income verification:
 - Targeted Prevention: Income must be verified at intake and re-certified every three (3) months thereafter for as long as the household remains part of the program.
 - Rapid Re-Housing: Income verification is not required at program intake, but is required when the program participant has been in the program 12 months and annually thereafter to ensure the household is eligible for the ESG program.
- Local Planning Areas that develop additional program participant eligibility criteria must have those criteria approved by the State prior to implementation. Criteria may be used to narrow the program participant eligibility requirements, but not broaden them.
- Providers must have an appeals policy and process for program participants who are denied assistance or terminated. As part of the process, program participants must be able to request an appeal verbally and in writing. Providers must document the reasons that non-qualifying program participants do not qualify for assistance and reasons for termination of qualifying program participants. Persons who are terminated must receive notification of termination in writing and be told of the appeals process in writing.

H. Advances from the State

The State will not advance any ESG funds.

Section III. Data Collection/Outcomes

A. Data Collection

Grantees will use the statewide Homeless Management Information System (HMIS), currently NC HMIS on Mediware/ServicePoint, to ensure that all data needed for program evaluation and required reports is available to integrate into the statewide HMIS system in a timely manner. 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 agencies) must meet the same reporting requirements using a comparable HMIS that produces electronic reports including, but limited to, the Consolidated Annual Performance Evaluation Report downloaded as an e-Card as well as other data request for all State and Federal reporting and evaluations.

B. Program Outcomes:

The State seeks to accomplish HUD's Objectives as an average for the whole LPA: individual LPA funded projects are not required to accomplish the HUD Objectives individually. Sub-recipients shall seek to meet the current HUD Objectives to the maximum extent possible.

The State will expect sub-recipients to measure and report on the outcomes of street outreach, emergency shelter, rapid re-housing, and prevention assistance using HMIS. Agencies that are exempt from the HMIS participation requirement (i.e. domestic violence agencies) must meet the same reporting requirements using a comparable HMIS that produces electronic reports including, but limited to, the Consolidated Annual Performance Evaluation Report downloaded as an e-Card as well as other data request for all State and Federal reporting program outcomes.

1. Emergency Response

Performance measures for Emergency Shelter and Street Outreach are likely to include, but may not be limited to:

- Length of stay in homeless services
- Exits to permanent housing
- Shelter bed utilization
- Timeliness of connection to the Housing Stabilization Teams

2. Housing Stabilization

Performance measures for both prevention and rapid rehousing are likely to include, but may not be limited to:

- Percentage of program participants who are permanently housed at program exit, at 6 months after program exit, and at 12 months after program exit
- Increases in income from benefits or employment
- Assertive referrals to mainstream services such as SSI/SSDI, TANF, food stamps, mental health services, medical care services, prescriptions, child care, employment programs, and education programs
- Rates of return (for rapid re-housing) or subsequent entry (for prevention) to the homeless emergency system

- For rapid rehousing and using HMIS data, the State will also measure impact on average length of stay in the homeless emergency system compared to other CoCs or prior year rates

C. Reporting*

The State requires all ESG sub-recipients participate in data collection (as detailed above) for reporting. Additionally, the State requires all sub-recipients to comply with reports requested by the North Carolina Coalition to End Homelessness and the Michigan Coalition Against Homelessness. Among reports required are:

- Consolidated Annual Performance Evaluation Report (CAPER)
- Provider Report Card (ART Data Quality reports)
- Annual Match Report.

* Designated reports may change once “Qlik” is implemented sometime in 2018.

Section IV. Application Submission Information

A. Application Deadlines

Applications in response to the RFA must be delivered by **5:00pm** or post marked by **Monday, October 30, 2017**. All applications received by this deadline will be reviewed. Late applications will not be reviewed.

Please note that each Local Planning Area should submit:

- **one** regional application
- **one program application** for each of the agencies recommended for funding
- One soft (electronic) copy on a flash drive of the complete application.

Please see the Application Checklist (**Appendix 1**) for a complete list of all information that must be submitted with regional and program applications.

If using US Postal Services, mail ESG application and supporting documents to:

Kim Crawford
DHHS-DAAS
2101 Mail Service Center
Raleigh, NC 27699-2101

If using Courier services (such as UPS, Federal Express, etc.) or Hand Delivery:

Kim Crawford
DHHS-DAAS
918 Tate Dr
Raleigh, NC 27603

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.

B. Application Q&A Webinars

Applicants are invited to participate in the two free webinars held by the State to offer technical assistance and answer questions for organizations developing ESG applications. The webinars will be held:

Tuesday, September 19, 11:00am

Register: <https://attendee.gotowebinar.com/register/3357739571472945155>

Monday, September 25, 1:00

Register: <https://attendee.gotowebinar.com/register/1897062563528897026>

C. Sub-Recipient Trainings

The State will provide various trainings on program requirements and implementation. All sub-recipients will be expected to participate in trainings.

Section V. Application Guidelines

A. Process for Evaluating Applications:

DHHS Staff will review each application according to the threshold requirements listed below in order to make funding decisions. LPAs that have complete applications and meet threshold requirements are eligible for funding. Incomplete applications will not be considered.

Applications will only be accepted from Local Planning Area lead agencies; the State will not accept applications directly from nonprofit or local government organizations.

B. Threshold Requirements: For a proposal to be eligible for receiving funds, the State must determine that the following threshold criteria have been met.

- Applicants are required to consult with the LPA while designing and completing the ESG application. Applicants must have their LPA complete the Participation and Coordination Agreement
- Applications must be submitted by Local Planning Area ESG lead agency
- The organizations recommended for funding must be nonprofits with a 501(c) 3 status or local governments and eligible contractors for HUD funds and State funds. The organization(s) must not be debarred from receiving federal or state funds nor under any current sanctions related to federal or state funding, indicated by NCGrants.gov. Organizations must not have any outstanding monitoring findings at the time of application. Organizations must be current with all tax obligations, or be current in implementing a payment plan

- Organizations recommended for funding must have a specific non-ESG source(s) identified for the required match
- Organizations must have satisfactory organizational and financial status, experience, and capacity to implement and operate the project and spend ESG funds in a timely manner
- Requests for funds must not exceed the maximum or minimum amounts for a Local Planning Area shown in Appendix 2: **Fair Share Explainer**
- Applications must be complete, including all appropriate signatures and required attachments. NC DHHS staff reserves the right to ask clarifying questions on application materials submitted, however, incomplete applications will not be reviewed
- Applications must have all required local approvals in place before submission;
- The local selection process must take reasonable steps to limit conflict of interest (see Code of Professional Conduct)
- Applications must be received complete and accurate by the deadline. Late and/or incomplete applications will not be reviewed

C. Application Evaluation Criteria: The State retains the right to reject 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.

Section VI. Appendix

Appendix 1 – Application Checklist

Each LPA should submit one binder with one regional application, one fiscal sponsor application, and one project application for each agency recommended for funding. The following charts outline the required documents for each application type.

Regional Application Required Documents

TAB	Document	
1	Signed, completed Regional Application (Word document) Attachment 1	✓
2	Regional Budget Worksheet (Excel spreadsheet) Attachment 2	✓
3	CoC Policies (in order):	
	<ul style="list-style-type: none"> • Written Standards • Coordinated Entry 	✓ ✓
4	2017 HDX CoC Competition Report	✓
5	Materials used to solicit and evaluate Local Planning Areas ESG project applications	✓

Fiscal Sponsor Application Required Documents (if applicable)

TAB	Document	Nonprofit Fiscal Sponsor Applicant	Unit of Local Government Fiscal Sponsor Applicant
1	Signed, Completed Fiscal Sponsor Application (Word Document) Attachment 3	✓	✓
2	Current year operating budget (with Revenues and Expenditures)	✓	-
3	Organizational Chart	✓	-
4	List of names, email addresses, telephone numbers, occupations, with officers identified. Indicate homeless or formerly homeless BOD member.	✓	-
5	Most recent audit report OR sworn accounting of receipts and expenditures for applicant's previous fiscal year.	✓	-
6	NC DHHS Required Contract Certification Forms (Attachment 7)		
	1. Federal Certifications	✓	✓
	2. State Certification	✓	✓
	3. No Overdue Taxes Certification Form	✓	-
	4. Annual IRS Tax Exemption Verification Form	✓	-
	5. Annual Conflict of Interest Verification	✓	-
	6. Current Certificate of Insurance	✓	-

Project Application Required Documents

Note: Each project must be submitted with separate, lettered tabs as outlined on this checklist. When multiple documents are behind one tab, take care to assemble in the noted order.

TAB	Document	Nonprofit Project Applicant	Unit of Local Government Project Applicant
A	Signed, Completed Fiscal Sponsor Application (Word Document)	✓	✓
B	Project budget worksheet (Excel spreadsheet)	✓	✓
C	Matching Documentation (as noted in Appendix 5)	✓	✓
D	Current year operating budget (with Revenues and Expenditures)	✓	-
E	LPA Participation and Coordination Agreement	✓	✓
F	Organizational Chart	✓	-
G	Board of Directors Information. List of names, email addresses, telephone numbers, occupations, with officers identified. Indicate homeless or formerly homeless board member.	✓	-
H	Most recent audit report OR sworn accounting of receipts and expenditures for applicant's previous fiscal year	✓	-
I	Project Operations Guidelines including: <ul style="list-style-type: none"> • Program Rules • Program Intake form(s) • Fair Housing Policy, Anti-discriminatory Practices • Appeals, grievance, termination policies • HUD Corrective Action Plan (if any) 	✓	✓
J	NC DHHS Required Contract Certification Forms		
	1. Federal Certifications	✓	✓
	2. State Certification	✓	✓
	3. No Overdue Taxes Certification Form	✓	-
	4. Annual IRS Tax Exemption Verification Form	✓	-
	5. Annual Conflict of Interest Verification	✓	-
	6. Current Certificate of Insurance	✓	-

Appendix 2 - FAIR SHARE EXPALINER: Distribution of ESG Funds by Local Planning Area

Local Planning Area Applications

Project applicants must apply through a Local Planning Area. Local Planning Areas are responsible for completing the regional application and holding a local competitive process to determine which projects will be submitted to the ESG office for funding.

The 2017-18 Local Planning Areas are:

- NC-500 Forsyth
- NC-501 Buncombe
- NC-502 Durham
- NC-503 Balance of State Region 1
- NC-503 Balance of State Region 2
- NC-503 Balance of State Region 3
- NC-503 Balance of State Region 4
- NC-503 Balance of State Region 5
- NC-503 Balance of State Region 6
- NC-503 Balance of State Region 7
- NC-503 Balance of State Region 8
- NC-503 Balance of State Region 9
- NC-503 Balance of State Region 10
- NC-503 Balance of State Region 11
- NC-503 Balance of State Region 12
- NC-503 Balance of State Region 13
- NC-504 Guilford
- NC-505 Mecklenburg
- NC-506 Tri-Hic (Brunswick/New Hanover/Pender)
- NC-507 Wake
- NC-509 Gaston/Lincoln/Cleveland
- NC-511 Cumberland
- NC-513 Orange
- NC-516 Northwest

Available Funding

The U.S. Department of Housing and Urban Development allocated \$4,990,463 to the NC State ESG Program. A portion, 7.5% or \$374,284, is for admin costs incurred by the State or subrecipients that are units of local government. The remaining funds, \$4,616,179, will be distributed to subrecipients for program costs. The amount that each Local Planning Area is eligible to apply for is the “NC ESG Fair Share”.

No more than 60% of funds can be used for Emergency Response Services (Street Outreach and Emergency Shelter). While there is a maximum percent for Emergency Services, there is no maximum for Housing Stability (Rapid Re-Housing, HMIS, and Targeted Prevention). This means a Local Planning Area may choose to apply for the full 60% of Emergency Response funding or use some of that funding for Housing Stability Activities. The chart below shows the funding that each Local Planning Area may apply for during the FY17 competition.

Continuum of Care		NC ESG Fair Share	Emergency Services (60% maximum)	Housing Stability (40% minimum)
NC-500	Forsyth	\$197,432	\$118,459	\$78,973
NC-501	Buncombe	\$123,460	\$74,076	\$49,384
NC-502	Durham	\$160,343	\$96,206	\$64,137
NC-503-R1	BoS Region 1	\$119,011	\$71,407	\$47,604
NC-503-R2	Bos Region 2	\$107,626	\$64,576	\$43,050
NC-503-R3	BoS Region 3	\$181,347	\$108,808	\$72,539
NC-503-R4	BoS Region 4	\$158,523	\$95,114	\$63,409
NC-503-R5	BoS Region 5	\$306,501	\$183,901	\$122,600
NC-503-R6	BoS Region 6	\$182,372	\$109,423	\$72,949
NC-503-R7	BoS Region 7	\$346,613	\$207,968	\$138,645
NC-503-R8	BoS Region 8	\$166,898	\$100,139	\$66,759
NC-503-R9	BoS Region 9	\$230,432	\$138,259	\$92,173
NC-503-R10	BoS Region 10	\$221,719	\$133,031	\$88,688
NC-503-R11	BoS Region 11	\$99,687	\$59,812	\$39,875
NC-503-R12	BoS Region 12	\$152,819	\$91,691	\$61,128
NC-503-R13	BoS Region 13	\$143,806	\$86,284	\$57,522
NC-504	Guilford	\$244,768	\$146,861	\$97,907
NC-505	Mecklenburg	\$452,083	\$271,250	\$180,833
NC-506	Tri-Hic	\$151,039	\$90,623	\$60,416
NC-507	Wake	\$387,621	\$232,573	\$155,048
NC-509	Gaston-Lincoln-Cleveland	\$179,407	\$107,644	\$71,763
NC-511	Cumberland	\$126,794	\$76,076	\$50,718
NC-513	Orange	\$59,636	\$35,782	\$23,854
NC-516	Northwest	\$116,241	\$69,745	\$46,496
Total		\$4,616,178	\$2,769,708	\$1,846,470

Calculation of Distribution of Funds

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. 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	FY17-18 HUD Allocation	Admin	Program
City of Charlotte	\$481,758	\$36,132	\$445,626
City of Durham	\$164,728	\$12,355	\$152,373
City of Greensboro	\$182,064	\$13,655	\$168,409
City of Raleigh	\$256,647	\$19,249	\$237,398
City of Winston-Salem	\$179,756	\$13,482	\$166,274
Wake County	\$141,423	\$10,607	\$130,816
NC State ESG	\$4,990,463	\$374,285	\$4,616,178
Total NC ESG	\$6,396,839	\$479,765	\$5,917,074

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

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

Continuum of Care		ESG Fair Share Total (entitlement + state)	ESG Entitlement	NC ESG Fair Share
NC-500	Forsyth	\$363,706	\$166,274	\$197,432
NC-502	Durham	\$312,716	\$152,373	\$160,343
NC-504	Guilford	\$413,177	\$168,409	\$244,768
NC-505	Mecklenburg	\$897,709	\$445,626	\$452,083
NC-507	Wake*	\$755,835	\$368,214	\$387,621

*NC-507 Wake has two entitlement funds administered separately by the City of Raleigh and Wake County. These funds have been combined in the chart.

Appendix 3 - HUD's Definition of Homelessness

24 CFR Parts 91, 582, 583

The four categories under which families and individuals may qualify as homeless are:	Rapid Rehousing	Emergency Shelter
1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;	✓	✓
2. Individuals and families who will imminently lose their primary nighttime residence;		✓
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and		✓
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member	✓	✓

Appendix 4 - HUD's Definition of At-Risk of Homelessness

1. An individual or family who:
 - a. Has an annual income below 30% of median family income for the area; AND
 - b. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND
 - c. Meets one of the following conditions:
 - i. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 - ii. Is living in the home of another because of economic hardship; OR
 - iii. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of the application for assistance; OR
 - iv. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
 - v. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
 - vi. Is exiting a publicly funded institution or system of care; OR
 - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Consolidated Plan
2. Unaccompanied Children and Youth:

A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
3. Families with Children and Youth:

An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Appendix 5 – Matching Funds Documentation

Please indicate below the source(s) and amount of funds to be used to match the ESG funds received by your organization. Matching funds must:

- At minimum, be equal to the amount of ESG funds allocated. ***These funds must be provided after the start date of the grant award and may not be used to match another grant during the same period.***
- Be from a non-ESG source
- Be used to fund eligible ESG activities

Additionally, **please attach documentation** of the availability of matching funds for the proposed project as described below.

- If funds received from units of local government, churches, foundations, United Way, or state government agencies will be used to match ESG funds, attach copies of funding award and/or commitment letters from these sources on their official letterhead and signed by their authorized official.
- If the value of donated volunteer hours, donations from businesses or individuals, client rent/boarding fees or client program service fees will be used to match ESG funds, the applicant organization must provide a letter on its official letterhead signed by its board chairperson describing the records which will be maintained on these match sources, the total amount of the match expected to be received and, in the case of volunteer hours, the number of hours expected to be donated. For the purpose of matching ESG Program funds, volunteer hours are valued at the amount a paid staff member doing the same work earns per hour.
- If the value of a donated building or any lease will be used to match ESG funds, provide documentation of the fair market value of the building or lease.
- If staff salaries are used to match ESG funds, the source of the funds for these salaries should be identified by the applicant organization in a letter on its official letterhead and signed by its board chairperson.

Appendix 6: Application Documents

The following documents have been made available by the North Carolina Department of Health and Human Services, Division of Aging and Adult Services and should be used for completion of the NC ESG Application.

1 – Regional Application (word document)

2 – Regional Budget (excel spreadsheet)

3 – Fiscal Sponsor Application (word document)

4 – Project Application (word document)

5 – Project Budget (excel spreadsheet)

6 – Certificate of LPA Participation and Coordination

7 – NC DHHS Required Contract Certification Forms

- Federal Certification
- State Certification
- No Overdue Taxes Certification Form
- Annual IRS Tax Exemption Verifications Form
- Annual Conflict of Interest Verification
- Current Certificate of Insurance

Appendix 7: ESG Application Data Sources

The following charts indicate which HMIS reports should be used to complete the project performance charts in the project application. Where applicable, the question to refer to on the report is noted as “Q”.

Outputs- Persons Served- All Projects	
Item	Source
Total Number of Persons Served	CAPER V5 (Q 6a)
Total Number of Adults without Children Served	CAPER V5 (Q 6b)
Total Number of Adults with Children Served	CAPER V5 (Q 6b)
Total Number of Children with adults Served	CAPER V5 (Q 6b)
Total Number of Children with Only Children Served	CAPER V5 (Q 6b)
Total Number of Households Served	CAPER V5 (Q 7a)
Total Number of Households w/o Children Served	CAPER V5 (Q 7a)
Total Number of Households with Children and Adults Served	CAPER V5 (Q 7a)
Total Number of Households w/ Only Children Served	CAPER V5 (Q 7a)
Utilization Rate-Households without Children as of the 2017 Point-in-Time Count	2017 Data submitted to CoC for PIT/HIC
Utilization Rate-Households with Children and Adults as of the 2017 Point-in-Time Count	2017 Data submitted to CoC for PIT/HIC
Utilization Rate- Households with Only Children as of the 2017 Point-in-Time Count	2017 Data submitted to CoC for PIT/HIC

Data Quality- All projects	
Item	Source
Personally Identifiable Information- Overall Score	0640 HUD Data Quality Report (Q2)
Veteran Status	0640 HUD Data Quality Report (Q3)
Relationship to Head of Household	0640 HUD Data Quality Report (Q3)
Client Location	0640 HUD Data Quality Report (Q3)
Disabling Condition	0640 HUD Data Quality Report (Q3)
Destination	0640 HUD Data Quality Report (Q3)
Chronic Homelessness- % of records unable to calculate	0640 HUD Data Quality Report (Q5)
Timeliness- Time for record entry 11+ days- Entry Records	0640 HUD Data Quality Report (Q6)
Timeliness- Time for record entry 11+ days- Exit Records	0640 HUD Data Quality Report (Q6)

The following charts indicate where to find data to complete project performance charts for each project type.

Impact- Emergency Shelter	
Item	Source
Average Length of Stay in Project	0700 Length of Time Homeless
Median Length of Stay in Project	0700 Length of Time Homeless
Number of Exits to Permanent Housing Destinations	CAPER V5 (Q 23a)
Number of Exits to Temporary Destinations	CAPER V5 (Q 23a)
Number of Exits to DK/R/DNC Destinations	CAPER V5 (Q 23a)

Impact- Street Outreach	
Item	Source
Average Length of Stay in Project	0700 Length of Time Homeless
Median Length of Stay in Project	0700 Length of Time Homeless
Number of Exits to Permanent Housing Destinations	CAPER V5 (Q 23a)
Number of Exits to Emergency Shelter	CAPER V5 (Q 23a)
Number of Exits to Transitional Housing for Homeless Persons	CAPER V5 (Q 23a)
Number of Exits to DK/R/DNC Destinations	CAPER V5 (Q 23a)
Total Persons Contacted -1 st contact at place not meant...	CAPER V5 (Q 9a)

Rate of Engagement- 1 st contact at place not meant...	CAPER V5 (Q 9a)
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Impact- Homeless Prevention	
Item	Source
Average Length of Stay in Project	0700 Length of Time Homeless
Median Length of Stay in Project	0700 Length of Time Homeless
Able to maintain housing- without a subsidy	CAPER V5 (Q 23b)
Able to maintain housing- with a subsidy had at project entry	CAPER V5 (Q 23b)
Able to maintain housing- with a subsidy acquired since entry	CAPER V5 (Q 23b)
Able to maintain housing- only with financial assistance	CAPER V5 (Q 23b)
Client became homeless- moving to ES or streets	CAPER V5 (Q 23b)

Impact- Rapid Rehousing	
Item	Source
Total Number of Clients entering from homeless situations	CAPER V5 (Q 15)
Average Length of Stay in Project	0700 Length of Time Homeless
Median Length of Stay in Project	0700 Length of Time Homeless
Length of Time between Project Entry and Move-in Date	CAPER V5 (Q 22c)
Number of Exits to Permanent Housing Destinations	CAPER V5 (Q 23a)
Number of Exits to Emergency Shelter	CAPER V5 (Q 23a)
Number of Exits to Place Not Meant for Human Habitation	CAPER V5 (Q 23a)
Number of Exits to DK/R/DNC Destinations	CAPER V5 (Q 23a)

Appendix 8: Required HMIS Data Elements for ESG Funded Projects

Data Element	Project Type				
	Shelter-Entry/Exit	Shelter-Night by Night	Homeless Prevention	Rapid Rehousing	Street Outreach
Name	✓	✓	✓	✓	✓
Social Security Number	✓	✓	✓	✓	✓
Date of Birth	✓	✓	✓	✓	✓
Race	✓	✓	✓	✓	✓
Ethnicity	✓	✓	✓	✓	✓
Gender	✓	✓	✓	✓	✓
Veteran Status	✓	✓	✓	✓	✓
Disabling Condition	✓	✓	✓	✓	✓
Living Situation - Part A	✓	✓			✓
Living Situation - Part B			✓	✓	
Project Entry Date	✓	✓	✓	✓	✓
Project Exit Date	✓	✓	✓	✓	✓
Destination	✓	✓	✓	✓	✓
Personal ID	✓	✓	✓	✓	✓
Household ID	✓	✓	✓	✓	✓
Relationship to Head of Household	✓	✓	✓	✓	✓
Client Location	✓	✓	✓	✓	✓
Income and Sources	✓		✓	✓	✓
Non-Cash Benefits	✓		✓	✓	✓
Health Insurance	✓		✓	✓	✓
Physical Disability	✓	✓	✓	✓	✓
Developmental Disability	✓	✓	✓	✓	✓
Chronic Health Condition	✓	✓	✓	✓	✓
HIV/AIDS	✓	✓	✓	✓	✓
Mental Health Problem	✓	✓	✓	✓	✓
Substance Abuse	✓	✓	✓	✓	✓
Domestic Violence	✓	✓	✓	✓	✓
Contact		✓			✓
Date of Engagement		✓			✓
Bed-Night Date		✓			
Residential Move-in Date				✓	
Housing Assessment at Exit			✓		