



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

FY 2022 – 2023 ESG RFA INFORMATION SESSION

Purpose

The purpose of this Request for Application (RFA) is to solicit applications from non-profits and local units of government who are interested in providing Emergency Solutions Grants (ESG) services related to assisting individuals or families that are homeless or at-risk of becoming homeless within the NC-504 or Guilford County Continuum of Care (CoC). **ESG funds can be used for Emergency Response Activities, including emergency shelter operations/services and street outreach, and Housing Stability Activities, including homelessness prevention and rapid rehousing.**



Description

- NC ESG funds are intended to be used as part of a crisis response system using a low barrier, housing-focused approach to ensure that homelessness is rare, brief, and one time. Activities can include:
- Engaging homeless individuals and families living on the street;
- Improving the number and quality of emergency shelters for homeless individuals and families;
- Helping operate emergency shelters;
- Providing essential services to emergency shelter residents,
- Rapidly rehouse homeless individuals and families, and
- Preventing families and individuals from becoming homeless.



Funding Amount

- The total FY 2022-2023 NC ESG Fair Share for the Guilford County CoC is \$276,717. Of these funds:
 - \$166,030 or 60% **maximum** can be used for Emergency Services
 - \$110,204 or 40% **minimum** can be used for Housing Stability



Eligibility

The CoC will accept applications from any member organizations who meet all of the application criteria including submissions of letter(s) of intent, documentation, and a complete application. Organizations recommended by the CoC for funding will contract directly with NC DHHS Division of Aging and Adult Services (NC DHHS-DAAS), for funding or with a Fiscal Sponsor, who will then contract directly with NC DHHS-DAAS.



How to Apply

Organizations intending to submit applications in response to this RFA must submit both a Letter of Intent to Apply (LOI) including required documentation and a complete project application. The Letter of Intent and accompanying documentation must be submitted to the Collaborative Applicant electronically by email and/or a to-be-provided file transfer link no later than 11:59pm on Friday, August 12, 2022. The complete application must be submitted via Smartsheet (link) no later than 11:59pm on Friday, August 26, 2022. All applications received by these deadlines will be reviewed. Late applications will not be reviewed absent extreme mitigating circumstances, as specified in the policies and procedures of the Guilford County CoC. **The full ESG grant process timeline, letter of intent requirements, and application details are available as part of the RFA packet and on the Guilford County CoC website at [GuilfordCountyCoC.org](https://www.guilfordcountycoc.org).**



ESG RFA Instructional Session and Q&A

All prospective applicants are strongly encouraged to attend one of the in-person technical assistance sessions below, being offered by the NC ESG Office, to review and discuss the 2022-2023 NC ESG RFA:

Tuesday, August 2, 1:00PM – 3:00PM

Registration Link:

<https://attendee.gotowebinar.com/register/2908596806521244430>



Deadlines for Submission

- **Letter of Intent (LOI)** – submit no later than 11:59 PM on Friday, August 12, 2022 to infoCoC@guilfordcountync.gov
- **Project Application** – submit no later than 11:59PM on Friday, August 26, 2022 via Smartsheet at a link to be provided by the Collaborative Applicant prior to the Project Application deadline.





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Working to End Homelessness in Guilford County

2022 Timeline for NC-504 Guilford County Emergency Solutions Grant Process

| <u>Item</u> | <u>Date</u> | <u>Weekday</u> |
|---|-------------|----------------|
| Application & Funding Released | 7/19/22 | Tuesday |
| CoC Members Notified & RFA Released | 8/1/22 | Monday |
| Information & Training Meeting | 8/2/22 | Tuesday |
| Letters of Intent & Documentation Due | 8/12/22 | Friday |
| CoC Technical Assistance Cut-Off | 8/23/22 | Tuesday |
| CoC Member Applications Due | 8/26/22 | Friday |
| CoC Staff Provides Applications to SPEC | 9/1/22 | Thursday |
| SPEC Begins Review of Applications | 9/2/22 | Friday |
| SPEC Notifies Funded Agencies | 9/12/22 | Monday |
| Appeals on Funding Due to SPEC | 9/16/22 | Friday |
| Appeals Reviewed by SPEC | 9/19/22 | Monday |
| Funding Recommendations Announced | 9/20/22 | Tuesday |
| Funding Recomm. Voted on by CoC | 9/21/22 | Wednesday |
| Written Notice of Funding to Agencies | 9/22/22 | Thursday |
| CoC Application Submitted to State/HUD | 9/22/22 | Thursday |
| State / HUD Deadline | 10/3/22 | Monday |

Letter of Intent

- Organizations intending to submit an application for the 2022 ESG and/or the CoC Notice of Funding Opportunity (NOFO) grant opportunities must submit an Intent to Apply letter and threshold documentation that includes the information and items listed in this document. Organizations applying for both grants will not need to submit duplicate documentation with their second letter of intent in the, but they will need to submit any grant-specific documentation (e.g. performance reports) that was not previously submitted. These letters and documentation must be submitted by the deadline set for each grant.
- Organizations will still need to submit a full complete project application including any supporting documentation that is not included with the letter of intent prior to the local application deadline as published by the Collaborative Applicant.



Letter of Intent

The following information should be included for each project that you intend to submit for consideration:

- Nature of Project (Renewal Project or New Project)
- Project Title
- Project Summary (1 paragraph)
- Program type (Permanent Supportive Housing, Rapid Re-Housing, New “Joint Project”, Supportive Services including HMIS and Coordinated Intake)
- Proposed Funding Amount
- Contact person and contact information
- Name and contact information of person responsible for preparing application in e-snaps



Letter of Intent

Attached documentation must include:

- Agency Documentation:
 - Organizational/Administrative Information:
 - Policies & Procedures
 - Training Participation
 - Financial Reports
- State & HUD Grant Performance Reports & Data Sharing
 - For State/ESG Grants:
 - Copy of most recent CAPR submitted to the State for each existing grant – please indicate the date the CAPR was submitted
 - Listing of any grant amounts recaptured in previous 3 years
 - State Corrective Action Plan (if applicable)
 - For HUD/NOFO Grants:
 - HMIS reports for April 1, 2021 to March 31, 2022 for each existing grant
 - APR Report
 - HUD DQ Framework
 - Copy of most recent APR submitted to HUD for each existing grant – please indicate the date the APR was submitted
 - Listing of any grant amounts recaptured in previous 3 years
 - HUD Corrective Action Plan (if applicable)
 - Copy of signed HMIS data sharing agreement with CoC
- Other Documentation
 - Risk Analysis Documentation
 - Other organizational information needed to meet HUD or CoC requirements



Review, Scoring, & Prioritization of Project Applications:

The Governance Charter for the Guilford County Continuum of Care and CoC Board designates the System Performance and Evaluation Committee (SPEC) to be responsible for Guilford CoC planning activities, including establishing CoC system performance metrics and standards; evaluating CoC system performance; establishing metrics and standards for measuring the performance of ESG- and CoC-funded projects; and evaluating performance of those projects.

The SPEC, with input from the Collaborative Applicant, must establish and oversee the CoC's annual process to evaluate and rank the performance of CoC member agencies applying for HUD or other CoC-administered funding. The SPEC is also responsible for developing a tool to evaluate performance of ESG- and CoC- funded projects.

After its review of all project applications, the SPEC will provide its recommended funding and rank/priority to the CoC Board. The Board shall then provide initial approval of funding and rank/priority recommendations made by the SPEC. These recommendations will then be submitted to CoC membership for final approval before being submitted by the Collaborative Applicant by the deadline set forth by HUD through either the CoC NOFO or the ESG RFA.



Review, Scoring, & Prioritization of Project Applications:

CoC and ESG project applications must both meet certain threshold requirements, which shall be based on Federal, State, and local requirements and guidelines. These threshold requirements shall be included in both the local CoC NOFO announcement and the local ESG RFA announcement. Project Applicants that have curable deficiencies and/or omissions in these threshold requirements may be required to provide additional documentation to the SPEC to meet NC-504 CoC and ESG threshold requirements prior to submission of a full project funding application for review, scoring, and ranking by SPEC.

Any project applicants determined not to meet threshold requirements by the SPEC will not be permitted to submit a full Project Application for consideration by the NC-504 SPEC.

Threshold requirements that the SPEC may require include but are not limited to:

- Verification that applicant agency has no delinquent Federal debt;
- Applicant agency has no unresolved, outstanding Civil Rights matters as detailed in CoC NOFO;
- Funds requested for this project are not replacing any existing state or local funding;
- Applicant agency has no financial audit findings or material weaknesses identified in its most recent audit;
- Applicant agency participates in NC-504 Coordinated Entry (CE) or has applied to be included in CE and NC-504 HMIS information sharing agreement;
- Applicant agency agrees to receive and make all referrals for housing placement through the NC-504 CE;
- Applicant agency actively participates in NC-504 committees and workgroups;
- Other documentation of ability to carry out proposed program(s) and comply with Federal, State, and local regulations and requirements.



Review, Scoring, & Prioritization of Project Applications:

- **Proposal Content Evaluation:** All Project Applications will be evaluated on agency experience, project viability, local need, and scope of proposed project. The NC-504 SPEC will also evaluate New Project Applications for alignment with at least one or more of HUD's key priorities, i.e., how the proposed project will specifically improve System Performance Measures across the community to:
 - **Reduce:**
 - Length of time persons remain homeless;
 - Return to homelessness;
 - Number of persons who experience homelessness; and
 - Number of persons who become homeless for the first time.
 - **Increase:**
 - Access to employment and income growth for previously homeless persons in CoC program-funded projects; and
 - Number of successful housing placements from street outreach and ensure successful retention of permanent housing.
- **Proposal Evaluation Tool:** Applications will be reviewed and scored according to an objective project evaluation tool, to be published at the time the local CoC and ESG application processes are announced by the Collaborative Applicant. This evaluation tool will align with the HUD NOFO and ESG RFA Project Application questions, which may vary from year to year. Each component of the evaluation tool is assigned a point value, which may also vary.
- **It shall be the policy of the NC-504 that Continuum of Care HMIS Applications, being necessary and required for the operation of the entire CoC and required by federal regulation, that such applications always be placed in Tier 1 of the CoC Project Priority and Ranking.**



Appeals Process

The NC-504 Continuum of Care System Performance and Evaluation Committee (SPEC) may recommend that some new and/or renewal applicants not be included in the final CoC Consolidated Application to HUD or the Regional Application to the NC Department of Health and Human Services (NC DHHS). To ensure fairness, these projects will have the opportunity to appeal the NC-504 SPEC's decision.

Who May Appeal: New or renewal applicants whose projects were not included in the final slate of CoC Project Priority Listing or ESG Project Applications and approved for submission to NC DHHS may appeal.

How to Appeal:

- Applicants must submit a letter of appeal signed by an applicant agency's Executive Director with any relevant supporting documentation within a timeframe to be designated by the CoC.
- Appeal documentation should be submitted to the SPEC Chair by the deadline using this link.
- Appeals submitted after the published deadline will not be considered.
- Appeals must present evidence that shows the SPEC made a clear error, did not follow the advertised process, engaged in discriminatory activity, had a conflict of interest, or the grantee experienced extenuating circumstances.
- Appeal letters must also address deficiencies in the Project Application.
- All CoC or ESG Project Applications are scored and chosen based on information submitted by the deadline; additional information or explanations to address programmatic deficiencies or missing documentation will not be accepted as part of an appeal.
- The CoC SPEC will consider each appeal and decide whether to overturn its decision to exclude the project as part of the final application slate.
- If the CoC SPEC decides to overturn the decision to exclude the project as part of the final application slate after reviewing appeals, the decision and its reasons must be approved by the CoC Board of Directors.
- Guilford County NC-504 staff will email final decisions on appeals to Project Applicant agencies following a meeting by the CoC Board to consider the SPEC's decision on appeals.



Appeals Process

Appeal Decisions: The SPEC will carefully review each eligible appeal request. The SPEC may, but is not required to, overturn its original decision for the Project Applicant filing an appeal in the following situations:

- The SPEC mistakenly used false or significantly incomplete information to make decisions and additional information presented as part of the appeal letter addresses the deficiencies in the application.
- The SPEC or the CoC did not follow the competition process as advertised or took steps that are not allowed by HUD or NC DHHS policy.
- If an appeal is filed that shows a member of the SPEC has a conflict of interest that affected the SPEC's decision or a member or members of the SPEC discriminated against the applicant due to the applicant's race, ethnicity, religion, national origin, sexual orientation, gender, gender identity, disability, or familial status, the SPEC must conduct a new full review of the application that does not include the member or members with conflicts of interest or who engaged in discriminatory behavior.

The SPEC will not consider appeals that present information that applicants simply neglected to include in original applications, except in extenuating circumstances. An example of an exception would be if the deficiencies in the Project Application would not affect long-term viability or performance of the project, such as a delay in application submission caused by an act of god or other major event beyond the control of the applicant.



For additional information:

Please direct all inquiries concerning this RFA to:

Cheri Neal

CoC Program Manager

Guilford County Department of Health & Human Services

Phone: (336) 641-7196

Email: InfoCoC@guilfordcountync.gov

Guilford County CoC Staff: infoCoC@guilfordcountync.gov

Guilford County CoC RFA Application Documents can be found on the CoC website at GuilfordCountyCoC.org

State ESG RFA information can be found on the NC DHHS – DAAS website at <https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>