ESG-CV NOFA
Bidder's Conference

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

5/12/20

ESG-CV BIDDER'S CONFERENCE

- One hour

- NOFA Summary

- Live Q&A
  - Chat feature
  - Raise your hand

DHCD Goals

- The DHCD Division of Housing Stabilization (DHS) seeks to make homelessness **rare, brief, and non-recurring**
- COVID-19 is pushing many toward homelessness and straining shelter systems; this funding seeks to mitigate those impacts
- This $16.4M in ESG funding is particularly focused on making homelessness **brief** by
  - Connecting rough sleepers with housing and human services
  - Providing temporary, low-barrier, housing-focused shelter
  - Quickly ending homelessness through rapid rehousing efforts
- DHCD sees shelter and street outreach as vital foundations protecting the health and safety of people experiencing homelessness

DHCD Goals

- Notice of Funding Available (NOFA)
- DHCD's goal is to distribute funding, not to create competition over cost of services.
- NOFA will remain posted on COMMBUYS
- Online application – does not require response through COMMBUYS
- Rolling application period – <u>no deadline</u> for applications
- Applications will be funded in the order in which they are received
- Must meet threshold criteria

Threshold Criteria

- Be complete

- Eligible subrecipient

- Provide street outreach and/or emergency shelter

- Prevent, prepare for, and respond to Coronavirus

- Contribute to reducing the risk of virus spread

- Low barrier & meet clients where they are

- Demonstrate reasonable and justifiable costs

- Demonstrate capacity to meet HMIS requirements

Threshold Criteria – Eligible Subrecipient

- Local government in Massachusetts
  - Including ESG entitlement communities
- Non-profit
  - Demonstrates a recent history of providing street outreach and/or emergency shelter services
  - Demonstrates existing capacity to deliver services

Threshold Criteria – Complete Application

- Complete Online Application

- Submit the following to DHCDEmergencySolutionsGrant@Mass.gov:
    - Attachment A – Contractor Authorized Signatory Listing Form (CASL)
    - Attachment B – Budget
    - Attachment C – Program Summary Worksheet
    - Program Policies & Procedures

Threshold Criteria – Attachment A

- Contractor Authorized Signatory Listing Form (CASL)
- Please submit, even if you've completed this form before!
- Failure to submit may delay contract

Threshold Criteria – Attachment B

- Budget – No maximum request
- One application, Two budgets (two tabs in worksheet)
- March 1, 2020 – June 30, 2020 (including already incurred expenses)
- July 1, 2020 – **June 30, 2021**
- **If cost was incurred prior to March 1st, include and add a budget comment**
- (Note – RFR contained two date errors, the correct time period for the second tab is July 1, 2020 – June 30, 2021.)

Threshold Criteria – Attachment B

- Include the cost of operating and administering program services
- Staff – hazard pay, overtime, temporary, staff incentives, etc.
- Costs associated with de-populating existing shelter (hotel/motel)
- PPE, technology upgrades to continue rapid re-housing efforts
- Ask for what you need
- Provide clear justification that can be backed up in your budget narrative (question #10)

Threshold Criteria – Attachment B

- Where possible, include staff names
- Three or more staff may be categorized by job title (i.e. Facilities Manager 6FTE)
- If categorizing by job title, submit list of staff and job classification
  - Encouraged, but won't be penalized if you don't
- Be prepared to submit back-up with invoices clearly identifying
  - Person
  - Position
  - Rate

Threshold Criteria – Attachment B

- Add HMIS column, if necessary
- Program Facilities vs. Operations/Maintenance/Furniture
- Program Facilities = costs of renting/owning a facility/hotel expenses
- Operations = costs associated with maintaining and operating facility
- Non-staff Project Costs - Transportation, meals, training, program supplies, hardware, software, costs associated with administering program services

Threshold Criteria – Attachment C

- Program Summary Worksheet
- Only include programs that will be funded through ESG-CV
- List the CoC where your program is geographically located
- Assumption from DHCD is that programs listed will receive funding through the life of your contract.
- Persons/Households - Annually
- You may add a "note" column if you feel clarification is necessary

Threshold Criteria – Policies & Procedures

- Programmatic policies for programs listed on your Program Summary

- Policies that inform the delivery of services

- Policies that notify guest of shelter rules

- MUST include – even if you have previously submitted them to DHCD

- If policies haven't been created, tell us in your email

- Will be reviewed to ensure program services are low barrier
  - Standard health and safety guidelines are permitted (i.e. no weapons, no food in rooms, etc.)

Threshold Criteria – Proposed Use

Funding MUST be used to:

- Primarily provide street outreach **and/or** emergency shelter;

- Prevent, prepare for, and respond to coronavirus in order to protect the health and safety of <u>people experiencing homelessness;</u>

- Contribute to reducing the risk of virus spread.

- Describe how funding will meet proposed use requirements in your narrative responses.

- Be Specific.

Threshold Criteria – Services

- <u>Programs may not require participants to receive treatment or perform any other prerequisite activities as a condition for receiving services.</u>

- Program Policies & Procedures will be reviewed.

- No Exceptions

- [Housing First principles](#)

Threshold Criteria - HMIS

- MUST utilize HMIS

- Collect Universal Data Elements for everyone in HH

- Ideally already entering data – consideration will be given if you can demonstrate quick set up

- DV provider – MUST utilize a CoC-approved comparable database
  - Can generate a HUD approved CAPER
  - If you're not sure about your database – submit anyway
  - We will help you figure it out

Application – Question 13

- "Does your budget include costs associated with a COVID-19 emergency shelter response facilitated in partnership with a municipality?"

- Referring to large scale efforts to establish temporary emergency shelter and de-populate existing facilities (i.e. school gymnasium, dorm rentals, tents, etc.)

- DHCD encourages municipalities to request reimbursement from FEMA for community coordinated responses (up to 75%.)

- Questions 14 & 15 are only applicable if you answer YES to #13.

Other

- Collaborative application (i.e. Lead agency) vs. Individual application
  - No preference
  - Avoid multiple asks
  - If you are applying as part of a collaborative application, include all of your costs
  - Do not also apply on your own

Other

- DHCD will send confirmation email via DHCDEmergencySolutionsGrant@Mass.gov that your application has been received.

- Order of applications is based on the date and time the <u>online application</u> was submitted.

- Allow 3 weeks for notification of approved/ineligible applications.

Submit Questions to: DHCDEmergencySolutionsGrant@Mass.gov.