

REQUEST FOR APPLICATIONS

The Nebraska Department of Health and Human Services, Division of Public Health (DHHS) is issuing this Request for Applications (RFA) for the purposes of entering into Grant agreement(s) and awarding state funds to an eligible and qualified agency to provide legal services for individuals at risk of or experience homelessness. **Applicants must be a local government, Indian Tribe, an institution of higher education, or a non-profit organization. Additional eligibility criteria are listed below.**

RFA #	TOTAL FUNDING AVAILABLE	RELEASE DATE
4533	\$15,000.00	April 22, 2025
APPLICATION DUE DATE	PERIOD OF PERFORMANCE	APPLICATION SUBMISSION/QUESTIONS
MAY 21, 2025	July 1, 2025, to June 30, 2026	DHHS.Grants@nebraska.gov

1) OVERVIEW

Homeless individuals often face legal hurdles that can prevent them from accessing basic necessities and opportunities. Legal services can play a role in preventing homelessness by addressing issues that contribute to instability and aid in rapid rehousing by helping individuals secure stable housing and access to necessary resources. DHHS is issuing this RFA to assist in providing legal services to Nebraskans who are at risk of becoming homeless or are already experiencing homelessness.

OBJECTIVE

DHHS is making \$15,000.00 (fifteen thousand dollars) for a three-year grant available under this RFA. The annual award for the first year is \$5,00.00 (five thousand dollars) with 2 (two) 1 year (one-year) renewal options. All funding is from the annual budget of the Homeless Shelter Assistance Trust Funds (HSATF)

A total award of this amount of funds is not guaranteed but is subject to the Applications received, to actual money appropriated to DHHS, and to DHHS' discretion.

WHO IS ELIGIBLE

Eligible entities include local governments, Indian tribes, institutions of higher education, and nonprofit entities. Individuals and for-profit organizations may not apply for this grant funding. To be eligible for funding, entities must:

- Be exempt from taxation under Section 501© (3) of the Internal Revenue Code of 1986 or represent a number of eligible applicants.
- Not discriminate on the basis of age, religion, sex, race, color or national origin, gender identity or gender orientation
- Provide legal services as defined in [24 CFR 576.105\(a\)\(1\)\(vi\)](#) in all 93 counties in Nebraska
- Operate a drug-free premises.

USE OF FUNDS

The goal of these legal services is to support individuals in finding or keeping a place to live. Eligible legal issues that can be addressed include:

- Tenant/landlord issues
- Child Support
- Guardianship, paternity, emancipation, and legal separation
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault and/or stalking
- Appeals for veterans
- Denied public claims
- Resolution of outstanding criminal warrants.

In addition to providing legal services to eligible individuals, the Grantee will be responsible for educating key stakeholders regarding the legal services provided and for the following:

1. Collaborate with other homeless service providers, including those that assist veterans, offer mental health support, provide help for substance abuse, and other groups focused on homelessness.
2. Participate in region and state Continuum of Care committee or sub-workgroup meetings, homeless advocacy meetings, and Nebraska Commission on Housing and Homelessness (NCHH) meetings.
3. Comply with the Emergency Solutions Grant (ESG) program requirements identified in [24CFR Part 576](#), including, but not limited to the following:
 - a. Verification of participant eligibility for services.
 - b. Adherence to Housing and Urban Development's (HUD) final rule providing equal access to HUD assistant or insured housing without regard to actual or perceived sexual orientation, gender identity, or marital status and prohibiting inquiries regarding sexual orientation or gender identity.
 - c. Serving only those individuals whose issues are affecting their ability to find or keep housing, and only if there are no other suitable legal services available to them.
 - d. Ensuring that only lawyers who are properly licensed and in good standing with the Nebraska Judicial Branch.
4. Creating and maintaining records to help DHHS and the Department of Housing and Urban Development (HUD) monitor the Emergency Solutions Grant (ESG) and Homeless Shelter Assistance Trust Fund (HSATF).
5. Ensure all program and participant information is entered completely, accurately, and promptly into the Homeless Management Information System (HMIS) or a similar database for agencies exempt from the federal HMIS requirements identified in [24 CFR § 576](#). Data should include all necessary information required by HUD and should be entered as close to real time as possible.
6. Comply with all Nebraska laws and regulations related to the Homeless Shelter Assistance Trust Fund
7. Maintain active membership and participation in the Continuum of Care Network.
8. Participate in required educational and technical assistance sessions.
9. Retain written certification for all program referrals that indicate the participant has been screened by an NHAP recipient and meets the criteria for ESG Shelter, Homelessness Prevention, or Rapid Rehousing legal services. Documentation must be on a form approved by DHHS.

Expenditure of these funds must be for necessary, allowable, and reasonable costs incurred during the Period of Performance from date to date. The dates and allowable uses of funds may be subject to change.

Only expenses incurred for DHHS-approved, ESG and HSATF eligible activities as identified in [24 CFR § 576](#), [Nebraska Revised Statute 68-1601 through 68-1608 \(HSATF\)](#), and [Nebraska Administrative Code Title 462](#) are eligible for reimbursement. Please note that costs for legal advice or representation for issues related to immigration, citizenship, or mortgages, including hourly fees and contingency fees are not covered. The eligible legal expenses for the related programs are listed below:

Emergency Shelter Legal Services

Hourly fees to provide advice or represent individuals being served by an NHAP funded shelter shall include client intake, preparation for trial, legal advice, representation at hearings, counseling, filing fees, and other necessary court costs.

Rapid Rehousing Legal Services

Hourly fees to provide advice or represent individuals being served by an NHAP funded Rapid Rehousing program shall include landlord/tenant matters, client intake, preparation for trial, legal advice, representation at hearings, counseling, filing fees, and other necessary court costs.

Homelessness Prevention Legal Services

Hourly fees to provide advice or represent individuals being served by NHAP funded Rapid Rehousing program shall include landlord/tenant matters, client intake, preparation for trial, legal advice, representation at hearings, counseling, filing fees and other necessary court costs.

Services must be necessary to resolve a legal problem that will likely result in the individual losing permanent housing or prevent the individual from obtaining new housing.

AWARD OF FUNDING

Funds will be awarded through a Grant. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Grant has been executed by both the Applicant and DHHS.

PERFORMANCE REQUIREMENTS

Applicants must be able to meet the following performance measures:

1. Provide legal services to a minimum of 50 (fifty) households.
2. Ensure that 80% (eighty percent) of households provided with legal services under this program exit to a positive or permanent housing destination, which may include relocation to a rental unit with or without assistance or subsidy.
3. Attend a minimum of 1 (one) regional Continuum of Care annual meetings for each of the 7 (seven) regions

REPORTING REQUIREMENTS

Applicants must have a financial system in place to monitor their expenditure. Grantees may be audited at any time. All receipts must be made available upon request. Grantees will be required to submit a quarterly report that includes:

- All expenditures.
- Hours of legal work provided for emergency shelter, rapid rehousing, and homeless prevention clients.
- Names of referring agencies.
- Client demographics -ethnicity, gender, language, and income
- Number of households served.
- Percentage of households served that exited to a positive or permanent housing destination.

2) TIMEFRAME FOR APPLICATIONS AND PROGRAMS

DHHS will review applications after the open application period closes on May 21, 2025. Applications shall remain sealed and not opened until the end of the open application period.

The period of performance must not begin before July 1, 2025. All funds for year one of the grant award will need to be incurred by June 30, 2026 and invoiced to DHHS by August 15, 2026. These dates are subject to change. Final dates will be included in the grant agreement between the parties. If the Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended, but no extensions are guaranteed. Future budget periods, as allowed by DHHS, may have different obligation and liquidation dates.

3) APPLICATION INSTRUCTIONS

To apply, an entity must fully complete Form 1: Application, Work Plan, and Budget and submit it electronically to DHHS.Grants@nebraska.gov. Applications that do not contain the required information may be rejected. DHHS reserves the right to evaluate Applicants and award funds in a manner utilizing criteria selected at DHHS' discretion and in the best interest of meeting the objectives of the funding involved.

4) EVALUATION OF APPLICATIONS

DHHS will evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Grant, such that DHHS should not award funding.

Proposals will be scored on a total point system of 150. Proposals must score at least 90 points to be considered eligible for funding. Applicants ranking highest in competitive order shall be selected for funding, subject to the amount of funds available for each category. DHHS reserves the right not to award any grants during any particular cycle. Proposals will be rated according to the following scoring criteria:

A. Community Needs and Impact Statement

- a. Applicants will score higher for Community Needs and Impact Statement if they demonstrate the urgency and significance of the problem their project addresses, the potential positive impact of the proposed solution, and alignment with the RFA's priorities. **(0-25 points)**

B. Program Design

- a. Applicants will score higher for Program design if their work plans demonstrate a clear plan to meet the goals and objectives of this RFA. Program designs should provide evidence that the applicant has the ability to meet the performance requirements, adhere to reporting deadlines or other deadlines, and complete all other required evaluation activities. **(0-50 points)**

C. Work Plan

- a. Applicants will score higher for Work Plan if they are able to demonstrate confidence in the proposed use of funds and the potential for success if their program is selected. The work plan should outline the steps the organization will take to achieve its goals, track progress, and make necessary adjustments. **(0-50 points)**

D. Budget

- a. Applicants will score higher for their budget if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. The total request for funding itself will not determine the score; rather Applicant will be scored based on whether the budget accurately reflects the allowable costs of completing the work outlined in the work plan. **(0-25 points)**

Questions regarding the program and applications should be sent to:

Department of Health and Human Services
Attn: Grants
301 Centennial Mall South
Lincoln, NE 68509
DHHS.Grants@Nebraska.gov

Form 1: Application, Community Needs and Impact Statement, Program Design, Work Plan, and Budget

RFA #	RELEASE DATE
4533	April 22, 2025
APPLICATION DUE DATE	POINT OF CONTACT
MAY 21, 2025	Niki Tuzicka

Application	
Applicant's Legal Name	
Applicant's "Doing Business As" (DBA) Name	
Applicant's UEI Number (if applicable)	
Applicant's EIN Number	
Organization Type	<input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Institution of Higher Learning <input type="checkbox"/> State, Local, or Tribal Government <input type="checkbox"/> Other
Complete Address (city, state, zip +4)	
Congressional District(s) served	
Contact Person Name and Title	
Contact Person's Email Address	
Contact Person's Phone Number	
Total Amount of Funds Applicant is requesting	

Community Needs and Impact Statement

Describe the need for this funding and how funds will address the objectives of this RFA.

Program Design

Describe how program activities will be performed, the funds will be used, activities and funds will be tracked, outcomes will be measured, and programming/activities will be evaluated.

Work Plan				
Goal #1				
Objective				
Activity	List What Your Measure of Success Will Be	Responsible Staff/Party	Start Date	End Date

Goal# 2				
Objective				
Activity	List What Your Measure of Success Will Be	Responsible Staff/Party	Start Date	End Date

Goal# 3				
Objective				
Activity	List What Your Measure of Success Will Be	Responsible Staff/Party	Start Date	End Date

Applicant Budget			
Legal Services	NHAP Request	Other Funds	Total
Street Outreach Legal Services	Enter amount	Enter amount	Enter amount
Emergency Shelter Legal Services	Enter amount	Enter amount	Enter amount
Homelessness Prevention Legal Services	Enter amount	Enter amount	Enter amount
Rapid Rehousing Legal Services	Enter amount	Enter amount	Enter amount
TOTAL Legal Services Costs	Enter amount	Enter amount	Enter amount

A Amount of NHAP Funds Requested:	B Agency's Total Budget for NHAP Related Services FY 2025-26	C $A \div B = C (\%)$
Enter amount	Enter amount	%

<i>To the best of my knowledge, all data in this Application, Work Plan, and Budget is true and correct, the document has been duly authorized by the governing body of the Applicant, and the Applicant will comply with the attached assurances in the proposal if selected for funding. By signing and submitting this application, the applicant is giving permission for a preliminary background check to be completed, if necessary.</i>			
Signature		Date	