**Colorado** **Division of Housing**

**Office of Homeless Initiatives**

**2022 Emergency Solutions Grants (ESG)**

**Notice of Funding Availability (NOFA)**

**Release Date – September 1, 2022**

**Applications Due – October 7, 2022**

**NOFA Index:**

1. Project Background pg. 2
2. Funding Availability pg. 3
3. Application Submission, Informational Webinars, & Review Process pg. 4
4. 2022 ESG Program Parameters pg. 7
5. 2022 ESG Cover Pages - *completed by applicants* pg. 10
6. 2022 ESG Application Narrative *– completed by applicants* pg. 12
7. 2022 ESG Supporting Documentation *– completed by applicants* pg. 18

1. 2022 ESG Project Budget*– completed by applicants*

Appendix 1 – Application Selection and Scoring Criteria

1. **Project Background**
	1. **Overview**The Colorado Department of Local Affairs (DOLA) through its Division of Housing (DOH) and Office of Homeless Initiatives (OHI) is requesting applications from eligible non-profits or local governments throughout Colorado for the 2022 ESG program year (ESG 22). The ESG 22 program year may grant awards using various funding sources (ESG funds, Homeless Solutions Program (HSP) funds, or Community Development Block Grant (CDBG-CV) funds, for example). Regardless of the final award funding source(s), projects funded through this NOFA will be considered ESG 22 projects and will be subject to ESG regulations and program requirements.
	2. **NOFA Aim:**The aim of this NOFA is to enhance the continuum of comprehensive, housing-focused solutions throughout the State of Colorado in order to end homelessness and housing instability for individuals. Specifically, this NOFA will support projects that:

		1. Use real-time data to quickly identify those experiencing homelessness, assess their need, and match them with the appropriate combination of housing and services that affords the greatest potential for long-term housing and economic stability.
		2. Support program models and measures of success that align with the Lived Experience Advisory Group (LEAG) recommendations.
		3. Address DOLA’s Inclusion, Diversity, Equity, and Accessibility (IDEA) goals through targeted services that remove barriers for marginalized populations including those whose age, disability, ethnicity/race, gender, religion or belief, and/or sexual identity/orientation has contributed to their experience of homelessness.
		4. Create a suitable living environment while working with participants to end homelessness or housing instability including, but not limited to, providing shelter during life threatening winter weather, providing non-congregate shelter options, or providing rental subsidies that prevent and end homelessness.
		5. Ensure efficient use of funds and effective program administration. This includes increasing grantee capacity to alleviate programmatic bottlenecks in ways that lead to more efficient and expedient assistance reaching eligible households.
		6. Expand DOH’s subrecipient pool in order to more equitably serve marginalized communities, organizations, and populations across the entire state.
2. **Funding Availability**
	1. Through this NOFA, DOH intends to award grants to local governments and nonprofits across the state of Colorado to support eligible ESG activities including: street outreach, emergency shelter (including renovation projects intended to prevent, prepare for, or respond to coronavirus (COVID-19), homelessness prevention, rapid re-housing, administrative activities, and data collection through the Homeless Management Information Systems (HMIS) or the HMIS comparable database, known as the Client Assessment, File, & Event system (CAFÉ).

	Funds for these awards may come from the following sources (as well as other sources should funding become available):

		1. Emergency Solutions Grants (ESG): Up to $2,100,000 from the State of Colorado’s 2022 ESG allocation for ESG Activities,
		2. Homeless Solutions Program (HSP): Up to $2,100,000 from the State of Colorado’s 2022 HSP allocation for ESG Activities,
		3. Community Development Block Grant (CDBG-CV): Up to $5,000,000 from the CDBG funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act (CDBG-CV) for ESG Activities
	2. **Eligible Applicants**Applicants must have a non-profit 501(c)(3) designation or be a unit of local government in Colorado to be eligible to apply. For non-profit organizations providing emergency shelter activities, application must include certification of approval from the unit of local government for the geographic areas in which those activities are to be carried out.
	3. **ESG Program Match Requirements**Any awards made through this NOFA must provide, at minimum, 50% match for the award given from DOH. Applicants may request a waiver for this match requirement in writing, and should do so as soon as an issue with the match amount is identified. This can be during the application process as well as after awards are made.

	For further clarification on match regulations, [click here for Emergency Shelter/Street O](https://drive.google.com/file/d/1G7cvIcEyTNLPbi7BD8c5MehWshUfuyJ5/view?usp=sharing)utreach & [here for Homelessness Prevention/Rapid R](https://drive.google.com/file/d/1TH_sSf5GCcvs7ko2zzvBnM1ITXDSldjz/view?usp=sharing)ehousing.
3. **Application Submission, Informational Webinars, & Review Process**
	1. **Release Date – September 1, 2022**
	2. **Application Contents**
	This application includes requests for 1) the 2022 ESG Cover Pages, 2) the 2022 ESG Application Narrative, 3) the 2022 ESG Supporting Documentation, and 4) the 2022 ESG Project Budget excel spreadsheet.

	2022 ESG Cover Pages, Application Narrative, and Supporting Documentation can be found in this NOFA document. 2022 ESG Project Budget excel spreadsheet can be found in excel format at<https://cdola.colorado.gov/emergency-solutions-grant-esg-program>.
	3. **Application Submission Dates and Instructions**
	Applicants must submit full applications via email to Kelly Forstbauer at kelly.forstbauer@state.co.us by October 7, 2022 at 11:59 p.m. MST. Any applications received after October 7, 2022 at 11:59 p.m. MST may not be accepted.

	Applicants may request a submission deadline waiver in writing to Kelly Forstbauer, which will be approved on a case-by-case basis in writing. Applicants should include in their written requests: 1) an explanation of why the submission deadline waiver is needed, and 2) a reasonable timeframe in which they expect to have a full application submission.

	Applicants should submit the 2022 ESG Cover Pages, Application Narrative, and Supporting Documentation as one electronic PDF, and the 2022 ESG Project Budget excel spreadsheet in email to Kelly Forstbuaer at kelly.forstbauer@state.co.us by October 7, 2022 at 11:59 p.m. MST.

	All applicants will receive confirmation in writing of the initial acceptance of their application. If your organization has not received emailed confirmation of application acceptance by Monday, October 10, it is the applicant’s responsibility to confirm that the submission was received by DOH. Written acceptance of an application does not mean that the application was complete nor that the application will be awarded funds.
	4. **Cure Period**
	DOH will complete an application cure process to ensure that all elements of each application have been submitted completely and correctly. After this cure is completed, Review Panel members will complete their review and draft clarifying questions. Any applications not satisfying the required application elements after the cure period will be automatically disqualified and not considered for review.
	5. **CORA**
	Please note that applications received by DOH are subject to the Colorado Open Records Act (CORA) and are considered public documents.
	6. **Award and Contract Timing**
	Funding awards will be announced in November 2022, with ESG grant agreement executions anticipated by April 1, 2023. The ESG 22 program will cover costs incurred toward awarded programs between the grant agreement start date (which is anticipated to be April 1, 2023) through March 31, 2024.
	7. **Additional Considerations**Throughout the review, cure, and selection process, DOH may seek clarification in writing from applicants. DOH may additionally ask applicants to clarify or adjust application materials, modify budgets, or adjust other details necessary to comply with state or federal requirements.

	Applicants should also be aware that every activity explained in an application request might not be eligible for ESG funding, even if awards are made to the applicant through this NOFA. Awarded applicants must reference related award documents, rather than their application, to identify what projects or activities are awarded funds through this NOFA.

	This NOFA may also incorporate other funding sources should additional funding become available.
	8. **Informational Webinars about this NOFA**DOH will provide two webinars about the contents of this NOFA. Potential applicants are encouraged to attend both, and DOH will record and post both webinars on DOH’s website within five business days.

	***Webinar #1: ESG 22 NOFA Webinar: The NOFA Nuts and Bolts***
	*Thursday, September 15, from 11:00 a.m. – 12:30 p.m. MST*This webinar will cover the specifications and logistics of this NOFA. DOH staff will walk through each part of this document, explain the intent and reason for the section, and answer any questions potential applicants have about what they need to submit or what they can expect as part of the application process. We will also discuss how these programs will be monitored and assessed throughout the grant life cycle. The webinar can be accessed here:

	[https://us02web.zoom.us/j/86220559296?pwd=WU1VTHNabDI1TWwyNkNIQXhTTWxTdz09](https://www.google.com/url?q=https://us02web.zoom.us/j/86220559296?pwd%3DWU1VTHNabDI1TWwyNkNIQXhTTWxTdz09&sa=D&source=calendar&ust=1661153718491681&usg=AOvVaw1n3j31Y2q5vyUCi77r9S5a)
	Passcode: 051402

	**Webinar #2: Excellence in ESG: Leading with Lived Expertise***Wednesday, September 21, from 12:30 - 2:00 p.m. MST*This webinar will be facilitated by the Lived Experience Advisory Group (LEAG), which is made up of people who formerly experienced housing insecurity and homelessness in communities across Colorado, and want to help improve homelessness response efforts. The LEAG will present their recommendations for system improvements through ESG programs and funding. The LEAG’s expertise and input shared in this webinar will impact the outcomes of this NOFA and other OHI grant formats and scoring.

	<https://us02web.zoom.us/j/86118680326?pwd=UFBtcDBGZnJmZGEzNStvVWJESE1ZZz09>
	Passcode: 120367
	9. **Application Review Criteria**Review of applications intends to ensure that all proposed project plans and budgets are adequate, and that the level of competency and quality of the project will result in successful outcomes for participants. Review of applications is one aspect of the review process. Current and past performance in regard to other DOH funding or ESG projects will also be considered, as applicable.
	10. **Application Threshold Requirements**To be considered substantially complete, an application must include:
		1. A complete 2022 ESG Application, which consists of 1) the 2022 ESG Cover Pages, 2) the 2022 ESG Application Narrative, 3) the 2022 ESG Supporting Documentation, and 4) the 2022 ESG Project Budget excel spreadsheet.
		2. A demonstrated commitment to the ESG Program Parameters outlined in this NOFA as well as the organizational capacity to meet all ESG requirements, as described through responses to the 2022 ESG Application Narrative.
	11. **Scoring Preferences**
	Applicants can see scoring preferences and criteria as outlined in Appendix 1.
	12. **NOFA Questions**
	For specific questions regarding the NOFA, please contact: Kelly Forstbauer at kelly.forstbuaer@state.co.us or 303-815-7701.
4. **2022 ESG Program Parameters

Eligible Activities**
(See the [Project Budget](https://cdola.colorado.gov/emergency-solutions-grant-esg-program) form for more details about eligible activities.)

	1. **Emergency Shelter:** ESG funds may be used for the costs of providing essential services to families and individuals experiencing homelessness in emergency shelters, renovating buildings to be used as emergency shelters for families and individuals experiencing homelessness, and operating emergency shelters.
		1. Emergency Shelter activities include: Essential services (includes case management, child care, education services, employment assistance, outpatient health services, legal services, life skills training, etc.), shelter renovations, and shelter operations (including the costs of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary to the operation of the emergency shelter). For specific requirements and eligible costs, see 24 CFR 576.102.
	2. **Street Outreach:** ESG funds may be used to reach out to unsheltered homeless people; connect 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. For this NOFA, “unsheltered homeless people” means individuals and families who qualify as homeless per CFR 576.2.
		1. Street Outreach activities include: Engagement, case management, emergency health services, emergency mental health services, transportation, etc. For specific requirements and eligible costs, see 24 CFR 576.101.
	3. **Homelessness Prevention:** ESG funds may be used for the costs of providing 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 as homeless CFR 576.2.
		1. Homelessness Prevention activities include: Services and assistance generally consist of short-term and medium-term rental assistance (including rental arrears), financial assistance (including rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, and moving costs), and housing relocation and stabilization services (including 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.
	4. **Rapid Rehousing:** ESG funds may be used for the costs of providing 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 as homeless in CFR 576.2 to move as quickly as possible into permanent housing and achieve stability in that housing.
		1. Rapid Rehousing activities include: Services and assistance generally consist of short-term and medium-term rental assistance (including rental arrears), financial assistance (including rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, and moving costs), and housing relocation and stabilization services (including housing search and placement, housing stability case management, mediation, legal services, and credit repair). For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.
	5. **HMIS (or CAFÉ):** ESG funds may be used to pay the costs of contributing data to the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) designated by the [Continuum of Care](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=02ff25af849730767dde3a31bbe91b22&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) for the area (for non-Victim Service Providers) or the Comparable Database of CAFÉ (for Victim Service Providers), including the costs of:
		1. Purchasing or leasing computer hardware;
		2. Purchasing software or software licenses;
		3. Purchasing or leasing equipment, including telephones, fax machines, and furniture;
		4. Obtaining technical support;
		5. Leasing office space;
		6. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107);\\
		7. Paying salaries for operating [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107), including:
			1. Completing data entry;
			2. Monitoring and reviewing data quality;
			3. Completing data analysis;
			4. Reporting to the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) Lead;
			5. Training staff on using the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) or comparable database; and
			6. Implementing and complying with [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) requirements.
		8. Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) and programs authorized by Title IV of the [McKinney-Vento Homeless Assistance Act](https://www.law.cornell.edu/topn/mckinney_act);
		9. Paying staff travel costs to conduct intake; and
		10. Paying participation fees charged by the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) Lead, if the [recipient](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=8b119440f6da329bf199309ca1cfb333&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) or [subrecipient](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=0836bd4baddc24eaf443124dd532b818&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) is not the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) Lead. The [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) Lead is the entity designated by the [Continuum of Care](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=02ff25af849730767dde3a31bbe91b22&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107) to operate the area's [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=00493baa4d131565152a97061a1257dc&term_occur=999&term_src=Title:24:Subtitle:B:Chapter:V:Subchapter:C:Part:576:Subpart:B:576.107).
	6. **Administrative Activities**: The administrative costs related to planning and execution of ESG activities. This does not include staff costs directly related to carrying out activities eligible through this NOFA because those costs are eligible as part of funded activities. Administration requests are restricted to 7% of the applicant’s total ESG request and will be awarded based on administrative funding availability.
	7. **Preference points will be given to applicants who:**
		1. Center participants receiving services in the decision making process for the organization through leadership positions, committee memberships, involvement in board of directors, etc.
		2. Work in communities with higher needs. Examples of communities with “higher needs” might include historically underserved communities, active COVID-19 outbreaks, regions with gaps in winter shelter capacity, and/or inequitable or limited services areas. (Answer must include local data for full points.)
		3. Implement housing-focused programming, demonstrated by policies and procedures, practices, and outcomes. This can include but is not limited to developing housing navigation or landlord outreach teams, measuring program success by how quickly individuals and families are housed, and tracking returns to homelessness for up to a year after participants exit programs. (Answer must include local data for full points.)
		4. Prioritize individuals experiencing homelessness based on need, particularly those with complex needs and individual or systemic barriers to assistance and housing stability through low-barrier policies and procedures.
		5. Serve rural communities as defined by counties with populations of 180,000 of less. (Answer must include local data for full points.)
		6. Plan to continue offering spaces for isolation and quarantine as a permanent program feature.
5. **2022 ESG Cover Pages**
	1. **2022 ESG Cover Page #1**

	**A complete ESG application will include the submission the following list (as one PDF document) and one 2022 ESG Project Budget excel spreadsheet to Kelly Forstbauer at** **kelly.forstbauer@state.co.us** **by 11:59 p.m. MST on October 7, 2022:**[ ]  **2022 ESG COVER PAGE #2**[ ]  **2022 ESG APPLICATION NARRATIVE**[ ]  **2022 ESG SUPPORTING DOCUMENTATION**Submit the applicable supporting documentation forms in the Supporting Documentation Section.
	[ ]  **2022 ESG PROJECT BUDGET**Complete the **separate** 2022 ESG Project Budget excel spreadsheet linked on:
	<https://cdola.colorado.gov/emergency-solutions-grant-esg-program>

|  |
| --- |
|  **2022 ESG COVER PAGE #2****Colorado Division of Housing (DOH)****Emergency Solutions Grants (ESG)** |
| **TOTAL AMOUNT REQUESTED:** | **$** |
| **APPLICANT INFORMATION** |
| **Organization Name and Address:****Name:** **Title:** **Address:** **Phone #:****Fax #:****Email:**  | **Responsibly Administrator:***(the person who will be responsible for managing this grant, if awarded)***Name:** **Title:** **Address:** **Phone #:****Fax #:****Email:**  |
| **Applicant Federal Tax ID #:** **Unique Entity Identifier (UEI) #:***To register:* [*https://sam.gov*](https://sam.gov)House District \_\_\_ Senate District \_\_\_*refer to* [*https://leg.colorado.gov/find-my-legislator*](https://leg.colorado.gov/find-my-legislator) | **Chief Elected Official, Executive Director, or President:***(the person who has signature authority for the applicant organization)***Name:** **Title:** **Address** *(if different from above)***:****Phone #:****Fax #:****Email:**  |
| **TYPE OF FUNDING REQUEST** *(check all that apply)* |
| [ ]  | **Street Outreach** |
| [ ]  | **Emergency Shelter** |
| [ ]  | **Homelessness Prevention** |
| [ ]  | **Rapid Re-Housing** |
| [ ]  | **HMIS (or CAFÉ)** |
| [ ]  | **Administration** |

1. **2022 ESG Application Narrative**

Instructions: Applicants must leave questions and the numbering system of this NOFA in their 2022 ESG Application Narrative response. ***Applications that do not utilize the numbering system as it is outlined here to organize their responses will be asked to update their application to include the numbering system.***

**1) Project Information**

* 1. What counties/cities are in your project service area?
	2. Explain your proposed project. Include:
		1. A description of your selected geographic area;
		2. Whether the project is existing or new;
		3. The specific activities you will undertake; and
		4. The expected outcomes of the proposed project.
	3. What population(s) does your project serve?
	4. Is your organization a faith-based organization? (This will not impact funding decisions. HUD requires that DOH report which ESG recipients are faith-based.)
	5. How many years has your organization utilized ESG funding from DOH? If new to DOH ESG, explain why you are pursuing these funds and what other state/federal funds your organization manages. All applicants should include how your organization manages/will manage ESG including an overview of:
		1. Program staff roles and responsibilities for managing the project; and
		2. Financial staff roles and responsibilities for ensuring internal controls required by 2 CFR 200 and the State of Colorado Office of the State Controller (OSC) are met.
	6. What is your process to ensure proposed participants are ESG-eligible? This includes:
		1. Documenting homelessness verification requirements of each ESG component, which can be found in the “2022 ESG Project Budget” template;
		2. Referring households for Rapid Re-housing programs through regional Coordinated Entry Systems; and
		3. Meeting all recordkeeping requirements outlined in [24 CFR § 576.500](https://www.law.cornell.edu/cfr/text/24/576.500).
		4. Please also speak to your process for serving/assisting/referring those who are not ESG-eligible.
	7. Address how/if your organization meets the preference points outlined in the Program Parameters of the 2022 ESG NOFA. Preference points will be given to applicants who use local data to demonstrate how they:
		1. Center participants receiving services in the decision making process for the organization through leadership positions, committees, involvement in board of directors, etc.
		2. Work in communities with higher needs. Examples of communities with “higher needs” might include historically underserved communities, active COVID-19 outbreaks, regions with gaps in winter shelter capacity, and/or inequitable or limited services areas. (Answer must include local data for full points.)
		3. Implement housing-focused programming, demonstrated by policies and procedures, practices, and outcomes. This can include but is not limited to developing housing navigation or landlord outreach teams, measuring program success by how quickly individuals and families are housed, and tracking returns to homelessness for up to a year after participants exit programs. (Answer must include local data for full points.)
		4. Prioritize individuals experiencing homelessness based on need, particularly those with complex needs and individual or systemic barriers to assistance and housing stability, through low-barrier policies and procedures.
		5. Serve rural communities as defined by counties with populations of 180,000 of less. (Answer must include local data for full points.)
		6. Plan to continue offering spaces for isolation and quarantine as a permanent program feature.
1. **Extent and Urgency of the Need**

Documentation of need should be based on data whenever possible.

* 1. Describe the need and the urgency of the need be addressed by this project. Provide local data or statistical information that supports your assessment of the need. This can include data from HMIS, previously submitted CAPER reports, the Built for Zero Quality By-Name list, regional Coordinated Entry Systems, Point-in-Time data, Census and local poverty statistics, etc.
	2. Describe your plan to assist the project’s target population(s) as it directly relates to the extent and urgency of need, addressed above. Please address all categories of your request, i.e. Emergency Shelter Operations, Rapid Re-Housing, etc., and how the proposed ESG services best meet the need identified above.
	3. Explain how this funding will address the identified need by creating a continuum of services available in your community. Discuss how you plan to avoid duplication of programs with similar programs, collaborate with local partners to ensure expertise across the continuum of services, and ensure funds will meet stated needs.
1. **Organizational Experience**
	1. Describe your organization’s experience in implementing the activities that you have proposed in the application, including the number of staff and the experience of both programmatic and leadership staff involved in the project. If you lack experience with the activities, explain how you will obtain the capacity needed to complete the project.
	2. What required training do you provide for staff/volunteers who are engaged with participant contact and services?
	3. Explain your organization’s financial control system and procedures, including:
		1. How your organization monitors its activities to ensure that ESG funds are spent in a timely manner and only on eligible costs;
		2. How you ensure all expenses are tracked and documented according to all HUD regulations; and
		3. How your organization resolved any recent HUD or DOH findings of non-compliance. (If your organization has not received any HUD or DOH findings of non-compliance recently, please state that.)
	4. Provide a plan for the future financial stability of the proposed project(s). How will the program continue in the future if ESG funding is no longer provided?
	5. Are you planning to sub-grant these funds to other organizations? If so, please explain the procurement process for allocating those funds and how it aligns with the State of Colorado Office of the State Controller Procurement Manual.
2. **Continuum of Care (CoC) Connection**Answers in this section should align with the Letter of Support from the Continuum of Care provided as part of the 2022 ESG Supporting Documentation.
	1. Are you a participating member of your local CoC? If so, explain:
		1. Your involvement with your CoC (how is your CoC structured, does your staff sit on any committees or boards for the CoC, how often does staff attend the CoC meetings, etc.).
		2. How you coordinate activities described in this applications with other CoC partners, local nonprofit agencies, and mainstream service providers.
	2. How is your organization involved in the local Coordinated Entry System (CES)? Please explain:
		1. Your organization’s role in the CES process, including how many of your programs get referrals through the CES;
		2. Populations or community services currently prioritized through the CES and those that are not; and
		3. How your organization is working to ensure quality data collection for CES.
		4. If you are part of the Built for Zero: Colorado, explain that here.
	3. Please explain how your organization utilizes HMIS or CAFÉ, specifying
		1. The various programs entered into HMIS;
		2. The level of data input into HMIS (ESG or CoC minimum standards, case management notes, etc.).
		3. The reason for any outstanding data quality errors that exist in the program CAPER you will submit as part of this application for the period of January 1 – June 30, 2022.
3. **Budget Explanation and Documentation**
	1. Please provide an explanation of the proposed budget in the 2022 ESG Project Budget excel spreadsheet.
	2. Explain why your organization is choosing:
		1. The different categories of funding;
		2. The amounts requested for each category of funding; and
		3. How this funding will support the continuum of services available to families and individuals experiencing homelessness in your community. If your agency is requesting administrative funding, be sure to include how those funds will support the continuum of services as well.
	3. Where possible, please explain how this request aims to avoid duplication and increase coordination of available resources.
	4. ESG grantees are required to provide a 50% match (i.e., if ESG awards $10,000, the grantee must provide $5,000 in non-ESG funds to the ESG program). What sources of funding or types of match (in-kind donations, volunteer contributions, etc.) is your organization planning to provide for these funds, if awarded (an estimate here is fine)?
	5. If your organization cannot provide at least a 50% match of your total application request, include an explanation of:
		1. Why your organization is not able to meet the required match;
		2. What match resources have been identified; and
		3. Why no other resources are available for matching contributions.
	6. If you are not allocated your entire request through this NOFA, please explain how you would adjust your proposed budget.
4. **Willingness to Incorporate Recommendations from the Lived Experience Advisory Group (LEAG) with any funds awarded through this NOFA**The LEAG consists of individuals with experiences of housing insecurity and homelessness in communities across Colorado, and want to help improve homelessness response efforts. The LEAG is one of DOH’s current efforts to prioritize the ongoing and meaningful inclusion of people with lived experience of homelessness in decision making and strategic planning efforts. These efforts are essential to ensure public funds efficiently address housing inequity and improve the State's homeless response system.

	1. **Is your organization willing to participate in any potential programmatic changes that might be required based on the input from the LEAG?** [ ]  YES [ ]  NO
5. **Current Alignment with the LEAG**
The LEAG’s expertise and input regarding ESG will guide DOH’s work with awards made through this NOFA. Specifically, ESG staff will begin to align ESG projects with the LEAG’s recommendations in the ESG 22 program through program monitoring, data collection and reporting, and provision of technical assistance. Please explain current efforts that align with the LEAG priority areas outlined below. Please only speak to efforts that are currently underway rather than potential projects your organization has discussed. The purpose of this section is to get a baseline for current alignment with LEAG priorities. Applicants will only be scored on their willingness to engage in this work if awarded through this NOFA. Scores will not incorporate how much of this work is or is not happening at an applicant’s organization.
	1. **LEAG Priority #1: Equity.** Require ESG-funded projects to provide education, training, and specialized information to organization staff to be culturally responsive and inclusive of diverse and unique populations.
		1. What type of equity training does your organization require for all staff?
		2. How are you using data to measure your project’s equitability? For example, are you using the data of exits to housing to identify any potential discrepancies in housing outcomes for Black, Indigenous, or People of Color (BIPOC) populations?
		3. How does your project take unique household situations into account? For example, what are you policies to support partners/partnerships (partners of same or different genders, partners that are not spouses or couples, etc.)? How do you manage participant possessions and storage needs? How do you shelter and take care of pets beyond service animals?
		4. Does your organization employ bilingual or multilingual staff and/or have materials available in languages besides English?
		5. Does your organization collect demographic information from program participants and data regarding program participants' experiences?
	2. **LEAG Priority #2: Empowerment.** Ensure that ESG-funded projects elevate the voices of people experiencing homelessness to identify program gaps, create potential solutions, and lead local & systemic change.
		1. What does your organization do to facilitate participant feedback? What does it do with feedback it receives? For example, if your organization says it uses feedback to improve programming, give an example of a policy or procedure that changed within the last year due to participant feedback.
		2. What protections does your organization have in place to make sure that feedback to program staff does not result in retaliation against program participants?
	3. **LEAG Priority #3: Engagement.** Engage with key stakeholders to increase awareness of strengths and weakness of current programming, and invest in proven solutions that fill any potential gaps.
		1. How does your organization analyze gaps that exist in its programming? In the programming available through your regional CoC? This response should include actions beyond regular meetings with various stakeholders, but should instead focus on concrete analysis and evaluation of services.
		2. Does your project focus efforts on housing participants, while making appropriate referrals for supportive services, as requested by participants? If your organization offers services other than housing, how did you determine that no other partners should provide that service in coordination with your housing project?
	4. **LEAG Priority #4: Evaluation.** Target program evaluations to drive system improvement and accountability among ESG-funded projects.
		1. How is your organization using data to improve programming? For example, if your organization says it uses data to improve programming, give an example of a policy or procedure that changed within the last year due to data evaluations.
		2. Are you using data to track, measure, and evaluate housing outcomes? If so, how has your organization tailored programming in the last year to increase exists to permanent housing? Applicants should not speak about system-wide data projects, like Built for Zero, but should focus on how data impacts the day-to-day operation of the ESG project described in this application.

**2022 ESG SUPPORTING DOCUMENTATION**

**For all applicants, submit the signed and completed 2022 ESG Supporting Documentation forms in this section, as applicable. Applications with missing documents will be considered incomplete.**

**Documentation for Grant Agreements – Please include these documents in order in your final submission.**

[ ]  Authorized Signature Sheet

[ ]  Authorized Signature Backup Documentation (No Appendix Form; Please Attach)

[ ]  Ability to Comply with State’s Insurance Requirements

[ ]  Agency W-9 signed within the last six (6) months (No Appendix Form; Please Attach)

[ ]  Certificate of Good Standing from the Colorado Secretary of State (No Appendix Form; Please Attach – Nonprofit agencies ONLY)

1. Go to <https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>

2. Search Agency Legal Name

3. Download Certificate of Good Standing form and attach to this submission

[ ]  Verification of Registration on Sam.Gov (No Appendix Form; Please Attach)

 1. Go to <https://sam.gov/content/home>

 2. Sign in and search for Organization applying

 3. Attach a screen shot of Organization’s verification. DOLA’s is included below for reference. The two red circles highlight the components that must be included in the screen shot for this to be accepted. Step-by-step instructions can be found [here.](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1)



**Documentation for Financial Requirements**

[ ]  Federal Audit Overview Form

[ ]  Most Recent Financial Audit – as applicable (No Appendix Form; Please Attach)

[ ]  Verification of Audit on Federal Audit Clearinghouse – only applicable to Federal Grants (No Appendix Form; Please Attach)
1. Go to <https://facdissem.census.gov/SearchA133.aspx>
2. Search for Organization applying

 3. Attach a screen shot of Organization’s verification. An example screenshot of an ESG 21 grantee is included below for reference, but their agency name has been blocked for confidentiality. The two red circles highlight the components that must be included in the screen shot for this to be accepted.

****

**Documentation for Compliance with HUD ESG Requirements**

[ ]  Ability to Comply with Homeless Management Information System (HMIS) or CAFÉ (DOH’s ESG comparable database for Victim Service Providers)

[ ]  CSV excel CAPER covering January 1 – June 30, 2022 (No Appendix Form; Please Attach)

[ ] Letter of Support from Continuum of Care

[ ]  DOH ESG Performance Standards and Outcomes

[ ]  Certification of Consistency with Consolidated Plan **IF agency is located in:** Adams County; Arapahoe County; City of Arvada; City of Aurora; City of Boulder; City and County of Broomfield; City of Colorado Springs; City of Commerce; City and County of Denver; Douglas County; El Paso County; City of Fort Collins; City of Grand Junction; City of Greeley; Jefferson County; City of Lakewood; City of Longmont; City of Loveland; City and County of Pueblo; City of Thornton; and the City of Westminster. Otherwise, the Division of Housing will provide a Certification of Consistency letter for you.

[ ]  **Non-Profit Applicants Only:** Certification of local government approval for non-profit organizations.

[ ]  ESG Program Assurances and Certifications

**Optional: Electronic Fund Transfer (EFT) Authorization Form**

[ ]  DOH EFT History Sheet

[ ]  Completed EFT Form – if setting up EFT

[ ]  Voided Check – if setting up EFT (No Appendix Form; Please attach)

**AUTHORIZED SIGNATURE SHEET**

***Please copy the following onto your organization’s letterhead***

Date:

WHEREAS, the      (Applicant) has approved an application to the Colorado Department of Local Affairs/ Division of Housing for funds for      (Project); and

WHEREAS, the \_     (Applicant) certifies by

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Board Resolution |  | Bylaws |  | Policy |  | Other: |  |

**(Please attach backup documentation)** that the person named below has full signatory authority in regard to all contracts and corresponding documents associated with agreements entered into by      (Applicant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Furthermore, if applicable, this statement certifies and hereafter delegates \_     (Name and Title)\_\_\_\_\_\_\_\_, an agent of      (Applicant) for the purpose of authorizing and signing:

|  |  |
| --- | --- |
| [ ]  | Payment Requests |
| [ ]  | Quarterly Financial Status Reports |
| [ ]  | Quarterly Project Performance Reports |
| [ ]  | Monitoring Documents |
| [ ]  | Other |  |

|  |
| --- |
| ***I certify to the best of my knowledge and belief, statements and data in this application, including the required Statement of Assurances and Certifications, are true and correct.*** |
|  |
| Signature  |
| Name and Date (Typed or Printed) |

**ABILITY TO COMPLY WITH STATE’S INSURANCE REQUIREMENTS**

The State requires various insurance. Indicate if you have the required insurance by placing an “X” in the box immediately to the left of “yes”. Indicate that you do not have the required insurance, by placing an “X” in the box immediately to the left of “no”. You may provide an explanation after each section of challenges that you face.

1. Workers’ Compensation. Workers’ compensation insurance as required by state statute, and employers’ liability insurance covering all Grantee or Subcontractor employees acting within the course and scope of their employment.

☐Yes ☐No Issues or Explanation:
2. General Liability. Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
	1. $1,000,000 each occurrence;
	2. $1,000,000 general aggregate;
	3. $1,000,000 products and completed operations aggregate; and
	4. $50,000 any 1 fire.

	☐Yes ☐No Issues or Explanation:
3. Automobile Liability. Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of $1,000,000 each accident combined single limit.

☐Yes ☐No Issues or Explanation:
4. Cyber/Network Security and Privacy Liability. Liability insurance covering civil, regulatory, and statutory damages, contractual damages, data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation, or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as State Confidential Information with minimum limits as follows:
	1. $1,000,000 each occurrence; and
	2. $2,000,000 general aggregate.

	☐Yes ☐No Issues or Explanation:
5. Professional Liability Insurance. Professional liability insurance covering any damages caused by an error, omission or any negligent act with minimum limits as follows:
	1. $1,000,000 each occurrence; and
	2. $1,000,000 general aggregate.

	☐Yes ☐No Issues or Explanation:
6. Crime Insurance. Crime insurance including employee dishonesty coverage with minimum limits as follows:
	1. $1,000,000 each occurrence; and
	2. $1,000,000 general aggregate.

	☐Yes ☐No Issues or Explanation:
7. Property Insurance. If Grant Funds are provided for the acquisition, construction, or rehabilitation of real property, insurance on the buildings and other improvements now existing or hereafter erected on the premises and on the fixtures and personal property included in the Subject Property against loss by fire, other hazards covered by the so called “all risk” form of policy and such other perils as State shall from time to time require with respect to properties of the nature and in the geographical area of the Subject Properties, and to be in an amount at least equal to the replacement cost value of the Subject Property. Grantor will at its sole cost and expense, from time to time and at any time, at the request of State provide State with evidence satisfactory to State of the replacement cost of the Subject Property.

☐Yes ☐No Issues or Explanation:
8. Flood Insurance. If the Subject Property or any part thereof is at any time located in a designated official flood hazard area, flood insurance insuring the buildings and improvements now existing or hereafter erected on the Subject Property and the personal property used in the operation thereof in the maximum limit of coverage made available with respect to such buildings and improvements and personal property under applicable federal laws and the regulations issued thereunder.

☐Yes ☐No Issues or Explanation:
9. Builder’s Risk Insurance. Grantee and/or Subcontractor shall purchase and maintain property insurance written on a builder’s risk “all-risk” or equivalent policy form in the amount of the initial construction/rehabilitation costs, plus value of subsequent modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made or until no person or entity other than the property owner has an insurable interest in the property.
	1. The insurance shall include interests of the property owner, Grantee, and Subcontractors in the Project as named insureds.
	2. All associated deductibles shall be the responsibility of the Grantee, and Subcontractor. Such policy may have a deductible clause but not to exceed $10,000.
	3. Property insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Grantee’s and Subcontractor’s services and expenses required as a result of such insured loss.
	4. Builders Risk coverage shall include partial use by Grantee and/or property owner.
	5. The amount of such insurance shall be increased to include the cost of any additional work to be done on the Project, or materials or equipment to be incorporated in the Project, under other independent contracts let or to be let. In such event, Subcontractor shall be reimbursed for this cost as his or her share of the insurance in the same ratio as the ratio of the insurance represented by such independent contracts let or to be let to the total insurance carried.

	☐Yes ☐No Issues or Explanation:
10. Additional Insured. The State shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Grantee and Subcontractors.
11. Primacy of Coverage. Coverage required of Grantee and each Subcontractor shall be primary over any insurance or self-insurance program carried by Grantee or the State.
12. Cancellation. All commercial insurance policies shall include provisions preventing cancellation or nonrenewal, except for cancellation based on non-payment of premiums, without at least thirty (30) days prior notice to Grantee and Grantee shall forward such notice to the State within 7 days of Grantee’s receipt of such notice.
13. Subrogation Waiver. All commercial insurance policies secured or maintained by Grantee or its Subcontractors in relation to this Agreement shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
14. Public Entities. If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S. (the “GIA”), Grantee shall maintain, in lieu of the liability insurance requirements stated above, at all times during the term of this Agreement such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. If a Subcontractor is a public entity within the meaning of the GIA, Grantee shall ensure that the Subcontractor maintain at all times during the terms of this Grantee, in lieu of the liability insurance requirements stated above, such liability insurance, by commercial policy or self-insurance, as is necessary to meet the Subcontractor’s obligations under the GIA.
15. Certificates. For each commercial insurance plan provided by Grantee under this Agreement, Grantee shall provide to the State certificates evidencing Grantee’s insurance coverage required in this Agreement within seven (7) Business Days following the Effective Date. Grantee shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Agreement within seven (7) Business Days following the Effective Date, except that, if Grantee’s subcontract is not in effect as of the Effective Date, Grantee shall provide to the State certificates showing Subcontractor insurance coverage required under this Agreement within seven (7) Business Days following Grantee’s execution of the subcontract. No later than fifteen (15) days before the expiration date of Grantee’s or any Subcontractor’s coverage, Grantee shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Agreement, upon request by the State, Grantee shall, within seven (7) Business Days following the request by the State, supply to the State evidence satisfactory to the State of compliance with the provisions of this section

**Federal Audit Overview Form**

COMPLIANCE WITH SINGLE AUDIT REQUIREMENTS PER 2 CFR 200.501

Any non-Federal entity that expends $750,000 or more in federal funding during its fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200.501 (Audit Requirements). This form ensures that any entities funded through this NOFA are in compliance with this requirement, and are reasonably expected to maintain that compliance throughout the performance period of the program being applied for.

INSTRUCTIONS:

Please complete the answers to the following questions and attach the most recently completed single audit, as applicable.

1. How much federal funding did your agency spend in the most recent fiscal year?

*Applicants should provide budget information from the fiscal year which has most recently closed and should use the fiscal year of their agency’s financial management system, not the state or federal fiscal year.*

*If your agency spent more than $750,000 in federal funding in its last fiscal year, you are required to submit a single audit or a program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200.501.*

1. If your agency spent more than $750,000 in the most recent fiscal year, did you meet the audit requirements through a single audit or a program-specific audit?

[ ] Single Audit [ ] Program-specific audit

Please make sure to attach the Verification of Audit on Federal Audit Clearinghouse, as noted in the checklist for 2022 ESG Supporting Documentation, if applicable.

**ABILITY TO COMPLY WITH HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

*PLEASE NOTE: DOH will coordinate reviews with HMIS lead agencies and the CAFÉ system administrator to set up programs and ensure compliance with HMIS/CAFÉ requirements.*

Instructions: Place an “X” in the box that best describes applicant agency’s current HMIS/CAFÉ status and answer the questions that apply to your selection.

**[ ]  My agency is/will be using the Colorado HMIS (CO HMIS) to enter all HUD-required ESG HMIS data elements consistently.**

1. Is your agency using HMIS? If not, what is your plan to begin using HMIS by the start of this agreement? *HMIS data must be entered for any clients served with ESG funds, and grantees cannot incur cost toward their ESG program until they are entering required data into HMIS.*
2. If this application is for existing HMIS projects, please enter all relevant HMIS project names and the project type.
3. If awarded, will you need additional staff trained and additional HMIS licenses? If so, how many (an estimate is fine here).
4. What HMIS technical assistance does your agency need?
5. What is your agency’s participation rate in HMIS? *Please speak to how many of your organization’s housing/homeless programs use HMIS versus other databases and how many referrals your organization receives through Coordinated Entry Systems that have been built into your HMIS.*

**[ ]  My agency is/will be using CAFÉ, the HMIS comparable database, to enter all HUD-required ESG HMIS data elements consistently.**

1. Are you a Domestic Violence Service Provider? If yes, how long have you been using CAFÉ? If no, please note that your agency must use the Colorado HMIS (COHMIS).
2. Is your agency using CAFÉ for client management? If not, what is your plan to begin using CAFÉ for client management by the start of this agreement? If yes, how long have you been using it for client management?

1. If awarded, will you need additional staff trained and additional CAFE licenses beyond the 10 free licenses provided by Salesforce? If so, how many (an estimate is fine here).
2. What CAFÉ technical assistance does your agency need? How are you planning to incorporate the technical assistance into your program through this application?

Make sure to attach your agency’s CSV excel CAPER covering January 1 – June 30, 2022. DOH shall utilize the data quality tables in the submitted CAPER as part of this application scoring process. (CAFÉ Users will not be scored on the data quality of their CAPER due to the ongoing updates being implemented, but will still be expected to submit a CAPER covering January 1 – June 30, 2022 for agencies who have been using CAFÉ for ESG during that timeframe.)

**LETTER OF SUPPORT FROM CONTINUUMS OF CARE (COC)**

This letter of support may come from one of Colorado’s 4 CoCs across the state (Balance of State CoC, MDHI CoC, Northern Colorado CoC, or Pikes Peak CoC). It may also come from one of the recognized regional CoCs within those 4 CoCs, as applicable.

|  |  |
| --- | --- |
|  |  |
| **Name of CoC** |  |
| **Organization Name**  |  |
| **ESG Components Being Requested by Applicant** |  |
| **CoC Staff Drafting Review** |  |
| **CoC Staff Email & Phone Number** |  |

Does this organization participate in CoC leadership structures, board meetings, committee work, or other regular CoC operations?

[ ]  Yes [ ]  No

If yes, please explain.

Does this organization participate in regional coordinated entry systems? Examples may include participation in case conferencing, operating as assessment points, housing navigation, etc.

[ ]  Yes [ ]  No

If yes, please explain.

Does this organization meet CoC Homeless Management Information Systems (HMIS) data quality standards and minimum CoC expected HMIS usage? (Does not apply to agencies who serve victims of domestic violence.)

[ ]  Yes [ ]  No [ ]  NA

If no, please explain.

|  |
| --- |
| ***I certify to the best of my knowledge and belief, that the language in this letter is true and accurate.*** |
|  |
| Signature  |
| Name and Date (Typed or Printed) |

**DOH ESG Performance Measurements and Outcomes Requirements**

Please sign the DOH ESG Performance Measurements and Outcomes to show that, if funded, your agency will meet all DOH Requirements listed below.

**Funding Source**: ESG **Activity**: *List components for which funding is being requested*

**ESG Objective**: Through state and federal initiatives, serve vulnerably housed or homeless individuals and families, prioritizing those with lowest income levels and multiple barriers to living independently, by creating a suitable living environment while working to connect participants to services, resources and permanent affordable housing as quickly as possible.

**DOH Performance Measurements (Applies to all projects funded through this NOFA)**:

1. Grantee will expend all ESG funds within the established grant timeframe.
2. Grantee will meet the deadline for submitting pay request back up documents.
3. Grantee will meet the deadline for submitting performance reports.
4. Grantee will meet required standards for documentation of homelessness and comply with required record keeping methods.
5. Grantee will meet resolve nay findings from previous compliance reviews through HUD, DOH, or other third party auditors.
6. Grantee will measure housing outcomes for programs and use real-time data to improve housing outcomes for all projects funded.
7. Grantee will coordinate with regional CoC projects including but not limited to: participating in Coordinated Entry and Assessment systems and contributing to Quality By-Name Lists through Built for Zero efforts.
8. Grantee will incorporate programmatic feedback as dictated by DOH’s Lived Experience Advisory Group (LEAG).

**Outcomes**:

1. Use real-time data to quickly identify those experiencing homelessness, assess their need, and match them with the appropriate combination of housing, services, and supports that affords the greatest potential for long-term housing and economic stability.
2. Support program models and measures of success that align with feedback from the Lived Experience Advisory Group (LEAG), who have all experienced homelessness in Colorado.
3. Create a suitable living environment while working with participants to end homelessness or housing instability including, but not limited to, providing shelter during life threatening winter weather, providing non-congregate shelter options, or providing rental subsidies that prevent and end homelessness.
4. Ensure efficient use of funds and effective program administration. This includes increasing grantee capacity to alleviate programmatic bottlenecks in ways that lead to more efficient and expedient assistance reaching eligible households.
5. Expand DOH’s subrecipient pool in order to more equitably serve marginalized communities, organizations, and populations across the entire state.

|  |
| --- |
| ***I certify to the best of my knowledge and belief, that DOH measurements and outcomes will be followed and reported, as necessary, if funded through this NOFA.*** |
|  |
| Signature  |
| Name and Date (Typed or Printed) |

**SIGNED COPY OF CERTIFICATION OF CONSISTENCY WITH CONSOLIDATED PLAN**

Only complete this form if your agency is located in or serving in the following areas (note: agencies may need to provide more than one Consistency with Consolidated Plan if you are serving multiple jurisdictions):

Adams County; Arapahoe County; City of Arvada; City of Aurora; City of Boulder; City and County of Broomfield; City of Colorado Springs; City of Commerce; City and County of Denver; Douglas County; El Paso County; City of Fort Collins; City of Grand Junction; City of Greeley; Jefferson County; City of Lakewood; City of Longmont; City of Loveland; City and County of Pueblo; City of Thornton; and the City of Westminster.

DOH can help identify the correct contacts for these certifications, if needed. If you are not working in these jurisdictions, the Division of Housing will provide a Certification of Consistency letter for you.

**Please note: If you have collected these forms for the CoC Notice of Funding Opportunity (NOFO) and have signed forms that are dated within the last year, you may submit those forms rather than requesting new signatures for this application. Please talk with ESG staff if you have any questions about how to get these forms signed.**

I,      , (**name**)       (**title**) certify that       (**agency or program name**) located in       (name of jurisdiction) is consistent with the Consolidated Plan for       (**name of jurisdiction**).

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name Title of Certifying Official for Jurisdiction**

Date of Certification:

**EMERGENCY SOLUTIONS GRANT PROGRAM ASSURANCES AND CERTIFICATIONS**

(Subject to change with final regulations)

 (Name and Title of CEO or appropriate non-profit signatory) of (Town, City, County or nonprofit organization) which is applying to the State of Colorado for funding through the Emergency Solutions Grant Program from the U.S.Department of Housing and Urban Development (HUD), hereby assures and certifies that:

Amounts awarded under this program will be used only for these purposes:

1. Assist in the prevention of homelessness.

2. Assist in supporting the essential operating costs.

3. Assist in improving the quality of supportive services to the homeless.

Projects will not require participation in religious services, as a condition for receiving assistance.

**Consistency with plan** – All activities the grantee undertakes with this assistance are consistent with the State of Colorado’s consolidated plan.

**Essential Services and Operating Costs –** In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the grantee will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the grantee serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Supportive Services –** The grantee will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Confidentiality –** The grantee has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization from the participant(s) to the person responsible for the operation of that shelter.

**Homeless Persons Involvement –** To the maximum extent practicable, the grantee will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program. This also includes participation in decision making bodies responsible for creating policies and procedures.

**Homeless Management Information System (HMIS)** - Grantees receiving funding from the Emergency Solutions Grant Program must be compliant with (HMIS) as required by HUD.

**Discharge Policy –** The grantee will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

**Matching Funds –** The grantee will obtain matching amounts required under 24 CFR 576.201.

**Conflict of Interest** - The requirement concerning the prohibition of conflict of interest or financial interest in decision-making by elected officials, appointed officials, staff or board of directors except as may be granted by HUD.

**Anti-Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The required certification that the submission of an application for any Emergency Solutions Grant is authorized under applicable law and that the local government or nonprofit organization possesses legal authority to carry out Emergency Solutions Grant activities in accordance with applicable law and regulations of the Department of Housing and Urban Development.

Name Title

Signature Date

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL FOR NONPROFIT ORGANIZATIONS**

***Only applicable if for a non-profit applying for Emergency Shelter funding***

**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL**

**FOR NONPROFIT ORGANIZATIONS**

**RECEIVING ESG FUNDS FROM STATE SUBRECIPIENTS**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name and title*), duly authorized to act on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of jurisdiction*), hereby approve the following emergency shelter activities proposed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of nonprofit organization*), which are to be located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name(s) of jurisdiction(s)*):

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature and Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Typed or Written Name of Signatory Local Official

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title

**Optional: Electronic Fund Transfer (EFT) Authorization Form**

DOH EFT History

Does your agency currently receive EFT payments from DOH?

[ ]  Yes [ ]  NO

If no, but you would like to establish that payment method, please complete this form. In order for form to be considered complete, please attach a **voided check or letter from bank with banking information**. At noted, this form is optional; applicants are not required to complete the form. If awarded ESG funds, applicants may request EFT at any time.

Please note: this form will only be available in the PDF version of this NOFA.