

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

State of Nebraska Department of Health and Human Services

PROGRAM REVIEW & REQUEST FOR RENEWAL

01- Nebraska Homeless Assistance Program Thursday, February 24, 2011, by 5:00 p.m. CST
RFP Number and Title Date Due

Monday, December 20, 2010
Date of Issuance

Friday, February 25, 2011 Charles W. Coley
To Be Opened Contact Person

PROGRAM REVIEW & REQUEST FOR RENEWAL

Program Review and Request for Renewal are subject to the conditions included in this document. Program Review & Request for Renewals will be received until the above listed proposal due date. On Friday, February 25th, the proposals will be publicly opened and read for furnishing the following described services to the State of Nebraska, Department of Health and Human Services, in accordance with this document and the specifications and conditions attached hereto.

If the Program Review and Request is missing technical information, the applicant will receive a telephone call followed by a written and/or electronic notification. The applicant will have until Thursday, February 24th, 2011, by 5:00 p.m. CST to submit the needed information. **If applicant does not submit the requested additional information by March 3, 2011 by 5:00 p.m. CST, the applications will not be considered for funding.**

INSTRUCTIONS TO APPLICANT – READ CAREFULLY

FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REJECTED APPLICATION

- All Program Review and Request for Renewal of Grant Agreements are subject to the Standard Conditions and Terms of Agreement as specified in this document.
- Review application for completeness. **If applicant does not submit requested information by the deadline(s), the application will not be considered for funding.**
- Applications with narrative sections exceeding the specified page limit will not be considered for funding.
- Faxed applications will not be accepted.
- The signed certification page must be included with the proposal.
- Proposals must be typewritten and manually signed to be valid.
- **The principal contact person for all matters pertaining to your grant is Charles W. Coley. Please contact Charles at charles.coley@nebraska.gov with any questions concerning the RFP or the application.**

SUBMIT ALL DOCUMENTATION TO: Charles Coley, Nebraska Homeless Assistance Program Coordinator
Nebraska Department of Health & Human Services
Division of Children and Family Services
P.O. Box 5026
Lincoln, NE 68509-5026
charles.coley@nebraska.gov

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

Table of Contents

Program Summary.....iii

Purposeiii

Intent.....iii

Services Description.....iii

Target Service Areas.....iv

Target Population.....iv

Eligibility.....iv

Funding Priorities.....v

Review and Evaluation.....vi

Continuum of Care.....vi

Award Notification.....vii

Application Check List.....viii

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

I. PROGRAM SUMMARY

In order to serve the needs of people who are homeless and near homeless more effectively, the Nebraska Department of Health and Human Services System (DHSS) has combined the Homeless Shelter Assistance Trust Fund and the Emergency Shelter Grant application process into one single application. The combined process and application will be referred to as the **Nebraska Homeless Assistance Program (NHAP)**. Nonprofit organizations will be given explicit instructions and training, if needed, in order to administer funds received from the Nebraska Homeless Assistance Program.

In 1992 the Legislature created the Homeless Shelter Assistance Trust Fund by the passage of LB 1192. The bill increased the transfer tax to the seller of real estate by twenty-five cents on each \$1,000 of value from \$1.50 to \$1.75. The revenue is collected by County Registers of Deeds, remitted to the Nebraska Revenue Department and deposited into the Homeless Shelter Assistance Trust Fund. The level of remittance by individual counties is not relevant to the distribution process.

The Emergency Shelter Grant program is contained in subtitle B of title IV of the Stewart B. McKinney Homeless Assistance Act (Pub. L. 100-77, approved July 22, 1987). The program authorizes the Secretary of the U.S. Department of Housing and Urban Development (HUD) to make grants to States, units of local government, and nonprofit organizations providing assistance to homeless individuals.

In 2001, the Nebraska Legislature passed LB516, which transferred the State Homeless Shelter Assistance Trust Fund to the Nebraska Health and Human Services System, Department of Services. At that same time, Governor Johanns requested that HUD transfer the administration of the Emergency Shelter Grant Program to the Health and Human Services System. HUD granted this request, and on September 1, 2001, both the state Homeless Shelter Assistance Trust Fund and the HUD Emergency Shelter Grant Program became the responsibility of the Nebraska Health and Human Services System (*now titled the Nebraska Department of Health and Human Services*).

II. PURPOSE

The purpose of the Nebraska Homeless Assistance Program (NHAP) is to provide an overall "Continuum of Care" approach to address the needs of people who are homeless in Nebraska, by assisting in the alleviation of homelessness, providing temporary and/or permanent housing for persons who are homeless, and encouraging the development of projects that link housing assistance programs with efforts to promote self-sufficiency.

III. INTENT

It is DHHS's intent to award funds through a regional and programmatic (i.e. activity specific) allocation process which emphasizes equitable distribution as well as quality projects and programs. The intent of this grant is to supplement a homeless service provider's budget. Therefore, organizations are encouraged to seek other sources of funding and collaborate and coordinate programs and services with other organizations to be prepared for any budget cuts and to optimize the use of NHAP funds.

IV. SERVICES DESCRIPTION

Eligible activities for NHAP funding are 1) Facility Operations, 2) Client Services, and 3) Homeless Prevention.

Facility Operations:

Expenses directly related to the operations of an emergency shelter or transitional program including but not limited to rent, utilities, telephone, routine maintenance, office supplies, repairs, insurance, furniture and equipment, audits, security and fuel. Also, hotel and motel vouchers, used to provide emergency shelter, are included. A recipient may use up to 5 percent of an annual grant for administrative purposes. Eligible administrative costs include staff to prepare progress reports and audits.

Client Services:

Food, clothing, transportation (including gas vouchers and bus tokens), child care, medical assistance, medical and psychological counseling, substance abuse treatment and counseling, nutrition counseling, help in obtaining other assistance (federal, state or local), and staff salaries to provide the aforementioned to persons in need. Case

**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM**

management services to homeless clients only. Programs that promote self-sufficiency and economic independence are also included in this category.

Homeless Prevention:

Includes short-term subsidies to defray rent and utility arrearages when there is an eviction or utility shut off notice or when there is an unusual circumstance that results in utility arrearages; security deposits or first-month's rent to assist the homeless in obtaining housing; legal representation in eviction proceedings; mediation programs for landlord/tenant disputes; and payments to prevent mortgage foreclosure. Salaries to provide case-management to near-homeless clients only in order to prevent homelessness.

V. TARGET SERVICE AREAS

In order to serve the needs of people who are homeless throughout the entire state, DHHS considers the geographic distribution of funds according to the regions identified on the NHAP geographic reference map located online via the NHAP portion of the DHHS website at http://www.dhhs.ne.gov/fia/nhap/c_of_c.htm.

VI. TARGET POPULATION

NHAP funds may be used to assist homeless and near-homeless persons in Nebraska.

Homeless means a person or family who lacks fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is (1) A supervised publicly or privately-operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, youth hostels, domestic abuse shelters; and transitional programs for the mentally ill; or (2) An institution that provides a temporary residence for persons intended to be institutionalized; or (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Near-homeless means a person or family residing in a fixed nighttime residence: (1) When the residence violates housing codes and/or ordinances (a) where the safety or health of the person or family is endangered; or (b) where the person or family is at risk of being evicted; or (2) Where the number of individuals living in the home violates any existing housing ordinances regarding overcrowding for sixty days or less; or (3) Whose health and/or safety is threatened by domestic violence; or (4) Who is in a short-term treatment program.

NHAP funding may not be used to serve wards of the State. This population is not considered homeless for the purposes of NHAP, because the State is legally responsible for the basic needs of such children. Runaway youth who are not a part of the foster care system and are not wards of the State are considered homeless.

VII. ELIGIBILITY

Eligible Applicants:

Applicants must be a grantee funded during the 2010-2011 grant year. Renewal funds will be granted to eligible community-based, neighborhood-based, and faith-based non-profit (c) (3) organizations that provide shelter and/or programs that address the purpose of the fund as outlined in the rules and regulations.

Applicant Eligibility:

To be eligible to apply for funding through the Nebraska Homeless Assistance Program, applicants must meet all of the following criteria:

- A. Applicant must be a private, nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1986, as amended;
- B. Applicant cannot discriminate based on age, religion, sex, race, color, disability or national origin;
- C. Applicant must provide:
 - (a) residential housing for at least eight hours of every twenty-four hour period, as defined by the state and federal rules and regulations governing the HUD Emergency Shelter Grant and the Nebraska Homeless Shelter Assistance Trust Fund, or

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

- (b) in the case of assistance involving solely client services, homeless prevention or operation activities, applicant must provide services to the general population being served according to State and Federal Regulations.
- D. Applicant must operate a certified drug-free premise.
- E. Applicant must agree to participate in any count of homeless persons undertaken by DHHS or any person or firm with grant agreements with DHHS. Information provided by applicant will be strictly confidential.
- F. Applicant must conduct and submit the organization's annual, certified, external audit for the year immediately preceding the application to be eligible for NHAP funding.

VIII. FUNDING PRIORITIES

Program Funding Priorities:

High Priority will be given to funding programs that address any or all of the following:

1. Strategies that promote self-sufficiency (e.g. case management, outreach, development of independent living skills, counseling services, basic skills instruction, high school completion) for persons who are homeless.
2. Strategies that address a "Continuum of Care" approach to providing shelter and service through collaboration of services with other agencies.
3. Operations, services, and programs that, if they were discontinued, would create a substantial, recognizable gap in the regional/local Continuum of Care.
4. Prevention activities that are a long-term solution to preventing homelessness in the region.

Note: Applications for NHAP funding that include more than 50 percent for the homeless prevention category must provide an explanation of how other agencies and programs are adequately addressing the needs of persons in the service area that are homeless.

IX. REVIEW AND EVALUATION PROCESS

This is a review of existing subgrantee applications only for determination and approval of second year funding. These will be reviewed by the DHHS Administration and Program Coordinator of the Nebraska Homeless Assistance Program charged with the function of monitoring subgrantees. Written proposals will be evaluated on the following factors, assigning a numerical weight with a maximum total of 100 points.

Criteria:

- 5 points **Section I. Organization, Programs, Services**
Describe any significant changes that have occurred in the organization (2 pts.) or the program (2 pts.). If a shelter or transitional housing program, provide information on units and beds (1 pt.). 5 pts. if "No Changes."
- 45 points **Section II. Budget Information**
The application needs to include the budget on the forms provided. Please include a budget narrative page as well. Budget and audit show diversified budget funding sources.
 - 1) Funding Sources – 15 pts.
 - 2) Program Expense – 15 pts.
 - 3) Budget Narrative – 15 pts.

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

- 45 points **Section III. Performance Measurements**
Submit data for type of project, services, population(s) served, characteristics of populations served, and racial/ethnic characteristics. Data is submitted via HMIS/ServicePoint or NHAP/NDVSAC report.
4.5 pts. per report section (10 sections)
- 5 points **Section IV. Certifications**
Agreement through Certification of participation in local and regional Continuums of Care, HMIS or NDVSAC data collection, and Drug Free Workplace.
- 1) HMIS - 2 pts.
 - 2) CoC - 2 pts.
 - 3) Drug Free – 1 pt.

Points are used to identify areas that could be strengthened or attended to in the upcoming grant year. Subgrantees may be requested to revise sections for final approval. Average scores below 50 points are at high risk of not being renewed.

X. CONTINUUM OF CARE

The goal of homeless programs in the State of Nebraska is to provide services to homeless persons to help them achieve self-sufficiency. It is widely recognized that homelessness is not due to just a lack of shelter; it also involves a variety of unmet needs and underlying economic, physical, and social challenges. To the extent that homelessness encompasses a wide range of conditions, the State strongly supports the “Continuum of Care” concept as an effective approach to addressing the needs of people who are homeless. Continuum of Care is a community and regional-based process that provides a comprehensive and coordinated housing and service delivery system. The U.S. Department of Housing and Urban Development (HUD) initiated the “Continuum of Care” process in 1994. The process promotes a coordinated, strategic planning approach for programs that assist families and individuals who are homeless and near homeless.

A Continuum or Care system has the goal of moving all persons who are homeless to permanent housing. This means identifying all homeless populations in communities, understanding the need of people who are homeless and near homeless, and building a comprehensive system that responds. A Continuum of Care approach helps communities/regions strategically plan for and provide a balance of emergency, transitional, and permanent housing and service resources to address the needs of people who are homeless so they can make the critical transition from homelessness to jobs, independent living, and/or permanent housing.

A Regional/Local Continuum of Care definition:

Recognition by the region/community of the importance of all the components of a Continuum of Care, and a common definition, (e.g., prevention, outreach, intake and assessment; emergency shelter; transitional programs, supportive housing; and permanent housing; and all appropriate support services).

All renewal grantees must be active participants in their Continuums of Care. See application for more information required and certification of participation.

XI. AWARD NOTIFICATION

Award of funds is contingent on continued State and Federal funding. In March, the Department will begin discussions of programmatic and fiscal terms to reach a Subgrant Award Agreement. These discussions will be limited to terms and conditions not specifically addressed in the RFP and section edits as described in Section IX “Review & Evaluation Process.” Subgrant Award Agreements shall run for a one (1) year term beginning July 1, 2011 and extend through June 30, 2012.

In the event the Nebraska Department of Health and Human Services fails to reach agreement with the applicant within sixty (60) days, the Nebraska Department of Health and Human Services may disqualify any such applicant and proceed to award the funding to the next qualified applicant.

**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM**

Nebraska Department of Health and Human Services reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this Request for Proposal. This Request for Proposal does not commit the Nebraska Department of Health and Human Services to award funding, to pay costs incurred for the preparation of proposals, or to procure or grant agreement for services.

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA HOMELESS ASSISTANCE PROGRAM

Review & Renewal Application Completion Checklist

To ensure that your application for Nebraska Homeless Assistance Program is complete and will be accepted for review, please use and include this checklist in your application:

- The application **DOES NOT EXCEED THE PAGE MAXIMUMS INDICATED FOR NARRATIVE SECTIONS within the document.**
- The attached NHAP application is presented on the forms provided or in similar format on the applicant's own application document. All questions are addressed.
- Budget(s) identify all sources and uses of funds as they relate to the program(s) described in this application.

THE FOLLOWING ITEMS MUST BE INCLUDED:

- Copy of a certified, external financial audit for the year preceding application.**
- List of Board of Director's, including their addresses and phone numbers.
- List of personnel supported through this grant.
- Certification of *Continuum of Care* participation, HMIS/ServicePoint or NHAP/NDVSAC certification, and Drug Free Work Place Statement.

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- Please submit original and (1) copy of the entire application and supporting documentation.**