



NEVADA HOUSING  
DIVISION 2018  
EMERGENCY  
SOLUTIONS GRANT  
APPLICATION  
GUIDELINES

# NEVADA HOUSING DIVISION REQUEST FOR ESG APPLICATIONS

## Application Submission Timeline:

Notice of Funding Availability (NOFA)	February 23, 2018
Letter of Intent to Apply due	March 1, 2018
<b>Application submittal deadline</b>	<b>April 13, 2018 @ 5 pm</b>
Notification of approval	On or before July 9 <sup>th</sup> , 2018

## Submit Applications to:

*THE NEVADA HOUSING DIVISION  
ATTENTION: AMBER NEFF  
1830 COLLEGE PARKWAY SUITE 200  
CARSON CITY, NEVADA 89706*

# TABLE OF CONTENTS

Background/Overview .....	4
Purpose of grant .....	4
Funding availability .....	5
Funding category .....	5
Funding period .....	5
Eligible recipients .....	5
Ineligible recipients.....	5
Eligible activities.....	6
Street outreach.....	6
Emergency shelter .....	6
Homeless prevention.....	7
Rapid Re-Housing .....	7
HMIS .....	7
Administration .....	7
Active and good standing requirements.....	8
Debarred and suspended organizations .....	8
Advances and cash reimbursement .....	8
Matching requirements .....	8
Cost principles.....	9
Ineligible costs .....	9
Accounting system .....	10
Co-mingling of funds .....	10
Supplanting .....	10
Other accounting responsibilities.....	11
Conflict of interest .....	11
Fraud .....	11
Application review process .....	11
Application formatting and submission instructions.....	12

Application formatting instructions .....	12
Application timeline .....	13
Application technical assistance .....	14
Grant award.....	14
Grant management packet .....	14
Post-award process .....	14
Documentation and record keeping .....	14
Administration and spending.....	14
Program and project management .....	15
Programmatic and budget changes.....	15
Re-Allocation .....	15
Ownership of Information.....	15
Reporting.....	16
Closing out .....	16
Eligible cost reference guide.....	17
Consolidated Plan .....	20
Goals of the Consolidated Plan .....	20
Acronyms and definitions .....	21
Acronym List.....	21
Definitions .....	21

## Background / Overview

The Emergency Solutions Grant (ESG) Program funding is awarded to the State of Nevada by the Department of Housing and Urban Development (HUD). The State is required to distribute the grant for housing 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 grant

The Nevada Housing Division (NHD) 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:

1. Consultation with local Continuum of Care (CoC);
2. Coordination with other programs targeted to people experiencing homelessness;
3. System and program coordination with mainstream resources (health, employment, education, etc.);
4. Centralized or coordinated assessment;
5. Written standards for providing ESG assistance; and
6. Participation in the Community and Homeless Management Information System (CMIS/HMIS), or in the case of victim services providers, a comparable system.

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 assessments of homeless participants' 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 an emergency shelter) for more than 30 days. ESG Program participants should also be connected with other mainstream resources to ensure the most beneficial impact with the least amount of expended ESG funds since there are rarely sufficient funds to serve all persons at-risk of homelessness. Communities must limit

the use of ESG funds to those individuals who lack the resources or support systems to remain in housing without intervention.

## Funding availability

It is anticipated that the NHD will receive approximately \$410,000 in State non-entitlement ESG funding.

*If the actual amount awarded by HUD is less/more than the anticipated amount reflected above, the NHD will adjust the amounts to be allocated.*

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

## Funding category

Competitive

## Funding period

July 1, 2018 –June 30, 2020

## Eligible recipients

Units of local government and non-profit agencies are eligible applicants for ESG funding. All counties, except for Washoe and Clark County, are eligible.

When an agency is awarded ESG Program funds they will be required to become a member of the Rural Nevada Continuum of Care (RNCOC) and will be required to utilize CMIS/HMIS as prescribed by HUD.

## Ineligible recipients

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

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

## Eligible activities

---

### STREET OUTREACH

Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care.

Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.

---

### EMERGENCY SHELTER

Renovation of a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation).

Note: Property acquisition and new construction are ineligible.

Essential Services for individuals and families in emergency shelter. Component services generally consist of 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.

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings. Relocation assistance for persons displaced by a project assisted with ESG funds.

To receive ESG funds for renovation, or shelter operations the emergency shelter must meet state or local government safety and sanitation standards, as well as the standards as provided in 24 CFR §576.403(b).

For specific requirements and eligible costs, see 24 CFR 576.102

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 within the application.)

---

## HOMELESS PREVENTION

Housing relocation and stabilization services and/or short and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

---

## RAPID RE-HOUSING

Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the "homeless" definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

Permanent Housing Standards: The recipient or sub-recipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.

---

## HMIS

Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified per 24 CFR 576.107.

---

## ADMINISTRATION

Up to 5% of a recipient's fiscal year grant can be used for administrative activities, such as general management, oversight, coordination, and reporting on the program.



## Active and good standing requirements

A non-profit corporation must show that they are active and in good standing. Satisfactory evidence may include one of the following:

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

## Debarred and suspended organizations

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

## Advances and cash reimbursement

Projects will only be reimbursed for actual, eligible expenditures submitted with supporting documentation. NHD will not provide advance payments.

Grantees will submit invoices to NHD on a monthly basis. All grant funds must be expended within 24 months after NHD signs the grant agreement with the grantee

## Matching requirements

The ESG Program requires a 100% funding match (dollar for dollar). A grantee may use in-kind services or cash. The grantee's matching contributions may stem from federal, state, or private sources. Funds used towards match must not be ESG funds or be prohibited from being used as an ESG match.

Applicants without the 100% funding match may still apply but will receive a lower score during the competitive review process.

All sources listed as match must meet the following criteria:

1. The matching contribution must be made after the date that HUD and NHD sign the ESG Grant Agreement;
2. Cash contributions must be expended within the expenditure deadlines as described in 24 CFR 576.203;
3. Non-cash contributions must be made within the expenditure deadline as described in 24 CFR 576.203.
4. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant;

5. 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;
6. The matching funds must be used for ESG eligible clients and activities; and
7. 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:

1. Be necessary, reasonable, and allowable for proper and efficient performance and administration of the sub-grant;
2. Be allowable for federal awards under the provisions of the OMB Omni Circular;
3. Be authorized under state or local laws and regulations;
4. Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the government units;
5. 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;
6. Be in accordance with Generally Accepted Accounting Principles (GAAP);
7. Be the net of all applicable credits;
8. Not use for cost sharing or matching requirements of any other Federal Award, unless specifically allowed by OMB; and
9. 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; and
8. Mortgage assistance.

## Accounting system

Applicant agency's system of accounting must:

1. Present and classify projected historical cost of the sub-grant as required for budgetary and evaluation purposes;
2. Provide cost and property control to ensure optimal use of funds;
3. 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;
4. Meet the prescribed requirements for periodic financial reporting of operations; and
5. Provide financial data of planning, control, measurement and evaluation of direct and indirect costs.

## 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 for 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 NHD 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. 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, or contractors.

The employees of the grant recipients may not participate in the process of contracting or sub-granting out federal funds if any real or apparent conflict of interest exist. Employees may not solicit, accept gratuities or favors for 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>.

## Application review process

Applicants that provide housing assistance without preconditions and have tenant selection policies that prioritize people who have been homeless the longest; who have the highest service needs as evidenced by vulnerability assessments or the high utilization of crisis services, shall be ranked highest in the rating and ranking process.

- Preference shall be given to agencies that provide rapid re-housing assistance to homeless individuals and families.
- Second priority shall be given to agencies that provide homeless prevention assistance to individuals and families that are considered to be homeless under other federal programs (i.e. Children in Transition clients).
- Remaining funds will be allocated to agencies that are current recipients of shelter operations and essential services for the homeless, along with data collection and administrative costs.

NHD staff shall conduct a technical review of Requests for Funds to ensure that instructions have been followed; that the project/program is eligible to receive ESG funds; the project/program is in good standing with the NHD; the project/program meets the needs and priorities reflected in the State's Consolidated Plan; and the project/program will address the goals and objectives of their area CoC.

NHD may convene a review panel to rate and rank all applications received. The panel may include persons qualified to make decisions about programs and services offered to assist homeless and at-risk of homelessness persons, including members of the Rural Nevada Continuum of Care (RNCoC). Once completed, NHD staff will present the results to the RNCoC. Agencies will be chosen, and final allocations will be made with consideration to recommendations received from the RNCoC.

## Application formatting and submission instructions

ALL APPLICANT AGENCIES MUST SUBMIT PROPOSALS ACCORDING TO THE INSTRUCTIONS PROVIDED IN THE APPLICATION. APPLICATIONS NOT SUBMITTED IN THE MANNER PRESCRIBED IN THE ANNOUNCEMENT WILL BE CONSIDERED NON-RESPONSIVE. NON-RESPONSIVE APPLICATIONS WILL **NOT** BE CONSIDERED FOR FUNDING UNDER THIS ANNOUNCEMENT.

NHD must receive a Letter of Intent to apply for ESG funds. The Letter of Intent must be received by the NHD on or before **March 1, 2018**. Letters of Intent must include the following:

1. Name of Agency
2. Address
3. Contact Person
4. Telephone
5. Email
6. A narrative describing the agency, proposed project/program, location of where the services will be provided, and how the funds will be used. Maximum 100 words.
7. Requested Funding Amount

NHD will **not** consider an application if a Letter of Intent has not been received.

## Application formatting instructions

Please do not change the formatting of the application. Most responses are "fill in" and will retain the current formatting. Submission instructions

All applications **must** be received by NHD, no later than:

**April 13, 2018 at 5pm**

- Submit one (1) full original application with original signatures, including all required attachments. ***Binder clips only, do not staple.***
- One (1) electronic copy of the original full application, including all attachments, e-mailed to [Amber.neff@housing.nv.gov](mailto:Amber.neff@housing.nv.gov)

Mail or hand deliver original application to:

NEVADA HOUSING DIVISION  
ATTN: AMBER NEFF, ESG PROGRAM ANALYST  
1830 COLLEGE PARKWAY STE. 200  
CARSON CITY, NV 89706  
AMBER.NEFF@HOUSING.NV.GOV

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

ANY APPLICANT THAT FAILS TO SATISFY THIS DEADLINE REQUIREMENT WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR FUNDING UNDER THIS ANNOUNCEMENT.

## Application timeline

Notice of Funding Availability (NOFA)	February 23, 2018
Letter of Intent to Apply due	March 1, 2018
<b>Application submittal deadline</b>	<b>April 13, 2018 @ 5 pm</b>
Notification of approval	On or before July 9, 2018

## Application technical assistance

Applicants may submit questions related to this Notice of Funding Announcement in writing to [amber.neff@housing.nv.gov](mailto:amber.neff@housing.nv.gov)

Q & A will be available on NHD's website and will be updated as needed.

## Grant award

Agencies awarded ESG funds will receive a Grant Award Letter and a Grant Management Packet. It is the grantees' responsibility to meet all deadlines and requirements as stated in the Grants Management Packet in order to receive grant funding and to remain in compliance. All awards will be posted on the NHD website.

To accept and receive an ESG grant award, the agency's authorizing official will need to sign the Sub-grant Award Agreement which will be provided by the NHD.

---

### GRANT MANAGEMENT PACKET

Grant Management Packets includes:

1. Grant Award Letter;
2. Sub-Recipient Agreement; and
3. Reimbursement Request Form and Instructions

## Post-award process

---

### DOCUMENTATION AND RECORD KEEPING

Documentation regarding activity/beneficiary eligibility, expenditures, staffing, facilities, equipment, program and administrative policies and procedures associated with the ESG grant funds, must be maintained by the grant recipient.

---

### ADMINISTRATION AND SPENDING

Grantee administrative responsibilities include budget, accounting, cash management systems, procurement policy plans and procedures, 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.

---

## PROGRAM AND PROJECT MANAGEMENT

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:

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

---

## 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 NHD. Proposed programmatic and budget changes may be mailed, hand delivered, or emailed to:

NEVADA HOUSING DIVISION  
ATTN: AMBER NEFF, ESG PROGRAM ANALYST  
1830 COLLEGE PARKWAY STE. 200  
CARSON CITY, NV 89706  
AMBER.NEFF@HOUSING.NV.GOV

---

## RE-ALLOCATION

Funding reallocations will be made on the basis of NHD's determination of the best use of available funds. NHD reserves the right to terminate the grant agreement prior to the expiration of award for non-compliance and/or non-performance. NHD reserves the right to reallocate ESG funds in order to ensure that the funds provide the maximum benefit to Nevada's homeless population.

---

## 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.



---

## REPORTING

Grantees are required to provide monthly CMIS/HMIS Client Demographics Reports for each month covered in their reimbursement requests. Reimbursement requests will not be processed unless these reports are attached. Additionally, every quarter, grantees will be required to submit Quarterly Performance Reports

Fifteen days after the end of each fiscal year (July 15<sup>th</sup>), grantees are required to submit their Annual Performance Reports to NHD. At the time, grantees are also required to submit their ESG Annual Program Performance Evaluations and their Consolidated Annual Performance and Evaluation Report for HUD reporting purposes.

## Closing out

Within 60 days of the end of each grant cycle, grantees must provide close-out documentation (provided by NHD) including a certification from the agency's Executive Director that all expenditures were allowable under the ESG program, to the NHD.

## 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, Homelessness Prevention, Emergency Shelter, Rapid Re-Housing, and CMIS/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 24CFR576 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. 24CFR §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> |
|--|--|

**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. 24CFR §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>

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. 24CFR §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>• Childcare</li> <li>• Education services</li> <li>• Employment assistance and job training</li> <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>	<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> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel vouchers</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>

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. 24CFR§576.104

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>

CMIS/HMIS Component. These activities are designed to fund ESG grantees' Administrative Activities. 24CFR §576.108

Eligible costs up to 7.5% of allocation are broadly categorized as follows:

- Overall program management, training, coordination, monitoring and evaluation

Eligible Costs:

- Staff costs of contributing data to the CMIS/HMIS designated by the CoC for the area (may include travel costs to conduct intake)
- CMIS/HMIS Lead (as designated by the CoC) costs for managing the CMIS/HMIS system
- Victim services or legal services provider costs to establish and operate a comparable database
- Monitoring and review data quality, completing data analysis
- Staff training on using CMIS/HMIS

## Consolidated Plan

The 2015–2019 Nevada Consolidated Plan for Housing and Community Development is the comprehensive five-year planning document identifying the needs and respective resource investments in satisfying the state’s housing, homeless, non-homeless special needs populations, community development and economic development needs.

## Goals of the Consolidated Plan

The goals of the programs administered by the State of Nevada are to provide decent housing, a suitable living environment and expanded economic opportunities for the State’s low- and moderate-income residents. The State of Nevada strives to accomplish these goals by maximizing and effectively utilizing all available funding resources to conduct housing and community development activities that will serve the economically disadvantaged residents of the State. By addressing need and creating opportunity at the individual and neighborhood levels, the State of Nevada hopes to improve the quality of life for all residents of the State. These goals are further explained as follows:

- Providing decent housing by helping homeless persons obtain appropriate housing and assisting those at risk of homelessness; preserving the affordable housing stock; increasing availability of permanent housing that is affordable to low- and moderate income persons without discrimination; and increasing the supply of supportive housing.
- Providing a suitable living environment entails improving the safety and livability of neighborhoods; increasing access to quality facilities and services; and reducing the isolation of income groups within an area through integration of low-income housing opportunities.
- Expanding economic opportunities involves creating jobs that are accessible to low and moderate-income persons; making mortgage financing available for low- and moderate-income persons at reasonable rates; providing access to credit for development activities that promote long-term economic and social viability of the community; and empowering low-income persons to achieve self-sufficiency to reduce generational poverty in federally-assisted and public housing.

For more information please see:

[http://www.diversifynevada.com/documents/2015-2019\\_ConPlan - Final.pdf](http://www.diversifynevada.com/documents/2015-2019_ConPlan_-_Final.pdf)

<https://www.hudexchange.info/resources/documents/EmergencySolutionsGrantsProgramFactSheet.pdf>

[https://housing.nv.gov/programs/Emergency\\_Solutions\\_Grant/](https://housing.nv.gov/programs/Emergency_Solutions_Grant/)

## Acronyms and definitions

### Acronym List

ACRONYM	DESCRIPTION
CFR	Code of Federal Regulations
CoC	Continuum of Care
ESG	Emergency Solutions Grant
FMR	Fair Market Rent
HH	Household
CMIS/HMIS	A Community and Homeless Management Information System (formerly known as Homeless Management Information System or HMIS)
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: Overall program management, training, coordination, monitoring and evaluation

**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 CMIS/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 24CFR578.3 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.

**Data Universal Numbering System (DUNS):** A proprietary system developed and regulated by Dun & Bradstreet who assign a unique numeric identifier to a single business entity. It is used worldwide to recognize business entities.

**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).

**Diversions** – A strategy that prevents homelessness at the front door by helping them identify immediate alternate housing arrangements and if necessary, connecting them with services and financial assistance to help them return to permanent house.

**NHD** – 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.



**Federal Tax Identification Number:** A unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. Also referred to as the Employer Identification Number (EIN).

**Harder to Serve** – broadly speaking refers to individuals who face multiple barriers in finding housing, this may include, but is not limited to: individuals with disabilities, individuals with substance abuse issues, individuals with mental health issues, and individuals who victims of domestic violence. Other barriers might include: language barriers and those with criminal records.

**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 (Category 1) being “Literally Homeless” – An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

4. Has a primary nighttime residence that is a public or private place not meant for human habitation;
5. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
6. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

For more categories see:

[https://www.hudexchange.info/resources/documents/HomelessDefEligibility%20\\_SHP\\_SPC\\_ESG.pdf](https://www.hudexchange.info/resources/documents/HomelessDefEligibility%20_SHP_SPC_ESG.pdf)

**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.

**Leavers** – Clients who exited a program or project. Typically, counted as those clients no longer enrolled in a program or project as of the last day of a particular reporting period.

**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.

**Private Non-Profit 501(c)(3)**: A tax-exempt non-profit organization. These non-profit organization are tax-exempt from federal income tax if their activities have the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering amateur sports competition, or preventing cruelty to children or animals.

**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 the Nevada Housing Division.

**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, non-facility 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. See Homeless

**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.