

**HOME-ARP SUPPORTIVE SERVICES NOFA
PART B - APPLICATION**

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Application Summary

The City of Fresno (City) invites eligible organizations to submit applications for funding for supportive services through the U.S. Department of Housing and Urban Development (HUD) Community Planning & Development entitlement grant program HOME Investment Partnership – American Rescue Plan (HOME-ARP). The 2020-2024 Consolidated Plan prioritizes assistance for the homeless and those at risk of becoming homeless through safe low-barrier shelter options, housing first collaborations, and associated supportive services. As such, applications are being accepted from eligible organizations interested in delivering eligible supportive services to qualifying individuals and families.

The City of Fresno is interested in receiving applications for the following HOME-ARP program activity:

Activity	Funding Available
Supportive Services	\$445,000

Definitions

Supportive Services: There are three categories specifically included as supportive services under HOME-ARP: McKinney-Vento Supportive Services, Homelessness Prevention Services, and Housing Counseling Services.

These services include, but are not limited to, health, mental health, assessment, housing search and counseling services, substance abuse treatment services, childcare, employment assistance and job training, nutritional services, legal services, outreach services, transportation, and financial assistance costs such as application fees, utility deposits and payments, moving costs and short and medium-term financial assistance for rent. A more detailed list of eligible costs for supportive services can be found in Appendix A.

Qualifying individuals: HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations.” Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria). Veterans and families that include a veteran family member that meet the criteria for one of the qualifying populations described below are eligible to receive HOME-ARP assistance.

1. People experiencing homelessness as defined in 24 CFR 91.5 *Homeless* (1), (2), or (3)
2. People at risk of homelessness as defined in 24 CFR 91.5 *At risk of homelessness*
3. People fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking

4. Other populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

Other populations: populations who do not qualify under any of the populations above but meet one of the following criteria:

- A. Other families requiring services or housing assistance to prevent homelessness

Other families: Defined as households who have previously been qualified as homeless under 24 CFR 91.5, are currently housed due to temporary or emergency assistance **and** who need additional housing assistance or supportive services to avoid a return to homelessness.

- B. Those at greatest risk of housing instability.

- I. Have annual incomes less than or equal to 30% AMI and experience severe housing cost burden; or
- II. Have an annual income less than or equal to 50% AMI and meet one of seven housing instability conditions from paragraph (iii) of the "At risk of homelessness" QP definition established at 24 CFR 91.5 and outlined in the notice

Application Submission

Application Deadline

October 16, 2023, by 4:00 p.m.

Application Delivery

- Please submit an electronic version of your application by:

Email HCDD@fresno.gov, or

If your file is over 40 MB, use the City's FTP tool to create a link to the file and email the link to HCDD@fresno.gov . For instructions, please contact Erika Lopez (contact information listed below).

Hard copies of applications and authorizing resolutions are not requested or accepted. If assistance is required for digital submission, please reach out to the contact person listed below.

We will email you within one business day of receipt to confirm application submission – if you do not receive confirmation, please contact the relevant person.

Contact Person

- Erika Lopez, Senior Management Analyst
(559) 621-8403
Erika.Lopez@fresno.gov
- General Inquiries
Community Development Division | 559-621-8300 | HCDD@fresno.gov

Application Overview and Instructions

The City of Fresno (City) Community Development Division is accepting proposals from eligible organizations providing services to persons experiencing homelessness or at-risk of homelessness within the City.

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families. Supportive services may be provided to individuals and families who meet the definition of a qualifying population under the HOME-ARP notice and who are not already receiving these services through another program.

Instructions:

Applications have been designed to support a standardized method of evaluation for eligibility and consideration. Applicants are encouraged to carefully review their applications prior to submission to ensure all questions are complete and narrative attachments are included. Once the application is submitted, additional information will not be accepted. In the event additional clarification is needed, City staff will contact the agency. In most instances, applicants will have 24 hours to provide the additional clarifying information in order to be considered responsive.

Prior to completing their applications, applicants should review Appendices A and B. the Appendices will provide additional information on the scope of work, eligibility requirements, and outcomes.

An organization's completed application includes one Part A (organizational information), and one or more Part B (application) including all relevant exhibits and attachments.

- Applicants may provide as an attachment a maximum of two, single-page letters of support. Additional pages beyond the maximum will not be reproduced. For this reason, applicants should select the two "best" support letters.

Evaluation Process

Applications will be scored and ranked according to the below criteria.

Category	Points
Qualified / Disqualified: <ul style="list-style-type: none"> • Are the proposed costs eligible under HOME-ARP? (if no in part or full, the application is disqualified in part or full.) • Is the applicant an established corporation chartered and in good standing with the State of California or a 501(c)(3) tax-exempt organization? (if no, the application is disqualified) • Does the applicant have established financial and management systems? (if no, the application is disqualified) • Has the applicant identified the qualifying population it will serve? (If no, the application is disqualified.) 	Qualified or Disqualified
Organizational Capacity: <ul style="list-style-type: none"> • Does the organization have demonstrated success in administering a similar activity? (0 years = 0 points; 1 or more years = 5 points) • Is the experience and training of the proposed program/project/activity staff consistent with the needs of the proposed service(s)? (10 points) • Does the agency have facilities consistent with the proposed program services? (5 points) • Does the agency have any unresolved monitoring findings? (Up to -10) 	20
Quality of the Proposal / Alignment to Community Needs: <ul style="list-style-type: none"> • To what extent does the proposal address unmet community needs? (Up to 10 points) • Does the proposal describe barriers to program participation, and how the activity addresses those barriers? (Up to 5 points) • Has the proposal clearly identified how it will address the needs of one or more of the listed qualified populations? (Up to 10 points) • Does the proposal describe how it will enable access to one or more eligible supportive services (Up to 10 points) 	35

Category	Points
Impact and Outcomes: <ul style="list-style-type: none"> • Has the applicant described how the target population will be reached and assessed? (Up to 5 points) • Do the proposed program services match the needs of the population? (Up to 5 points) • Does the organization clearly articulate how the program activities were developed in consultation with the target population? (Up to 5 points) • Does the organization describe how their prior activities have resulted in meaningful impact? (Up to 5 points) 	20
Cost Effectiveness <ul style="list-style-type: none"> • Has the organization provided financial statements showing current assets sufficient to cover operating expenses for at least 6 months? (If yes, 5 points) • Does the budget include eligible costs allowed under HOME-ARP and other applicable federal regulations? (Up to 5 points) • Is the proposed budget reasonable and consistent with the proposed program service(s)? (Up to 5 points) 	15
Coordination / Collaboration To what extent does the applicant describe how its activities will be delivered in coordination with other community resources to address the overall needs of its clientele? (Up to 10 points)	10
Total Possible Points	100

HOME-ARP Supportive Services NOFA

1. Project Summary Information – please complete the below summary for the project/program.

Project Name (10 words or less):

Amount Requested: \$.00

This is a:

☐ New Project/Program

☐ Existing Project/Program

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

If this is an existing project/program that has not received federal funding from the City previously, please briefly explain how HOME-ARP funds will be used to increase the level of service. If this is a new project/program, please insert "N/A."

2. Organizational Capacity

- a. Briefly describe how your organization's prior activities have resulted in meaningful impact:

- b. Describe the organization's experience with administering federally funded programs of this nature.

- c. For how many years has the organization administered activities of the type described in this application?

- d. Describe the experience and training of the proposed activity staff that demonstrates it meets the needs of the proposed activity.

- e. Does the organization have the following in place (check box if 'yes')?

- ☐ Written policies and procedures for the proposed project or program (i.e., intake, eligibility)
- ☐ Written Financial Management Policies and Procedures
- ☐ Non-Discrimination / Equal Opportunity Policy
- ☐ Conflict of Interest Policies and Procedures
- ☐ Procurement Policies and Procedures

- f. Describe the facility location and accessibility for the target population where the services will be provided

☐ Maps attached as exhibit

3. Proposed Scope of Work

- a. Briefly describe the unmet needs this proposal addresses, and how existing resources are insufficient to meet this need:

- b. Briefly describe the targeted qualified population(s) and how the project will meet the specific needs of the target population.

- c. Describe how the project will be marketed to the targeted qualified population(s) including how the population will be reached and assessed.

- d. Estimate the number of unduplicated persons expected to benefit from the project:

unduplicated persons will receive a direct benefit from this project.

- e. Describe the proposed Supportive Services program. Please include information about the eligible supportive services to be provided, barriers to program participation, how the activity will address those barriers, and any information about how the activity was developed or refined in consultation with the target population. Limit description to the space provided on this and the next page.

Detailed Description of Proposed Supportive Services (Continued from previous page)

f. Collaboration

Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives to address the overall needs of the population.

Collaborating Organization	Description of Collaboration

4. Project/Program Budget

- a. The City is interested in applicants that can deploy activities in a timely manner (12 months) while balancing the need to maintain high standards of program delivery. Please propose how you will address this need.

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b. List of Funding Sources

Provide all planned funding anticipated/committed for the proposed activity. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date

c. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format at www.fresno.gov/housing under ‘Notices of Funding Available.’

Please complete Exhibit B – Budget Narrative to provide a brief, but detailed explanation of the expenses included in the budget.

d. Prior-Year Financial Statement

Please attach the applicable financial statements labeled as Exhibit C or D according to the descriptions below for the last full operating year. Failure to provide the financial statement will result in disqualification.

Attachments to Part B Application:

- ☐ EXHIBIT A – OPERATING BUDGET SUMMARY
- ☐ EXHIBIT B – BUDGET NARRATIVE
- ☐ EXHIBIT C – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED \$750,000 DURING THE ANNUAL AUDIT PERIOD), OR
- ☐ EXHIBIT D – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN \$750,000

Optional Additional Exhibits:

- ☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)
- ☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)
- ☐ EXHIBIT – SERVICES LOCATION MAP (REQUIRED IF NOT DESCRIBED IN 2.e.)

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)	
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)		
Salaries/Wages (Specify each position; add additional rows as needed)										
Direct Service Personnel (enter position titles):										
Administrative Personnel (enter position titles):										
Independent Contractors / Consultants (enter position titles):										
TOTAL PERSONNEL BUDGET	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Other Direct Costs (Include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)										
TOTAL OTHER DIRECT COSTS			\$	\$	\$	\$	\$	\$	\$	
INDIRECT COSTS* (Select 1 Indirect Rate Only)										
Approved Indirect Cost Rate										
De minimus 10 % Rate										
TOTAL INDIRECT COST BUDGET			\$	\$	\$	\$	\$	\$	\$	
TOTAL PROJECT BUDGET	\$	\$	\$	\$	\$	\$	\$	\$	\$	

*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary. Be sure to describe how the costs were determined to be direct (i.e. staff time spent on activity, allocation of total expenses to the activity, etc.)

Appendix A

Scope of Work

Funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. Supportive services include the following eligible costs:

1. Childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities.
2. Improving knowledge and basic educational skills.
3. Establishing and/or operating employment assistance and job training programs, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.
4. Providing meals or groceries to program participants is eligible.
5. Assisting eligible program participants to locate, obtain, and retain suitable housing.
6. Fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.
7. Teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness. These services must be necessary to assist the program participant to function independently in the community.
8. Direct outpatient treatment of mental health conditions that are provided by licensed professionals.
9. Direct outpatient treatment of medical conditions when provided by licensed medical professionals.
10. Activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants.
11. Substance abuse treatment services that are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
12. Transportation.
13. Assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s).
14. Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
15. Credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free

personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

16. Liaison services between property managers/owners and program participants.
17. Services for special populations, such as victim services, so long as the costs of providing these services are eligible. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.
18. Payments to housing owners, utility companies, and other third parties for rental application fees, security deposits, utility deposits, utility payments, moving costs, first and last month's rent, and/or rental arrears.
19. Short-term (up to 3 months) or medium-term (3 to 24 months) financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3-year period.

Appendix B

Threshold Eligibility Requirements

Each proposed project, program, or activity to be funded must meet each of the threshold criteria listed below. If City staff reviews the proposal and cannot determine, strictly based on the information presented, how one or more of the criteria will be met the proposal will be deemed ineligible and will not be forwarded for consideration.

1. Eligible Entity. An eligible entity is:

- A unit of local government serving program beneficiaries residing in the City of Fresno, or;
- A nonprofit corporation that: 1) is incorporated in California or incorporated with a State of the United States, the District of Columbia or a United States Territory and properly registered as a “Foreign Corporation” with the California Secretary of State; and 2) possesses a 501(C)(3) determination of exempt status. The City will accept an advance determination ruling from the IRS.

2. In Good Standing. If the entity is a prior recipient of federal funds through the City, it must be in good standing to be eligible for award. This includes having resolved, or actively be in the process of resolving, any open monitoring findings.

3. HOME-ARP Supportive Services NOFA Part A – Cover Page. Each Applicant must submit a fully completed and signed HOME-ARP NOFA Part A Cover Page by the deadline provided herein. Application Part A must, without exception, include the applicant’s UEI number. A UEI number is a unique nine-character number used to identify your organization. The federal government uses the UEI number to track how federal money is allocated. If your organization does not have a UEI number visit the SAM.gov website at:

<https://sam.gov/content/entity-registration>

Registering for a UEI number is free of charge. You will need all of the following information to obtain a UEI number:

- Name of organization
- Organization address
- Name of the chief executive officer, president, or Board of director’s chair

- Legal structure of the organization (nonprofit corporation)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

4. HOME-ARP Supportive Services Operations NOFA Part B – Application:

Submit a completed NOFA Application Part B. Any applications not fully complete may be deemed unresponsive.

- 5. Eligible Activity:** Each proposal must: (1) implement an eligible activity (2) serving eligible beneficiaries and (3) achieving an eligible objective (4) at a reasonable cost (5) in a timely manner. These five considerations are found in the HUD regulations at the links provided in the below table. Additionally, the HOME-ARP program is subject to Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200.

Funding Source	Program Regulation	Link
ARPA	CPD-21-10	Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program - HUD Exchange
Federal Uniform Requirements	2 CFR 200	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1

- 6. Eligible Expenses:** Each proposal must budget only for ‘eligible expenses’ consistent with the applicable provisions of the program regulations identified in the above table.
- 7. Financial and Management Systems:** Each subrecipient must complete the Financial and Management Systems question section of the HOME-ARP NOFA Application Part A. Failure to answer the questions/requests for information or to provide answers consistent with good financial management practices may

disqualify the applicant for funding. Successful applicants will be required to submit evidence that the program manager or line supervisor overseeing the project or program has completed the HUD Exchange online Financial Management 101, 201, and the applicable Advanced Financial Management webinars and passed the associated tests/quizzes with an acceptable score. Evidence will be a certificate issued by HUD or a transcript printed from the manager's/supervisor's HUD Exchange account. Evidence of this requirement being met will be a precedent to contract execution.

8. **Active & in Good Standing**: Non-profit organizations must be registered and in good standing with the IRS, State of California Secretary of State, and State of California Office of Attorney General. City staff will verify organizations' status on the following web sites, and any missing filings, 'inactive' or 'delinquent' statuses will be grounds for disqualification failing sufficient explanation by the applicant.

- IRS: <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
- California Secretary of State: <https://businesssearch.sos.ca.gov/>
- California Office of the Attorney General:
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

9. **No Open or Unresolved Findings with the City's Community Development**

Division: Any current or previous City of Fresno subrecipient for whom a monitoring finding is currently open and unresolved will be disqualified. Staff reserves the right to recommend exceptions for subrecipients who are actively working to resolve the findings.

10. **Location of Activities**: This activity must be located in, and benefit, residents of the City of Fresno.

Important Additional Notes

- **Pre-Award Cost**

Applicants should note that any premature commitment or expenditure of funds for proposed activities is prohibited. No project expenses will be eligible for HOME-ARP reimbursement if they have been incurred or commissioned prior to a completed environmental review and clearance by the City. Project expenses will also not be

eligible for reimbursement if they have been incurred or commissioned prior to the commencement date identified in the executed subrecipient agreement with the City.