



2022-2023 Notice of Funding Availability Homeless and Homelessness Prevention

Program Overview, Eligible Activities, and
Application Process
February 17, 2022

Introductions

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NOFA Process & Consolidated Plan

2022-2023 NOFA Process & Annual Action Plan

- Program Year 2022-2023 is the 3rd year of the 5-Year Consolidated Plan
 - Applications are being requested to meet community needs in alignment with the City's Consolidated Plan
- Applications for specific activities (applicant programs) are being requested
 - Multiple applications may be approved for funding for each project type
- Applicant activities proposed for funding will be included in the 2022-2023 Annual Action Plan prior to Public Review (March 18, 2022)
 - Applications will be scored by staff, and reviewed for inclusion in the plan by the Administration and City Council committee

Estimated Funding Levels

Action Plan #	Project Name	Project Description	HUD Program	Funding Available
TBD	Tenant-Based Rental Assistance	HOME funds will be used to subsidize private market units for homeless and low-income households to increase affordability.	HOME	778,000
TBD	Emergency Solutions Grant (ESG)	ESG funds will be used to provide homeless prevention services, shelter assistance to homeless and persons at risk of homelessness, to provide rapid rehousing services to homeless and persons at risk of homelessness, and to administer the grant program.	ESG	561,092
TBD	Housing Opportunities for Persons with HIV/AIDS (HOPWA)	HOPWA funds will be used to provide housing assistance and housing-related supportive services for persons living with AIDS/HIV and their families. HOPWA funds will be used for supportive services, housing information and referral services, tenant-based rental assistance, short-term rent, mortgage, and utility assistance.	HOPWA	849,665

Estimated ESG Funding by Program Component*

ESG Program Component/ Entity Type	2022-2023 Allocations
Street Outreach and Emergency Shelter	\$197,140
Homelessness Prevention	\$26,690
Rapid Rehousing	\$316,031
HMIS	\$21,231

Consolidated Plan Priorities

Homeless and Homelessness prevention programs intersect with multiple Consolidated Plan priorities – a summary is provided below for the activities supported by this application:

- Homeless and Homelessness prevention, Rapid Re-housing services and homeless diversion services for potentially homeless individuals and families;
- Provide Homeless and Homeless Prevention Services for residents with HIV/AIDS; and
- Provide Emergency Shelter, Homeless Prevention and Diversion services for youth 18-24 years of age; and
- Tenant-based Rental Assistance, Security deposits and Utility payments to shelter very low and low-income residents.

Eligibility Requirements

In order to receive funding, a proposed activity must:

1. Consist of eligible activities
2. Provide benefit to eligible persons
3. Include only eligible costs according to federal requirements
4. Address a priority area in the 5-year Consolidated Plan

Additional information on eligibility is provided in the 2022-2023 NOFA Handbook at <http://www.fresno.gov/housing>

Program Overview

Erika Lopez, Senior Management Analyst

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Emergency Solutions Grant- ESG

- The ESG program provides funding to:
 1. Engage homeless individuals and families
 2. Improve the number and quality of emergency shelters for homeless individuals and families
 3. Help operate homeless emergency shelters
 4. Provide essential services to shelter residents
 5. Rapidly re-house homeless individuals and families
 6. Prevent families and individuals from becoming homeless
- ESG Activity Components
 - Street Outreach
 - Emergency Shelter
 - Homeless Prevention
 - Rapid Rehousing
 - Homeless Management Information System (HMIS)

Housing Opportunities for Persons With Aids-HOPWA

- The HOPWA program, was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families.
- HOPWA Activity Components
 - Tenant Based Rental Assistance (TBRA)
 - Short-Term Rental, Mortgage, and Utility Assistance (STRMU)
 - Supportive Services
 - Housing Information Services
 - Emergency Shelter-Housing Operations

HOME-Tenant-Based Rental Assistance (TBRA)

- HOME-TBRA funds can be used to provide direct assistance to low-income households who need help paying their rent. HOME-TBRA is a rental subsidy that helps make up the difference between what a renter can afford to pay and the actual rent for a home.
- Households who receive HOME-TBRA assistance must have a gross annual household income of 60% or less of the median income for their area.
- Households who received HOME-TBRA pick the housing of their choice. The units may be publicly or privately owned and, must meet the Housing Quality Standards.
- Units must have reasonable rent, based on rents that are charged for comparable unassisted units in the jurisdiction.

Eligible Activities & Costs

Allowable ESG Activities and Costs

ESG will fund the cost associated with the 5 activity components of the program.

1. Street Outreach
2. Emergency Shelter
3. Homeless Prevention
4. Rapid Rehousing
5. Homeless Management Information System (HMIS)

ESG- Street Outreach

- Serves unsheltered homeless people by connecting them with emergency shelter, housing, or essential services
- Essential Services include street outreach services for:
 - Engagement
 - Case management
 - Emergency health and mental health services
 - Transportation
 - Services for special populations

ESG-Emergency Shelters

- Serves people staying in emergency shelters
- ESG may be used for costs of providing essential services to homeless families and individuals in emergency shelters, and for costs to operate emergency shelters
- Essential Services include:
 - Case management
 - Childcare, education, employment, and life skills services
 - Legal services
 - Health, mental health, and substance abuse
 - Transportation
 - Services for special populations
- Shelter activities
 - Operations
 - Eligible operation costs include cost of maintenance (including minor or routine repairs, rent, security, fuel, equipment, insurance, utilities, food, furnishings, necessary supplies, and hotel or motel vouchers)
- The Street Outreach activity and Emergency Shelter activity cannot exceed 60% of the City's total ESG grant for the year

ESG-Homeless Prevention

- Services persons who are homeless or at risk of becoming homeless, below 30% of AMI.
- Can be used:
 - To prevent an individual or family from becoming homeless.
 - To help an individual or family regain stability in current housing or other permanent housing
- Eligible Activities:
 - Housing Relocation and Stabilization Services
 - Short- and Medium-Term Rental Assistance

ESG-Rapid Rehousing

- Serves those who are literally homeless
- Can be used:
 - To help a homeless individual or family move into permanent housing and achieve housing stability.
- Eligible activities
 - Housing Relation and Stabilization Services
 - Short- and Medium-Term Rental Assistance
 - Coordinated Entry System Coordinator

Allowable HOPWA Activities and Costs

- HOPWA will fund the cost associated with the activity components of the program.
 1. Tenant Based Rental Assistance (TBRA)
 2. Short-Term Rental, Mortgage, and Utility Assistance (STRMU)
 3. Supportive Services
 4. Housing Information Services
 5. Emergency Shelter-Housing Operations

HOPWA -TBRA

- TBRA eligible households may receive financial assistance in the form of:
- Rental assistance
- Utility assistance (if assistance is also provided with rental or security deposit payment for the dwelling unit)

HOPWA-STRMU

- STRMU eligible households may receive financial assistance in the form of:
 - Rental assistance
 - Mortgage assistance
 - Utility assistance
- Housing Quality Standards for STRMU eligibility:
 - Units should be decent, safe, and sanitary
 - Units must have a functioning smoke detector
 - Lead-based paint requirements do apply. All housing must receive a lead-based paint visual assessment before assistance may be provided.

HOPWA –Supportive Services

- Supportive services include, but are not limited to:
 - Health and mental health assessment,
 - Permanent housing placement
 - Drug and alcohol abuse treatment and counseling
 - Daycare
 - Personal assistance
 - Nutritional services
 - Intensive care when required
 - Assistance in gaining access to local, State, and Federal government benefits and services
 - Health services

HOPWA- Housing Information Services

- Housing information services including, but not limited to:
 - Housing counseling
 - Information and referral services to assist an eligible person to:
 - Locate
 - Acquire
 - Finance
 - Maintain housing

HOPWA- Emergency Shelter Housing Operations

- HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy dwellings, and community residences.
- Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs

HOME-TBRA

- HOME TBRA can provide:
 - Security deposit assistance
 - Monthly rental assistance payments for up to 24 months.
 - Utility deposit assistance

Documentation Requirements & Monitoring

ESG Documentation Requirements & Monitoring

- A quarterly report shall be submitted to the City 30 days after the close of each quarter of the fiscal year for the duration of the agreement
- An annual report shall be submitted in HMIS, to report the number of individuals served with ESG funds

HOPWA Documentation Requirements & Monitoring

- A quarterly report shall be submitted to the City 30 days after the close of each quarter of the fiscal year for the duration of the agreement
- Assistance is required in providing the data necessary for the City of Fresno to complete and submit the Consolidated Annual Performance and Evaluation Report (CAPER)

HOME-TBRA Documentation Requirements & Monitoring

- Participant activity will need to be reported to the City on a monthly basis via the HUD Form *Tenant Based Rental Assistance (TBRA) Set Up Form for the HOME Program*
- Project sponsors must monitor all subcontracted services on a regular basis to assure contract compliance, and provide a written report supported with documentation of any necessary follow-up action as a result of noncompliance.

Financial Policies & Procedures

- Must be written
- Internal Controls
- Determination of Allowability
- Payment Process
- Audit Requirements
 - If total of all Federal funds EXPENDED in contract year is more than \$750,000, an audit is required
 - Otherwise, Agency is exempt from audit
 - HUD recommends signed certification from subrecipient to determine applicability

Reimbursement Process

- Are all costs allowable?
 - 2 CFR 200
 - Stick to budget
- Are all costs reasonable?
 - What a prudent person would pay
 - Good procurement records will support this
- Are all costs allocable?
 - Expenditures must directly relate to funded program
 - For costs split between programs, indicate split and rationale for split (basis)
 - Full tour of duty timesheets

Application Process

How to Apply

Application process is presented in detail in the 2022-2023 Consolidated NOFA Handbook

<http://www.fresno.gov/housing>

The NOFA handbook and all application materials are available here.

Public Comment Opportunities
Programs
Notice of Funding Available
Plans and Reports
Affordable Housing Programs
Grant Management Resources
Current Annual Action Plan Schedule
Opportunities for Bidders
5-Year Consolidated Plan
Enhanced Infrastructure

Notice of Funding Available

The City announces various Notice of Funding Availability (NOFA) opportunities throughout the year. Additional details regarding the application process, submission instructions, technical assistance, and selection notification are provided in the NOFA document. As available, current NOFA opportunities are listed on the Notice of Funding Availability webpage.

2022-2023 Consolidated NOFA - Homeless and Homelessness Prevention and Public Community Services (Due March 4, 2022)

- [2022-2023 Consolidated NOFA Handbook](#)
- [NOFA Part A - Cover Page: Non-Profit Organizations](#)
- [NOFA Part A - Cover Page: Units of Government](#)
- [NOFA Part B - Application: Homeless and Homelessness Prevention](#)
- [NOFA Part B - Application: Public and Community Services](#)
- [NOFA Part B - Application: Public Infrastructure and City Facilities](#)
- [NOFA Operating Budget Summary Workbook](#)

Prior Year Notices of Funding

- [View prior year \(2021-2022\) notices of funding available](#)
- [View prior year \(2020-2021\) notices of funding available](#)

How to Apply

All applicants must submit at least one NOFA Part A: Cover Page including all required attachments.

- 501(c)(3) IRS determination of exemption letter
- Articles of incorporation
- Bylaws
- Statement and designation by foreign corporation (required of out-of-state corporations only)
- List of Directors and Officers
- Most recent audited financial statements
- Indirect Cost Rate Agreement with Federal Cognizant Agency (required if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)
- Resolution of Board of Directors authorizing the application and naming the person or persons authorized to sign the application (required by March 18, 2022)

How to Apply

Specific program information submitted on NOFA Part B: Application.

- An organization may submit one or more Part B Applications
- Each Application Part B should include only one program
- Required Attachments:
 - Program-Level Operating Budget Summary
 - ESG Match Questionnaire
- Optional Attachments:
 - Funding commitment letters (for other sources of funding of specific program)
 - Maximum 2 letters of support

Application Timeline

(dates subject to change)

Tentative Dates	Activity
February 4, 2022	Release of Consolidated NOFA
February 15, 2022 2:00 – 3:30 PM	NOFA Webinar: Application Process; Eligibility, Threshold, and Federal Requirements Email HCDD@fresno.gov to register for webinars
February 16, 2022 2:00 – 3:00 PM	NOFA Webinar – Non-Profit Public Services
February 17, 2022 2:00 – 3:00 PM	NOFA Webinar – Homeless & Homelessness Prevention
March 4, 2022 4:00 PM	NOFA Applications Due to City
March 18, 2022	Resolutions authorizing application submission due to the City
March 18, 2022	Draft 2022-2023 Annual Action Plan Published for 30-day Public Comment (including proposed NOFA subrecipients)
April 28, 2022	City Council Consideration of 2022-2023 Annual Action Plan & Authorization of Subrecipient Agreements
May 15, 2022	Annual Action Plan due to HUD
Late Spring (Target of June 30, 2021)	Program Leads will work with selected subrecipients to acquire any remaining documentation, complete any required training, establish monitoring plans, conduct environmental studies, and enter into subrecipient agreements (units of local government will receive Notice of Grant Awards).

Application Submission

Applications Due March 4, 2022 by 4:00 PM

Digital submission options:

1. Email HCDD@fresno.gov (attachments must be under 40 MB)
2. City FTP upload tool (instructions in handbook appendix)

We recommend you contact the Program Lead for your application upon submission, and contact HCDD@fresno.gov or 559-621-8300 if you do not receive email confirmation of your digital submission within one business day of submission.

Additional Support

The Housing & Community Development Division is available to answer your questions. Please contact the program manager for your application to schedule one-on-one application support between February 22 and February 25.

- **Public and Community Services**
Erika Lopez, Senior Management Analyst,
Erika.Lopez@fresno.gov
- **General Inquiries**
HCDD@fresno.gov

Q&A

Zoom Application:

- Click icon labeled “Participants” at the bottom center of your screen
- At the bottom of the window on the right side of the screen, click the label “Raise Hand.” Your digital hand will now be raised.

Phone:

- Press *9 to be added to the queue
- Press *6 to unmute your phone once called upon



Housing and Community Development Division