

NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES  
NEBRASKA HOMELESS ASSISTANCE PROGRAM  
2012-2013

REQUEST FOR APPLICATION  
FOR  
NEBRASKA HOMELESS ASSISTANCE PROGRAM FUNDING (*EMERGENCY SOLUTIONS GRANT  
AND HOMELESS SHELTER ASSISTANCE TRUST FUND*)

Nebraska Homeless Assistance Program RFA \_\_\_\_\_ Friday, February 24, 2012, by 5:00 p.m. CST  
Date Due

Friday, December 16, 2011  
Date of Issuance

Monday, February 27, 2010 \_\_\_\_\_ Charles W. Coley  
To Be Opened Contact Person

REQUEST FOR APPLICATION

Sealed proposals, subject to the conditions included in the RFA, will be received until the above listed proposal due date. On Thursday, February 25<sup>th</sup>, 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 the Request for Application and the specifications and conditions attached hereto.

If the application is missing technical information, the applicant will receive a telephone call followed by a written and/or electronic notification. The applicant will have until Friday, March 2<sup>nd</sup>, 2012, by 5:00 p.m. CST to submit the needed information. **If applicant does not submit the requested additional information by that date, the application will not be considered for funding.**

INSTRUCTIONS TO APPLICANT – READ CAREFULLY

**FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REJECTED APPLICATION**

- All proposals are subject to the Standard Conditions and Terms of Contractual Services as specified in the RFA.
- Review application for completeness. **If applicant does not submit requested information by the deadline(s), the application will not be considered for funding.** (Use and *include* Application Completion Checklist as the submitted application's cover page.)
- Applications with narrative sections **exceeding the specified page limit/word count, font-size and margins will not be considered for funding.**
- Faxed applications **will not be accepted.** Electronically submitted applications **will not be accepted.**
- Proposals **must be typewritten and manually signed to be valid.**
- **The principal contact person for all matters pertaining to your application is Charles Coley. All questions regarding the RFA and/or application must be submitted to Mr. Coley in writing via email at [charles.coley@nebraska.gov](mailto:charles.coley@nebraska.gov).**
- **Applicants must submit ONE APPLICATION only per Continuum of Care region (regardless of the number of agency programs for which the agency is seeking funding). Applicants seeking funding in more than one Continuum of Care region must submit one application per every region in which funding is sought.**

SUBMIT PROPOSAL TO: Nebraska Homeless Assistance Program Coordinator  
Nebraska Department of Health & Human Services  
Division of Children and Family Services  
P.O. Box 95026  
Lincoln, NE 68509-5026

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**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 (DHHS) has combined the Homeless Shelter Assistance Trust Fund (HSATF) and the Emergency Solutions Grant (ESG) application process into a single application. The combined process and application is referred to as the **Nebraska Homeless Assistance Program (NHAP)**.

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 Emergency Solutions 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). Over the next eight years, the legislation was amended four times (1988, 1990, 1992, and 1994). On May 20, 2009, President Barack Obama signed into law a bill reauthorizing McKinney-Vento funding. That 2009 legislation was known as the HEARTH (*Homeless Emergency and Rapid Transition to Housing*) Act. McKinney-Vento 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 Department of Health and Human Services. At that same time, Governor Johanns requested that HUD transfer the administration of the Emergency Solutions Grant Program to the Department of Health and Human Services. HUD granted this request, and on September 1, 2001, both the state Homeless Shelter Assistance Trust Fund and the HUD Emergency Solutions Grant became the responsibility of the Nebraska Department of Health and Human Services.

**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 homeless assistance programs with efforts to promote self-sufficiency.

**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 in order to optimize the use of NHAP funds. **No subcontracting of NHAP funds is allowed.**

**APPLICANT ELIGIBILITY**

To be eligible for funding, all applicants must submit an "**Email of Intent**" (specifying intent to apply for NHAP funding) to NHAP Coordinator Charles Coley at [charles.coley@nebraska.gov](mailto:charles.coley@nebraska.gov) no later than **Tuesday, January 10<sup>th</sup>, 2012** at 5:00 PM CST. **Attached to the Email of Intent must be a brief letter from the relevant Continuum of Care chairperson, secretary, and/or executive director specifying**

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**that the applicant attended at least 60% of regional Continuum of Care meetings during calendar year 2011** (January 1, 2011-December 31, 2011). One Continuum of Care subcommittee meeting may be counted in place of a missed general business meeting (in order to meet the required 60% attendance threshold mandate). **If the Email of Intent (with attached letter documenting 60% Continuum of Care attendance during calendar 2011) is not received by January 10<sup>th</sup>, 2012, the applicant will be ineligible for final funding application.**

**APPLICANT QUESTIONS**

All questions regarding either the RFA or the Application must be submitted via email to NHAP Coordinator Charles Coley at [charles.coley@nebraska.gov](mailto:charles.coley@nebraska.gov). Questions will be answered promptly via email. **No telephone calls or verbal communication with NHAP Coordinator Charles Coley (regarding the RFA or Application) will be allowed.**

**SERVICES DESCRIPTION**

Eligible activities for NHAP funding are 1) Street Outreach, 2) Emergency Shelter, 3) Homelessness Prevention, 4) Rapid Re-housing, and 5) Homeless Management Information System (HMIS).

**Street Outreach:**

*Eligible Program Participants:* Unsheltered individuals and families (meaning those who qualify as homeless).

*Overview of Eligible Activities:* Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach are also eligible.

Street Outreach Eligible Cost Overview

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services to Special Populations

*Engagement:* Activities to locate, identify, and build relationships with **unsheltered homeless people** for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or social services and housing programs. Eligible costs include: initial assessment of need and eligibility; providing crisis counseling; addressing urgent physical needs; actively connecting and providing information and referral; and cell phone costs of outreach workers.

*Case Management:* Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system; initial evaluation/verifying and documenting eligibility; counseling; developing/securing/coordinating services; helping obtain Federal, State, and local benefits; monitoring/evaluating participant progress; providing information and referral to other providers; and developing an individualized housing/service plan.

*Emergency Health Services:* Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (ex: streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include: assessing participants' health problems and developing treatment plans; assisting participants to understand their health needs; providing or helping participants obtain appropriate emergency medical treatment; and providing medication and follow-up services.

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*Emergency Mental Health Services:* Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (ex: streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility. Eligible costs include: crisis interventions; prescriptions of psychotropic medications; explaining the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

*Transportation:* Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. Eligible costs include: transporting unsheltered people to emergency shelters or other service facilities; cost of a participant's travel on public transit; mileage allowance for outreach workers to visit participants; purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle; and costs of staff to accompany or assist participants to use public transportation.

*Services to Special Populations:* Otherwise eligible Essential Services that have been tailored to address the special needs of **homeless youth, victims of domestic violence**, and related crimes/threats, and/or **people living with HIV/AIDS** who are literally homeless.

**Emergency Shelter:**

*Eligible Program Participants:* Individuals and families who are homeless.

*Overview of Eligible Activities:* Essential services to persons in emergency shelters and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.

Emergency Shelter Eligible Costs Overview

- Essential Services
- Shelter Operations

*Essential Services:* Services provided to individuals and families who are in an emergency shelter. This includes: case management; child care; education services; employment assistance and job training; outpatient health services; legal services; life skills; mental health services; substance abuse treatment services; transportation; and services for special populations.

*Essential Services Case Management:* Assessing, arranging, coordinating, and monitoring individualized services. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system; initial evaluation (including verifying and documenting eligibility); counseling; developing, securing, and coordinating services including Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and developing an individualized service plan.

*Essential Services Child Care:* **Licensed** child care for program participants with children under the age of 13, or disabled children under the age of 18. Eligible costs include: child care costs; meals and snacks; and comprehensive and coordinated sets of appropriate developmental activities.

*Essential Services Education Services:* Instruction or training to obtain and maintain housing (ex: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention). Eligible costs include: educational services/skill-building; screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community services.

*Essential Services Employment Assistance and Job Training:* services assisting participants to secure employment and job training programs. Eligible costs include: classroom, online, and/or computer

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instruction; on-the-job instruction; job finding, skill-building; reasonable stipends in employment assistance and job training programs; books and instructional material; employment screening, assessment, or testing; structured job-seeking support; special training and tutoring, including literacy training and pre-vocational training; counseling or job coaching; and referral to community services.

*Essential Services Outpatient Health Services:* Direct outpatient treatment of medical conditions provided by licensed medical professionals. Eligible costs include: assessing health problems and developing a treatment plan; assisting program participants to understand their health needs; providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

*Essential Services Legal Services:* Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing. Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing. Eligible costs include: hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service; client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling; filing fees and other necessary court costs; child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; appeal of veterans and public benefit claim denials; and orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking.

*Essential Services Life Skills Training:* Critical life management skills necessary to assist the program participant to function independently in the community. Eligible costs include: budgeting resources; managing money; managing a household; resolving conflict; shopping for food and needed items; improving nutrition; using public transportation; and parenting.

*Essential Services Mental Health Services:* Direct outpatient treatment of mental health conditions by licensed professionals. Eligible costs include: crisis interventions; individual, family or group therapy sessions; prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

*Essential Services Substance Abuse Treatment Services:* Substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors. Eligible costs include: client intake and assessment; outpatient treatment for up to 30 days; group and individual counseling; and drug testing.

*Essential Services Transportation:* Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services, and cost of staff travel to support provision of essential services. Eligible costs include: cost of a program participant's travel on public transportation; mileage allowance for service workers to visit participants; purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle; and travel costs of staff to accompany or assist program participants to use public transportation.

*Essential Services – Services for Special Populations:* Otherwise eligible essential services tailored to address the special needs of **homeless youth, victims of domestic violence** and related crimes/threats, and **people living with HIV/AIDS** in emergency shelters. Eligible costs include: case management; child care; education services; employment assistance and job training; outpatient health services; legal services; life skills training; mental health services; substance abuse treatment services; and transportation.

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*Shelter Operations:* costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate (hotel and motel vouchers are only eligible when no appropriate emergency shelter is available). Eligible costs include: maintenance (including minor or routine repairs); rent; security; fuel; insurance; utilities; food; furnishings; equipment; supplies necessary for the operation of the shelter; and hotel/motel vouchers.

**\*EXPENDITURE LIMIT**

**Combined Street Outreach and Emergency Shelter expenditures cannot exceed 60% of an applicant's overall Emergency Solutions Grant (ESG) request.**

**Homelessness Prevention:**

*Defined Purpose:* To prevent persons from becoming homeless in a shelter or an unsheltered situation. To help such persons regain stability in their current housing or other permanent housing.

*Eligible Program Participants:* Extremely low-income individuals and families (household income below 30% of AMI, or Area Median Income) at risk of becoming homeless and moving into an emergency shelter or place not mean for human habitation

**Cost Overview**

- Housing Relocation and Stabilization Services
- Short and Medium-Term Rental Assistance

**Housing Relocation and Stabilization Services:** Includes **Financial Assistance** (moving costs, rent application fees, security deposit, last month's rent, utility deposit, and utility payments) and **Services** (housing search and placement, housing stability case management, mediation, legal services, and credit repair)

*Housing Relocation and Stabilization Services Financial Assistance:* Rental application fee is an application fee that is charged by the owner to all applicants. A security deposit equals no more than two months' rent. Last month's rent is paid to the owner of housing at the time security deposit and first month's rent is paid. Moving costs are costs such as truck rental or the hire of a moving company (including certain temporary storage fees). A utility deposit is the standard deposit required by the utility company for all customers (ex: gas, electric, water/sewage). Utility payments will include up to 24 months of utility payments per participant, per service (ex: gas, electric, water/sewage) and including up to six months of arrearages (per service).

*Housing Relocation and Stabilization Services Housing Search and Placement:* Eligible costs include: assessment of housing barriers, needs, and preferences; development of an action plan for locating housing; housing search and outreach to and negotiation with owner; assistance with submitting rental applications and understanding leases; assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness; assistance with obtaining utilities and making moving arrangements; and tenant counseling.

*Housing Relocation and Stabilization Services Housing Stability Case Management:* Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation; counseling; developing, securing, and coordinating services including Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan.

*Housing Relocation and Stabilization Services Mediation:* Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program

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participant from losing permanent housing in which they currently reside. Eligible cost includes: time and/or services associated with mediation activities.

*Housing Relocation and Stabilization Services Legal Services:* Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing. Eligible costs include: hourly fees for legal advice and representation; fees based on the actual service performed (ex: fees for service), but only if the cost would be less than the cost of hourly fees; client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling; filing fees and necessary court costs; subgrantee's employees' salaries and other costs necessary to perform the services, if the subgrantee is a legal services provider and performs the service itself. Legal representation and advice may be provided for: landlord/tenant matters; child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; and appeal of veterans and public benefit claim denials. The services must be necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing;

*Housing Relocation and Stabilization Services Credit Repair:* 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 (assistance cannot include the payment or modification of a debt). Eligible costs include: credit counseling and other related services.

**Housing Relocation and Stabilization Services REQUIREMENTS AND RESTRICTIONS:**

Participants must meet with a case manager at least monthly for the duration of assistance, except where funding under VAWA or FVSP prohibits the subgrantee from making shelter or housing conditional upon the receipt of services. Participants must be assisted, as needed, in obtaining: appropriate supportive services like medical or mental health treatment or services essential for independent living; mainstream benefits (SOAR, SSI/SSDI, Medicaid, TANF, etc).

**Short and Medium-Term Rental Assistance:** Short term rental assistance is up to three months; medium-term rental assistance is four-24 months; payment of rental arrears is a one-time payment of up to six months, including any late fees on those arrears. Any combination of the three listed types of rental assistance must (when totaled) not exceed 24 months during any three year period, including any payment of for last month's rent. Tenant based rental assistance means that program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance. Project based rental assistance means that subgrantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its so that eligible program participants have access to the unit.

**Short and Medium Term Rental Assistance Requirements and Restrictions**

- Compliance with FMR (Fair Market Rents) and Rent Reasonableness
- Compliance with minimum habitability standards
- Rental assistance agreement and least standards (the rental assistance agreement must set forth the terms under which rental assistance will be provided; each participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears; project based rental assistance leases must have an initial term of one year; and this cannot be used with other subsidies (no rental assistance can be provided to a household receiving rental assistance from another public source for same time period [except six months rental arrears])
- Late payments (the rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease; the subgrantee must make timely payments to owners in accordance with the rental assistance

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agreement; and the subgrantee is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs).

- Maximum period of use (the total period for which any participant may receive the services must not exceed 24 months during any three year period).

**Rapid Re-housing:**

*Defined Purpose:* To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing.

*Eligible Program Participants:* Literally homeless individuals and families (currently living in an emergency shelter or place not mean for human habitation)

**Cost Overview**

- Housing Relocation and Stabilization Services
- Short and Medium-Term Rental Assistance

**Housing Relocation and Stabilization Services:** Includes **Financial Assistance** (moving costs, rent application fees, security deposit, last month's rent, utility deposit, and utility payments) and **Services** (housing search and placement, housing stability case management, mediation, legal services, and credit repair)

*Housing Relocation and Stabilization Services Financial Assistance:* Rental application fee is an application fee that is charged by the owner to all applicants. A security deposit equals no more than two months' rent. Last month's rent is paid to the owner of housing at the time security deposit and first month's rent is paid. Moving costs are costs such as truck rental or the hire of a moving company (including certain temporary storage fees). A utility deposit is the standard deposit required by the utility company for all customers (ex: gas, electric, water/sewage). Utility payments will include up to 24 months of utility payments per participant, per service (ex: gas, electric, water/sewage) and including up to six months of arrearages (per service).

*Housing Relocation and Stabilization Services Housing Search and Placement:* Eligible costs include: assessment of housing barriers, needs, and preferences; development of an action plan for locating housing; housing search and outreach to and negotiation with owner; assistance with submitting rental applications and understanding leases; assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness; assistance with obtaining utilities and making moving arrangements; and tenant counseling.

*Housing Relocation and Stabilization Services Housing Stability Case Management:* Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation; counseling; developing, securing, and coordinating services including Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan.

*Housing Relocation and Stabilization Services Mediation:* Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside. Eligible cost includes: time and/or services associated with mediation activities.

*Housing Relocation and Stabilization Services Legal Services:* Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining

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permanent housing. Eligible costs include: hourly fees for legal advice and representation; fees based on the actual service performed (ex: fees for service), but only if the cost would be less than the cost of hourly fees; client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling; filing fees and necessary court costs; subgrantee's employees' salaries and other costs necessary to perform the services, if the subgrantee is a legal services provider and performs the service itself. Legal representation and advice may be provided for: landlord/tenant matters; child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; and appeal of veterans and public benefit claim denials. The services must be necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing;

*Housing Relocation and Stabilization Services Credit Repair:* 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 (assistance cannot include the payment or modification of a debt). Eligible costs include: credit counseling and other related services.

**Housing Relocation and Stabilization Services REQUIREMENTS AND RESTRICTIONS:**

Participants must meet with a case manager at least monthly for the duration of assistance, except where funding under VAWA or FVSP prohibits the subgrantee from making shelter or housing conditional upon the receipt of services. Participants must be assisted, as needed, in obtaining: appropriate supportive services like medical or mental health treatment or services essential for independent living; mainstream benefits (SOAR, SSI/SSDI, Medicaid, TANF, etc).

**Short and Medium-Term Rental Assistance:** Short term rental assistance is up to three months; medium-term rental assistance is four-24 months; payment of rental arrears is a one-time payment of up to six months, including any late fees on those arrears. Any combination of the three listed types of rental assistance must (when totaled) not exceed 24 months during any three year period, including any payment of for last month's rent.

**Short and Medium-Term Rental Assistance:** Short term rental assistance is up to three months; medium-term rental assistance is four-24 months; payment of rental arrears is a one-time payment of up to six months, including any late fees on those arrears. Any combination of the three listed types of rental assistance must (when totaled) not exceed 24 months during any three year period, including any payment of for last month's rent. Tenant based rental assistance means that program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance. Project based rental assistance means that subgrantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its so that eligible program participants have access to the unit.

**Short and Medium Term Rental Assistance Requirements and Restrictions**

- Compliance with FMR (Fair Market Rents) and Rent Reasonableness
- Compliance with minimum habitability standards
- Rental assistance agreement and least standards (the rental assistance agreement must set forth the terms under which rental assistance will be provided; each participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears; project based rental assistance leases must have an initial term of one year; and this cannot be used with other subsidies (no rental assistance can be provided to a household receiving rental assistance from another public source for same time period [except six months rental arrears])
- Late payments (the rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease; the subgrantee must make timely payments to owners in accordance with the rental assistance

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agreement; and the subgrantee is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs).

- Maximum period of use (the total period for which any participant may receive the services must not exceed 24 months during any three year period).

**HMIS:**

*Eligible costs:* hardware, software, and equipment costs (purchasing or leasing computer hardware; purchasing software or software licenses; purchasing or leasing equipment, including telephones, faxes, and furniture); staffing, such as paying salaries for operating HMIS (data collection, completing data entry, monitoring and reviewing data quality; completing data analysis; reporting to the HMIS Lead Agency; training staff on HMIS use); and training and overhead (obtaining technical support)

**TARGET SERVICE AREAS**

In order to serve the needs of people who are homeless throughout the entire state, DHHS will allocate the geographic distribution of funds according to the regions identified on the attached NHAP Continuum of Care map. Projected regional Continuum of Care pro-rata funding amounts will be as follows:

- **Region I Panhandle Continuum of Care: \$92,899**
- **Region II North Central Continuum of Care: \$135,798**
- **Region III Southwest Continuum of Care: \$125,073**
- **Region IV Southeast Continuum of Care: \$151,885**
- **Region V Northeast Continuum of Care: \$119,711**
- **Region VI Lincoln Continuum of Care: \$210,871**
- **Region VII Omaha Continuum of Care: \$278,000**

The above listed pro rata amounts are projections and are contingent upon award of Federal funds and availability of State Trust Fund revenue.

**TARGET POPULATION**

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

Homeless means: 1) Individuals and families who lack a regular, fixed, and adequate nighttime residence (this includes individuals who resided in an emergency shelter or a place not meant for human habitation and who are exiting an institution where he/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, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

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 purpose of NHAP because the State is legally responsible for the basic needs of such children.

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Runaway youth who are not a part of the foster care system and are not wards of the State are considered homeless.

**ELIGIBILITY**

**Eligible Applicants:**

Funds will be granted to eligible community-based, neighborhood-based, and faith-based non-profit 501 (c) (3) organizations that provide emergency shelter, transitional housing, and/or programs that address the purpose of the funding 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 Solutions Grant and the Nebraska Homeless Shelter Assistance Trust Fund, or
  - (b) in the case of assistance involving solely essential services, homelessness 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 and must submit the agency-level drug free workplace policy.
- E. Applicant must agree to participate in any count of homeless persons undertaken by Nebraska DHHS or any person or firm contracting 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. If not previously funded by NHAP and not in possession of the required audit, the applicant must then submit documentation from a CPA that the applicant possesses strong fiscal health and liquidity (if funded via this scenario, the applicant **must** submit a full, certified, external audit to NHAP no later than September 30, 2012).
- G. Applicant must have existed for at least two years prior to application as an independent, incorporated entity in the Continuum of Care region in which funding is sought.
- H. The applicant must have attended at least 60% of regional Continuum of Care meetings during calendar year 2011 (one subcommittee meeting may be counted in place of a regional Continuum of Care business meeting).

**REVIEW AND EVALUATION PROCESS**

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The Nebraska Homeless Assistance Program grant review team will include representatives from the State Departments of Economic Development, Education, Health and Human Services, and other agencies, organizations, and groups that have involvement with people who are homeless and near homeless. Seven review teams, each consisting of three individuals and representing the seven statewide Continuum of Care regions, will review and score submitted applications. To avoid conflicts of interest, no reviewer will review/score applications from the region in which the reviewer works and/or provides services. The reviewers will score the written proposals and will submit recommendations to the Department of Health and Human Services for final approval. The NHAP Coordinator will not serve as a grants reviewer; the NHAP Coordinator will facilitate the overall grants review process instead.

Written proposals will be evaluated on the factors listed below, assigning a numerical weight with a maximum total of 100 points. An applicant's final score is determined as an average of the three individual reviewers' scores. **An applicant scoring less than an overall score of "70" (via the overall averaged score) will be eliminated from funding consideration.** To determine an initial award recommendation, the NHAP Coordinator will consider the applicant's final score as a percentage of the applicant's overall award request (*ex: final applicant score is "89" and the applicant's award request is \$50,000; the NHAP Coordinator would therefore calculate 89% of \$50,000 to determine an initial award amount*). Once that calculation is done, review team members will adjust awards as necessary according to available funding and applicant overall competitive score.

**Criteria:**

- 20 points      **Section I. Continuum of Care Leadership and Involvement**
- 20 points      **Section II. Program Data and Performance**
- 20 points      **Section III. Budget Information**
- 20 points      **Section IV. Service Provision and Experience**
- 20 points      **Section V. State Homelessness Plan and Continuum Collaboration**

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**100 Points**

**Continuum of Care**

**The goal of homeless programs in the State of Nebraska is to provide services to people who are homeless and near homeless to help them reach 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 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 of 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

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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 common definitions, (e.g., prevention, outreach, intake and assessment; emergency shelter; transitional housing programs, supportive housing; and permanent housing; and all appropriate support services) adopted to describe services and activities.

**Homeless Management Information System (HMIS)**

A Homeless Management Information System (HMIS) is a reporting system for agencies who work with people who are homeless and near homeless. The McKinney-Vento Act, as summarized in a Report to Congress, requires and/or encourages collecting, analyzing, and reporting data. The Department of Housing and Urban Development (HUD) required implementation of an HMIS by October of 2004. Statewide within Nebraska, the HMIS vendor software is ServicePoint.

With the exception of domestic violence and sexual assault prevention providers, all NHAP subgrantees must use HMIS/ServicePoint if funded. For all Continuum of Care regions excluding Omaha, the HMIS Lead Agency is the University of Nebraska (UNL) Center on Children, Families, and the Law (CCFL). For the Omaha Continuum of Care region, the HMIS Lead Agency is the Iowa Institute for Community Alliances (IICA).

**AWARDS AND AWARD NOTIFICATION**

**Award of funds is contingent on continued State and Federal funding.** Public notification of awards will be made in June of 2012. Prior to public notification, applicants are notified of pending awards. The Nebraska Department of Health and Human Services begins discussion with each prospective subgrantee about programmatic and fiscal terms of the Award Agreement. These discussions are limited to budget revisions or clarification on specific application sections. The discussions do not significantly alter the proposal. Grants shall run for a one (1) year term with an option to renew for an additional one (1) year term upon mutual agreement of the parties. A second-year renewal shall be contingent upon funding availability and the satisfactory performance of the subgrantee.

In the event the Nebraska Department of Health and Human Services fails to reach agreement with the applicant within thirty (30) days from commencement of negotiations, the Nebraska Department of Health and Human Services may disqualify any such applicant and proceed to award the contract to the next qualified applicant.

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 Application. This Request for Application does not commit the Nebraska Department of Health and Human Services to award a contract, to pay costs incurred for the preparation of proposals, or to procure or contract for services.

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**Application Completion Checklist**

To ensure that your application for Nebraska Homeless Assistance Program is complete and will be accepted for review, **please use this checklist as the FIRST PAGE of your submitted application. If this is not included as the first page, your application will be REJECTED UPON SUBMISSION:**

- The application **DOES NOT EXCEED THE PAGE MAXIMUMS/WORD COUNT INDICATED FOR NARRATIVE SECTIONS within the document.**
- The attached NHAP application is presented on the forms provided. 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:**

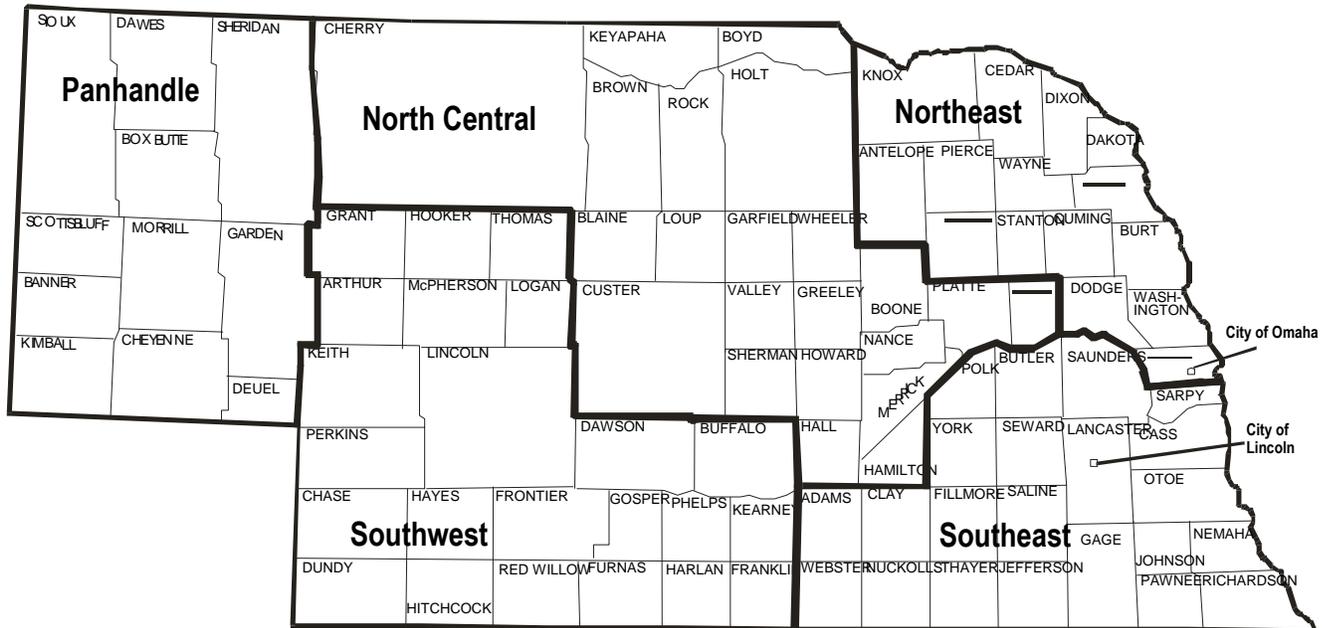
- Copy of a certified, external financial audit for the year preceding application. If a new NHAP applicant and not yet in possession of a full audit, a letter from a CPA attesting organizational fiscal health and liquidity is attached (the letter must also specify intent to submit a full audit – if funded – to NHAP no later than September 30, 2012).
- Organization's articles of incorporation and/or proof of 501 (c) (3) status (**Include even if your organization has received NHAP funding in the past.**)
- List of Board of Director's, including their addresses and phone numbers.
- List of personnel supported through this grant.
- Letters of support (not to exceed three).
- Agency level DRUG FREE WORKPLACE certification statement.

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- Please submit **original** and three (3) copies of the **entire application and supporting documentation.**

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Continuum of Care Regions

# Nebraska Homeless Assistance Program



## Nebraska Homeless Assistance Program (NHAP) Continuum of Care Regions

- Region 1: Panhandle** (Sioux, Dawes, Sheridan, Box Butte, Scotts Bluff, Morrill, Garden, Banner, Kimball, Cheyenne, Deuel counties)
- Region 2: North Central** (Cherry, Keya Paha, Boyd, Brown, Rock, Holt, Blaine, Loup, Garfield, Wheeler, Boone, Platte, Colfax, Custer, Valley, Greeley, Sherman, Howard, Nance, Hall, Merrick, Hamilton counties)
- Region 3: Southwest** (Grant, Hooker, Thomas, Arthur, McPherson, Logan, Keith, Lincoln, Perkins, Dawson, Buffalo, Chase, Hayes, Frontier, Gosper, Phelps, Kearney, Dundy, Hitchcock, Redwillow, Furnas, Harlan, Franklin counties)
- Region 4: Southeast** (Polk, Butler, Saunders, Sarpy, York, Seward, Lancaster [Lincoln excluded], Cass, Otoe, Fillmore, Saline, Adams, Clay, Webster, Nuckolls, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee, Richardson counties)
- Region 5: Northeast** (Knox, Cedar, Dixon, Dakota, Antelope, Pierce, Wayne, Thurston, Madison, Stanton, Cuming, Burt, Dodge, Washington, Douglas counties [Omaha excluded])
- Region 6: Lincoln**

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**Region 7: Omaha**