



NEVADA HOUSING  
DIVISION 2017  
EMERGENCY  
SOLUTIONS GRANT-  
ESG APPLICATION  
GUIDELINES

# NEVADA HOUSING DIVISION REQUEST FOR ESG APPLICATIONS

## **Application Submission Timeline:**

Application Released	February 10th, 2017
Letter of Intent to Apply Due	February 17th, 2017
Technical Assistance Call 1	March 2nd, 2017
Technical Assistance Call 2	March 7th, 2017
<b>Application Submittal Deadline</b>	<b>March 24th, 2017 @5pm</b>
Notification of Approval	May 5th, 2017
Grant Agreement to Sub-recipients	July 1st, 2017

## **Submit Applications to:**

*ATTENTION: DALE HANSEN  
1830 COLLEGE PARKWAY SUITE 200  
CARSON CITY, NEVADA 89706*

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## BACKGROUND/OVERVIEW

The Emergency Solutions Grant (ESG) Program is a federally funded program awarded to the State through the Department of Housing and Urban Development (HUD). The State is required to distribute the grant for projects operated by local government agencies or private non-profit organizations.

The ESG program is designed as the first step in a continuum of assistance that addresses homelessness and enables the homeless population to move steadily toward independent living. The Continuum of Care model is based on the understanding that homelessness is not caused simply by a lack of shelter, but is caused by a variety of underlying human and social conditions. HUD believes the best approach for alleviating homelessness is to establish a community-based process that provides a comprehensive response to the diverse needs of homeless persons.

## PURPOSE OF PROGRAM

The Nevada Housing Division administers the Emergency Solutions Grant for the Balance of the State or Rural Nevada as a pass-through entity of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination, including:

- a. Consultation with Continuums of Care (CoC);
- b. Coordination with other programs targeted to people experiencing homelessness;
- c. System and program coordination with mainstream resources (health, employment, education, etc.);
- d. Centralized or coordinated assessment;
- e. Written standards for providing ESG assistance; and,
- f. Participation in Homelessness Management Information System (HMIS), or in the case of victim services providers, a comparable system.

NHD works closely with the Rural Nevada Continuum of Care to evaluate how effectively programs meet the needs of those experiencing homelessness within the CoC. The Emergency Solutions Grants program is designed to meet the needs of those who are experiencing homelessness or at risk of becoming homeless in the State, and resources will be allocated to applicants with the best outcomes for those they serve.

This program is targeted to individuals and families who “but for” this assistance will become or remain homeless.

Program emphasis should be placed on providing adequate assessment of program participant's housing barriers with a focus on moving them to permanent housing as soon as possible. The goal is that no one is homeless (living on the streets or in emergency shelter) for more than 30 days. ESG program participants also should be connected with other mainstream resources to assure the most impact with the least amount of ESG funds used, since there are rarely sufficient funds to serve all persons at-risk of homelessness. Communities must limit the use of funds for those individuals who lack the resources or support systems to remain in housing without intervention.

## FUNDING AVAILABILITY:

\$420,810

Up to 60% of this funding can go towards for Emergency Shelter and Street Outreach activities.

## FUNDING CATEGORY:

Competitive

## FUNDING PERIOD

July 1, 2017 –June 30, 2019

## APPLICATION DEADLINE

The application deadline for this Request for Applications is **March 24th, 2017 5:00 PM.**

The Nevada Housing Division will **not** accept any submission of any incomplete applications. Any applicant that fails to satisfy this deadline requirement will be considered non-responsive and will not be considered for funding under this announcement. Deadline extensions will not be provided to applicants that miss the posted application deadline.

## ELIGIBLE RECIPIENTS

All counties, except for Washoe and Clark County. Units of local government and non-profit agencies are eligible applicants for ESG funding. Each applicant category below is considered to be a sub-recipient, but are further defined for this purpose as follows:

**Single applicant sub-recipient** - receive funds directly from NHD and does not pass through those funds to another entity;

**Pass-through entities** - receive funds directly from NHD and passes funds through to a project sponsor; and,

**Project sponsors** - receive funds from a pass-through entity that is not NHD.

Units of local government and/or nonprofits acting as a pass through entity must have systems in place to perform these added duties:

1. Evaluate risk of non-compliance with Federal requirements for the grant;
2. Monitor the activities to ensure the funds are used for authorized purposes, in compliance with Federal statutes, and are achieving the sub-award performance goals;
3. Verify audits as required if the Federal awards exceed the audit requirement threshold; and,
4. Assume full responsibility for reporting to the Nevada Housing Division

If applicant agency is awarded they will be required to become a member of the Rural Nevada Continuum of Care and will be required to participate in the CMIS/HMIS (Community Management Information System, formerly the Homeless Management Information System) the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD

## INELIGIBLE RECIPIENTS

Applicants that are NOT eligible to apply for funding consideration if the following exist:

1. Applicants with outstanding audit or IRS findings not being addressed through an approved Quality Improvement Plan;
2. Applicants with outstanding other federal or state noncompliance issues that are not being addressed through an approved Quality Improvement Plan;

Applicants who have been required to pay back ESG funds due to noncompliance issues are not eligible to apply for a term of 3 years beginning from the grant period following the pay back resolution.

## ELIGIBLE ACTIVITIES:

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### STREET OUTREACH

Street Outreach includes activities that are designed to meet the immediate needs of unsheltered individuals or families by connecting them with emergency shelters, housing and/or critical health services.

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### EMERGENCY SHELTER

Shelters are urged to practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who truly but for this assistance would be staying in a place not meant for human habitation.

Shelters are expected to provide Rapid Re-Housing (RRH) to better meet the needs of those they serve. If the site does not provide Rapid Re-Housing then a partnership with the agency providing RRH services to the community must be in place. RRH is the key to moving people from homelessness into housing.

Shelters should strive to ensure that no one is in their shelter longer than 30 days. This is not a deadline to be used to exit individuals from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.

All shelter funded applicants must follow the Basic Standards for Shelters located at 24 CFR 576.403 (b) in order to receive funding. Pass through entities are responsible for monitoring project sponsors to confirm all requirements are met.

To receive funds, shelters are required to have the approval of the local unit of government in which they will operate. Please refer to Attachment F.

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### HOMELESS PREVENTION

Financial assistance includes rent and utility assistance in the cases where eligible program participants:

1. Cannot make the required payments due to a sudden reduction in income;
2. The assistance is necessary to avoid the eviction or termination of services;
3. There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time;

4. The assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.

All program participants receiving prevention services must have household income at or below 30% AMI.

No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears.

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## RAPID RE-HOUSING

Rapid Re-Housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of the individual or family becoming homeless. Programs should be developed to serve those with the highest barriers to housing. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving Rapid Re-Housing must be reevaluated at least once per year and do not have to meet the 30% of Area Median Income (AMI) threshold.

No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears

## ACTIVE AND GOOD STANDING REQUIREMENTS

A non-profit corporation must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- ✓ A copy of the certificate of good standing; or,
- ✓ A print-out from the Nevada's Secretary of State's free Business Entity Search showing active status.

## DEBARRED AND SUSPENDED ORGANIZATIONS

Applicant agencies are not eligible for funding if debarred or suspended from participation in federal assistance programs.

## ADVANCES AND CASH REIMBURSEMENT

Projects will only be reimbursed for actual expenditures. Request for advances are not allowable for these projects. The Division will reimburse the grant recipient for eligible expenditures, based upon actual program expenses incurred along with supporting documentation. There will be no advance payments under this grant application.

The sub-recipient will be allowed to expend the grant funds from the date of execution of the grant agreement, until June 30, 2018.

## MATCHING REQUIREMENTS

The Emergency Solutions Grant requires a 100% match (dollar for dollar). A grantee may use in-kind services or cash. The applicant agency's matching contributions can come from any source, including any Federal (non-ESG) source, as well as state, local, and private sources. Use of any Federal source must not prohibit those funds from being used as ESG match and not already be matched with ESG funds. Sub grantee must ensure the laws governing any funds used as matching contributions do not prohibit the use of those funds as match.

All sources listed as match must meet these criteria:

- The matching contribution must be made after the date that HUD and NHD sign the ESG Grant Agreement;
- Cash contributions must be expended within the expenditure deadlines in 24 CFR 576.203;
- Non-cash contributions must be made within the expenditure deadline in 24 CFR 576.203.
- Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant;
- Contributions that have been or will be counted as satisfying a match requirement of other federal funds may not be used as match for ESG funding;
- The matching funds must be used for ESG eligible clients and activities; and
- If ESG funds are used to satisfy matching requirements of another federal program, funding from that program cannot be used to satisfy the matching requirements of ESG.

## COST PRINCIPLES

The costs included in proposed budgets must conform to OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all applicable state laws and regulations. All costs must meet the following general criteria:

- ✓ Be necessary and reasonable and allowable for proper and efficient performance and administration of the sub-grant;
- ✓ Be allocable to federal awards under the provisions of the OMB Omni Circular;
- ✓ Be authorized or not prohibited under state or local laws and regulations;
- ✓ Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the government units;
- ✓ Be accorded consistent treatment. A cost may not be assigned to a federal award as direct cost if any other cost incurred for the same purpose in the like circumstances has been allocated to the federal award as an indirect cost;
- ✓ Be in accordance with Generally Accepted Accounting Principles (GAAP);
- ✓ Be the net of all applicable credits;
- ✓ Not use for cost sharing or matching requirements of any other Federal Award, unless specifically allowed by OMB;
- ✓ Be adequately documented.

## INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

1. Recruitment of staff;
2. Depreciation for assets that have outlived their depreciable lives. Use allowance method is no longer allowable;
3. Costs associated with the agency rather than the specific program;
4. Any costs associated with advertisements, pamphlets, surveys, etc.;
5. Entertainment;
6. Bad debts and/or late fees;
7. Program participant mortgage and/or debt services;
8. Mortgage assistance.

## ACCOUNTING SYSTEM

Applicant agency's system of accounting must:

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Present and classify projected historical cost of the sub-grant as required for budgetary and evaluation purposes;

Provide cost and property control to ensure optimal use of funds;

Control funds and other resources to assure that the expenditure of funds and the use of property conform to any general or special conditions that apply to the sub-grant organization;

Meet the prescribed requirements for periodic financial reporting of operations, and;

Provide financial data of planning, control, measurement and evaluation of direct and indirect costs.

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## CO-MINGLING OF FUNDS

Applicant agency's accounting system must ensure that agency funds are not co-mingled with funds from other federal agencies

Each award must be accounted for separately. Sub-grant organizations are prohibited from co-mingling funds on either a program-by-program or project-by-project basis.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a sub-grant organization's accounting system cannot comply with this requirement, the sub-grant organization shall establish a system to provide adequate fund accountability for each project awarded.

## SUPPLANTING

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be subject of the application review, pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the sub-grant organization will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension, or debarment from federal grants, repayment of monies provided under a grant, civil and/or criminal penalties.

## OTHER ACCOUNTING RESPONSIBILITIES

Reporting irregularities: Sub-grant organizations are responsible for promptly notifying the Nevada Division of Housing of any illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

## CONFLICT OF INTEREST

Conflicts of interest arise when officials or staff stand to benefit--either directly themselves or indirectly through business partners or relatives--from the awarding or contracting of grant funds. Grantees are encouraged to avoid conflicts of interest to the extent possible. When conflicts of interest arise, grantees must identify, disclose, and manage them in compliance with applicable rules and regulations. When conflict-of-interest issues are overlooked or hidden, this creates problems for the individuals involved, as well as grantees, sub-recipients, or contractors.

No sub-recipient's employees may participate in the process of contracting or sub-granting out Federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors, or parties to sub-agreements.

## FRAUD

Serious allegations of fraud must be reported to your local HUD Office of Inspector General or the HUD OIG Hotline at: <http://www.hudoig.gov/report-fraud>.

## HOUSING STANDARDS

All facilities and housing units where program participants move must meet basic habitability standards. This documentation must be included in all program participants' files.

# APPLICATION FORMATTING AND SUBMISSION INSTRUCTIONS

*All applicant agencies must submit proposals according to the instructions provided in this application. Applications not submitted in the manner prescribed in this announcement will be considered **non-responsive**. Non-responsive applications will **not** be considered for funding under this announcement.*

## APPLICATION FORMATTING INSTRUCTIONS

The following the application formatting instructions:

Application Font:	Tahoma
Application Font Size:	11 point
Application Spacing:	Single-spaced
Application Printing:	Single-sided
Binding:	<b>Binder Clips only.</b> Do not staple, or put in three-ring binders, or otherwise bound

**Note:** Applicant agency's that that fail to follow all of the formatting requirements listed above will **not** be considered for funding.

## SUBMISSION INSTRUCTIONS

All applications **must** be received by Dale Hansen by:

***Friday, March 24th, 2017 by 5:00 PM.***

**1. Faxed or emailed applications will not be accepted.** You may mail or deliver your application. All sections must be tabbed. Applications that do not include all required components will not be reviewed. Applications received after the deadline will not be reviewed.

**2. Number of Copies:** Submit one (2) full application original signatures in a 3-ring tabbed binder, including all the attachments. In addition, one (2) copies of the original full application including all attachments on flash drive with agency label.

**3. Mailing Application Instructions.** Mail application, including all required documents to:

Attn: Dale Hansen  
Nevada Housing Division  
1830 College Parkway, Suite 200  
Carson City, NV 89706

**4. Applications Delivered in Person.** Deliver applications to front desk. Make sure applications, including all required documents.

## APPLICATION TIMELINE

Application Released	February 10st, 2017
Letter of Intent to Apply Due	February 17th, 2017
Technical Assistance Call 1	March 2nd, 2017
Technical Assistance Call 2	March 7th, 2017
<b>*Application Submittal Deadline</b>	<b>March 24th, 2017 @5pm</b>
Notification of Approval	May 5th, 2017
Grant Agreement to Sub-recipients	July 1st, 2017

## APPLICATION TECHNICAL ASSISTANCE

Applicants may submit questions related to this Request for Applications in writing to [jdhansen@housing.nv.gov](mailto:jdhansen@housing.nv.gov) deadline for submitting questions is **March 3<sup>rd</sup>, 2017 at 5pm**. Questions and responses will be sent to applicants **by March 8<sup>th</sup>, 2017** and will be posted on the Housing Division's website at: [http://housing.nv.gov/programs/Emergency\\_Solutions\\_Grant/](http://housing.nv.gov/programs/Emergency_Solutions_Grant/)

## GRANT AWARD

If a grant is awarded, sub-recipients will receive a Grant Award Letter and a Grant Management Packet. It is the sub-recipient's responsibility to meet all deadlines and requirements stated in the Grants Management Packet in order to receive grant funding and to remain in compliance. All awards will be posted on the Nevada Housing Division website within two weeks of approval.

To accept and receive a grant, the sub-recipient will need to sign the Nevada Housing Division's Sub-Grant Award Agreement document. This will need to be signed by the agency's authorizing official.

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### GRANT MANAGEMENT PACKETS

Grant Management Packets includes:

- Grant Award Letter
- Sub-Recipient Agreement;
- Reimbursement Request Form and Instructions

## POST-AWARD PROCESS

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### DOCUMENTATION AND RECORD KEEPING

After the grant is awarded, documentation must be maintained regarding expenditures, staffing, facilities, equipment, program and administrative policies and procedures associated with the grant. Eligibility of ESG funded activities must be documented, including any national objectives if funded by CDBG grants. If activities involve beneficiaries, appropriate criteria must be developed and verifications of eligibility applied to document who may receive funding.

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### ADMINISTRATION AND SPENDING

Administration is where documentation for control activities is developed and issued. Sub-recipient administrative responsibilities include budget, accounting, cash management systems, procurement policy plans and procedures, all of which must be documented to demonstrate compliance with ESG program rules.

Rules for documenting spending are based on a set of standards—some universal, as described in 2 Code of Federal Regulations (CFR) Part 200, and others specific to the

program requirements under which the funding is made available—that grantees and sub-recipients must follow.

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## PROGRAM AND PROJECT MANAGEMENT

Program and project management focuses on the scheduling of activities to project completion and monitoring of performance to ensure that all requirements are being followed. Where matching funds are required, sub-recipients must track the source and age of matching funds for their annual matching report to HUD. This is also true for any program income the grant funds may generate. Sub-recipients are expected to have support for all progress reports and monitoring notes and reports.

It's a best practice to maintain a chronology file for each project that contains a running history of everything that occurs on the project, including decisions, significant phone call summaries or emails and texts related to major events in the life of the project. Such a document allows a new manager or supervisor to know the exact status of the project and how it got to its current point.

To ensure program effectiveness and the best outcomes for program participants, NHD funding decisions may take into consideration applicant performance, including but not limited to:

- Progress in meeting projected program goals and outcomes;
- Timely and accurate reporting; and
- Effective and timely use of all available resources to meet the ESG goals and outcomes.

The Nevada Housing Division reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance.

In that event Nevada Housing may solicit applications for another provider to serve the area.

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## PROGRAMMATIC AND BUDGET CHANGES

All requests for programmatic and budget changes to grant awards must be submitted in writing. Sub-recipients cannot make changes to the grant award without written prior approval from the Nevada Housing Division. Proposed programmatic and budget changes can be mailed to:

**Nevada Housing Division**  
**Attn: Dale Hansen, ESG Program Manager**  
**1830 College Parkway Ste. 200**  
**Carson City, NV 89706**

Written prior approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location, or methodology of the sub-grant award;
- Change in key personnel when as specified in application package and sub-grant award;
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent.

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## RE-ALLOCATION

The Nevada Housing Division reserves the right to reallocate ESG funds as provided for in the federal regulations governing the program in order to ensure that the funds provide the maximum benefit to the State's homeless population. Funding (grant award) reallocations will be made on the basis of the Division's determination of the best use of available funds.

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## OWNERSHIP OF INFORMATION

All material submitted as part of the grant application becomes the property of the State of Nevada and may be subject to public requests for information. It is the responsibility of the applicant to identify proprietary or confidential information and request that the information be treated as such.

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## REPORTING

Sub-recipients are required to provide monthly CMIS Client Demographics report for each month covered in their reimbursement requests. Reimbursement request will not be processed unless these reports are attached. Additionally, every quarter sub-recipients will be required to submit quarterly performance for the time period covering that quarter.

Fifteen days after the end of each fiscal year (June 30<sup>th</sup>), sub-recipients are required to submit their Annual Performance reports to the Nevada Housing Division. At the same time, sub-recipients to need submit their ESG Annual Program Performance Evaluations and their Consolidated Annual Performance and Evaluation Report for HUD reporting purposes.

## CLOSING OUT

At the end of each grant period sub-recipients must provide close-out documentation provided by the Division. Included a certification from the Executive Director that all costs expended during the grant period are verified to be allowable. Close out documents shall be provided to the Division within 60 days of the end of the grant period.

# ACRONYMS AND DEFINITIONS

## ACRONYM LIST

<b>ACRONYM</b>	<b>DESCRIPTION</b>
CFR	Code of Federal Regulations
COC	Continuum of Care
ESG	Emergency Solutions Grant
FMR	Fair Market Rent
HH	Household
HMIS	Homeless Management information System
HQS	Housing Quality Standards
HUD	U.S Department of Housing and Urban Development
NAC	Nevada Administrative Code
NHD	Nevada Housing Division
NRS	Nevada Revised Statute
SRO	Single Room Occupancy
VA	Veteran's Administration

## DEFINITIONS

**Activity** — Actions by sub-recipients using ESG dollars or match dollars to serve persons who are homeless or at risk of becoming homeless. ESG funds and match can only be used for activities deemed eligible by the State and HUD. Activities that are ineligible for ESG funds must be paid with other non-ESG sources.

**Administration Activities** — Federally-approved planning and grant execution of ESG activities which include: 1) General Management, oversight and coordination; 2) Training on ESG requirements; and, 3) Consolidated Plan

**Area Median Income (AMI)** — The income amount of the household for whom half of the community has more income and half of the community has less. The figure is calculated by HUD annually and is used to qualify families and individuals for a variety of HUD programs.

**At-risk of Homelessness** — An individual or family who has income below 30% of area median family income for the area, as defined by HUD, and who does not have sufficient resources or support networks immediately available to prevent them from moving into an emergency shelter or other place described in the “homeless” definition and meets one if the following definitions defined under 24 CFR 578.3 (CoC program) or 24 CFR 576.2 (ESG program). May also include a child or youth who qualifies as homeless under other Federal programs.

**CMIS/HMIS** — Community Management Information System (formerly the Homeless Management Information System) means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.

**CMIS/HMIS Lead Agency** — The entity designated by the Continuum of Care to operate the CMIS/HMIS on its behalf.

**Chronically Homeless** - (Revised as of January 4, 2016) A “homeless individual with a disability” as defined in the ACT, who lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been homeless continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months. Occasions must be separated by a break\* in homelessness of at least 7 consecutive nights of not living in a place not meant for human habitation, a safe haven, or in an emergency shelter; 2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria above, before entering that facility; or 3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in (1) or (2) above, including a family whose composition has fluctuated while the head of household has been homeless. For this definition,

persons must have been homeless in a place not meant for human habitation, in an emergency shelter, or in a safe haven immediately prior to being defined as a chronically homeless person. In addition, persons must have a third party documented diagnoses of one or more of the following conditions: Substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. (Refer to 24 CFR 578.3 for specific requirements) \*Stays in institution of fewer than 90 days does NOT constitute a break and count toward total time homeless.

**Continuum of Care (CoC)** – A group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social services providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless or formerly homeless persons that are organized to plan for and provide a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

**Developmental Disability** – Defined in Section 102 of the Developmental Disability Assistance and Bill of Rights Act of 2000, and means a severe, chronic disability that is attributable to a mental or physical impairment or combination, and is manifested before age 22, and is likely to continue indefinitely. It must result in substantial limitations in 3 or more major life activities (self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency) AND reflects need for special services or individualized support, or other form of assistance this is lifelong or extended duration.

**Disabling Condition** – A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury, which is expected to be of long-continued and indefinite duration, substantially impedes the person's ability to live independently, and is of such a nature that such ability could be improved with more suitable housing conditions; a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 200; or Acquired immunodeficiency Syndrome (AIDS) or any conditions arising from the etiologic agent for Acquired Immunodeficiency Syndrome, including infection with the Human Immunodeficiency Virus (HIV).

**Division** – The Nevada Housing Division

**Emergency Shelter** – Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

**Emergency Solutions Grant Program (ESG)** – (24 CFR part 576)

**Fair Market Rent** – Means the rents published in the Federal Register annually by HUD

**Families** – Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the followings: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, and such group includes, but is not limited to (a) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); (b) An elderly family; (c) A near-elderly family; (d) A disabled family; (e) A displaced family; and (f) The remaining member of a tenant family.

**Homeless** – There are 4 categories within the definition of homelessness, as defined under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act ); the most common definition being an individual or family who lacks a fixed, regular, and adequate nighttime residence under Category 1.

**Homeless Prevention** – A program targeted to individuals and families at risk of homelessness. Specifically, this includes those that meet the criteria under the “at risk of homelessness” definition at 576.2, as well as those who meet the criteria in Category 2, 3, and 4 of the “homeless definition and have an annual income below 30% of family median income for the area.

**Housing First** – An approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

**Permanent Housing** – Community-based housing without a designated length of stay, and includes both Permanent Supportive Housing and Rapid Re-housing.

**Permanent Supportive Housing** – Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

**Physical, Mental or Emotional Impairment** – Expected to be long-continuing or of indefinite duration; substantially impedes the person’s ability to live independently, and could be improved by more suitable housing.

**Rapid Re-housing** – Housing relocation and stabilization services and short- or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Assistance may be provided for up to 24 months during any 3-year period, and may include rental arrear for up to six months, to eligible persons who qualify as homeless under Category 1 and 4 of the “homeless” definition.

**Recipient** – An applicant that signs a grant agreement with HUD.

**Rent Reasonableness** – A process conducted by the recipient or sub-recipient to determine if the rent charge for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charge by for comparable unassisted units.

**Safe Haven** – For the purpose of defining chronically homeless, supportive housing that means the following: (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low-demand services and referrals for the residents.

**Street Outreach** – The act of reaching out to unsheltered homeless people; connecting them with emergency shelter, housing or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**Sub-recipient** – A private nonprofit organization, State, local government, or instrumentality of State or local government that receives a sub-grant from the recipient to carry out a project.

**Transitional Housing** – Facilitates the movement of homeless individuals and families to permanent housing within 24 months

**Unsheltered Homeless** – Individuals and families who qualify as homeless under Category 1(i) of the “homeless” definition.

**Victim Service Provider** – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

# APPENDIX A: ELIGIBLE COST REFERENCE GUIDE

ESG funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Re-Housing, Homelessness Prevention and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity. Always refer to the program regulations at 24 CFR 576 for complete information about all eligible costs and program requirements.

**Component: Street Outreach.** These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing and/or critical health services. §576.101

Activity Type: Essential Services

Eligible costs:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Engagement</li> <li>• Case Management</li> <li>• Emergency Health Services</li> </ul> | <ul style="list-style-type: none"> <li>• Emergency Mental Health Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul> |
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**Component: Emergency Shelter.** These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters and providing essential services. §576.102

Activity Type:

Essential Services	Renovation (also includes major rehab and conversion)	Shelter Operations	Assistance required under the Uniform Relocation and Real Property Acquisition Act of 1970
<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Case Management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> </ul>	<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> </ul>	<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

<ul style="list-style-type: none"> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>		<ul style="list-style-type: none"> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	
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Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. §576.104

Activity Type:

Rental Assistance*	Housing Relocation and Stabilization Services	
	Financial Assistance	Service Costs
<u>Eligible Costs:</u> <ul style="list-style-type: none"> <li>• Short-Term Rental Assistance</li> <li>• Medium-Term Rental Assistance</li> <li>• Rental Arrears</li> </ul> <p>*Rental assistance can be project-based or tenant-based.</p>	<u>Eligible Costs:</u> <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month's Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	<u>Eligible Costs:</u> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and/or medium-term rental assistance. §576.103

Activity Type:

Rental Assistance*	Housing Relocation and Stabilization Services	
	Financial Assistance	Service Costs
<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Short-Term Rental Assistance</li> <li>• Medium-Term Rental Assistance</li> <li>• Rental Arrears</li> </ul> <p>*Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month's Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	<p><u>Eligible Costs:</u></p> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

HMIS Component. These activities are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. §576.107

Activity Type: HMIS

- Eligible Costs:
- Contributing data to the HMIS designated by the CoC for the area
  - HMIS Lead (as designated by the CoC) costs for managing the HMIS system
  - Victim services or legal services provider costs to establish and operate a comparable database

Administrative Activities. §576.108

Eligible costs are broadly categorized as follows:

- General management, oversight and coordination
- Training on ESG requirements
- Consolidated Plan
- Environmental Review