HUD FUNDING GRANT APPLICATION GUIDE

January 2022

OFFICE OF
RESILIENCE AND COMMUNITY SERVICES

**Louisville Metro Office of Resilience and Community Services
HUD Funding
Subrecipient Competitive Grant Application Guide**

A link to the application will be posted at https://louisvilleky.gov/government/resilience-and-community-services/hopwa-esg-and-cdbg-information Thursday, January 13, 2022, at 5pm.

Applications can be submitted beginning immediately after the link is posted & may continue to be submitted until Thursday, February 3, 2022, at 5pm.

Please read the guide below for more details about this opportunity. (Including the text of all questions on the application.)

"Louisville Metro Office of Resilience and Community Services' mission is to fight poverty and promote compassion, stability and the empowerment of residents and communities."

Louisville Metro Office of Resilience and Community Services (RCS) has received supplemental funding from the United States Department of Housing and Urban Development (HUD). The funding, as described in Louisville/Jefferson County Metro Government's (LMG's) annual action plan, is meant to aid organizations providing services to persons who are homeless, to prevent homelessness, or to serve persons living with HIV/AIDS.

Our objective is to collaboratively engage community partners in the fulfillment of our mission through the achievement of established goals related to homelessness and pandemic response in the Louisville Metro area. Through a competitive bid process, RCS will make supplemental federal HUD funds available from Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA).

This technical handbook is provided as a guide in the application process for subrecipient awards of CDBG, ESG or HOPWA grant funds from Grantor, HUD & through Grantee, RCS.

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of taxpayer dollars. RCS' goal is to invest in programs that achieve the most effective and efficient results. Awarded grantees will be required to report on their success in meeting goals and outcomes.

POINT OF CONTACT
Submit all questions regarding this application process to metrocompliance.louisvilleky.gov.

Applicant Eligibility

Eligible Applicants	501(c)(3) Organization
Additional Information on Eligibility	The following organizations and entities may apply for grant funds: Non-profit organizations including community and faith-based organizations. Organizations must be registered with the Internal Revenue Service as a 501(c) (3) entity to be eligible to apply for this funding opportunity
Kentucky Secretary of State	All applicants must be registered and in good standing with the Kentucky Secretary of State to be eligible for this funding. **(HTTPS://SoS.ky.gov)**
System for Award Management	All applicants must be registered and in good standing with the System for Award Management to be eligible for this funding. (HTTPS://SAM.gov)
Louisville Metro Revenue Commission	All applicants must be registered and in good standing with the Louisville Metro Revenue Commission to be eligible for this funding. To register with the Revenue Commission visit, (https://louisvilleky.gov/government/revenue-commission/forms-and-publications)

Non-profit organizations, including faith-based organizations, may apply for grant funds. Organizations must be registered with the Internal Revenue Service as a 501(c)(3) entity to be eligible for this funding opportunity. Grant awards to non-profits, including faith-based organizations shall not be used for religious activities. Award subrecipients shall not require program participants to participate in religious activities in order to receive services.

All applicants must be registered and in good standing with the Kentucky Secretary of State (HTTPS://SoS.ky.gov) and System for Award Management (HTTPS://SAM.gov) to be eligible for this funding opportunity.

To register in SAM, at a minimum, you will need the following information:
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. If you don't already have one, you can request a DUNS Number for FREE from D&B (https://www.dnb.com/duns-number/get-a-duns.html)
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4857
- Each HUD Subrecipient grant applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in "okay" status with the Commission.

- Louisville Metro funded agencies that have contracted services are required to ensure those entities are also registered with the Louisville Metro Revenue Commission. Contractors must also be in good standing with the Commission.

- Account numbers for agencies and contracted services are to be provided for monitoring purposes. Funding could be jeopardized for any agency or contractor that is not in good standing with the Commission.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION

1. Applications are submitted online through a web-based software, SurveyMonkey.
2. Applicants are STRONGLY advised to draft their application responses in a separate file then copy/paste the responses into the SurveyMonkey application when ready to submit a final version. SurveyMonkey will NOT save partial responses. Applicants will NOT be able to return to an application if they exit before submitting.
3. Applications must be submitted in SurveyMonkey by February 3, 2022 at 5pm. No late submission with be accepted. The applications are time-stamped upon submission, please allow enough time for technical glitches.
4. Organizations applying should submit only one application per activity requesting funding.
   a. More than one application may be submitted by an applicant.
5. If an applicant submits their application, then later (but before the deadline) wants to amend their responses, applicants will have to submit a new, separate, application for the program/project. It will be applicant's responsibility to inform RCS (via email at metrocompliance@louisvilleky.gov) which version of the application should be presented to the Review Panel for consideration before the deadline. If no selection is sent to RCS, only the most recent version will be sent for review.
6. Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes that can be tracked and measured over the course of the grant funding period in such a way that meets all HUD rules and regulations.
7. Please review the sections below for more information about this funding opportunity.

General Grant Information

As in FY23, RCS will fund applications based on Service Categories. Applicants will not be able to specify which funding source they prefer. Instead, the application includes a series of questions designed to test if a program meets certain federal requirements for each funding source. Application responses will determine which funding source will be offered to an applicant.

Below are general descriptions of the three HUD grants RCS will use to fund projects that address the needs of vulnerable populations in Louisville in the coming grant year.

Community Development Block Grants (CDBG)
CDBG funds awarded to Louisville Metro RCS are used to contribute to the development of viable urban communities by providing decent housing, suitable living environments, and expanded economic opportunities, principally for low- and moderate-income persons.

From the federal level, the Department of Housing and Urban Development has set three national priorities based on the Housing and Community Development Act for Community Planning and Development (CPD) Programs; "(1) To ensure decent housing; (2) To create and maintain a suitable living environment; and (3) To expand economic opportunities".

Emergency Solutions Grant (ESG)
ESG is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). Per [24 CFR 576.1], ESG funds awarded to Louisville Metro RCS are directed toward the

payment of certain expenses related to: operating emergency shelters, for essential services related to emergency shelters and street outreach for persons who are homeless, homelessness prevention, and rapid re-housing. The five Program Components are:

1. street outreach;
2. emergency shelter;
3. homelessness prevention;
4. rapid re-housing assistance; and
5. HMIS as well as administrative activities

Subject to the cost principles in 2 CFR part 200, subpart E, and other requirements in this part, employee compensation and other overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS are eligible costs of those program components. These costs are not subject to the expenditure limit for administrative activities.

Housing Opportunities for Persons With AIDS
The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, states, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

Subject to applicable requirements described in 24 CFR 574.310, 24 CFR 574.320, 24 CFR 574.330, and 24 CFR 574.340, HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services, as required by 24 CFR 574.310(a), must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independently of any housing activity. HOPWA funds awarded to Louisville Metro RCS are used only to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families.

HOPWA project proposals will address one or more of the following:
1. Project- or tenant-based rental assistance, including assistance for shared housing arrangements;
2. Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling;
3. Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals;
4. Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs; or
5. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence.

Service Categories

RCS will accept applications for from agencies that can operate programs which address the categories of services listed below. Organizations are permitted to apply more than once if they wish to provide services with activities that fall into more than one category.

1. Services for Persons Currently in Housing (Homelessness Prevention)
   a. Summary: Services designed to keep a person/family in their current housing.
   b. Possible activities within service category:
      i. Transportation (participant)
      ii. Rental assistance
      iii. Utility assistance
      iv. Payee Services
      v. Eviction court case managers
      vi. Other prevention activities eligible under federal regulations

2. Services for Persons who are Currently Homeless
   a. Summary: Services to provide aid to persons who are currently homeless.
   b. Possible activities within category:
      i. Transportation (participant)
      ii. Technology for outreach (phones, tablets, devices to facilitate data recording, etc.)
      iii. Emergency shelter operating expenses
      iv. Participant case management
      v. Rapid rehousing
      vi. Hotel/motel vouchers for participants
      vii. Other services for persons who are currently homeless eligible under federal regulations
3. Rehousing Services
   a. Summary: Services to prevent homelessness by finding more affordable/adequate housing for a single person/family OR to rapidly re-house a single person/family who recently lost housing.
   b. Possible activities within category
      i. Rapid Re-housing programs for single persons and/or families who have recently started experiencing homelessness
      ii. Relocation services for single persons and/or families at imminent risk of homelessness.
4. Services Only for Persons Living with HIV/AIDS
   a. Possible activities within category:
      i. Any combination of services offered above, with the restriction that services must only be provided to persons earning 80% of the area median income or less and be living with HIV/AIDS as documented in accordance with HOPWA standards.

Lobbying is Prohibited.

For the purposes of this application process, lobbying means any oral or written communications by applicants for this grant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff, Louisville Metro Government Officials and/or staff, in order to attempt to influence the outcome of this process.

This grant application process begins when Louisville Metro Government notifies the public of the grant opportunity and continues through the application process. The prohibition on lobbying ends at the time the Louisville Metro Mayor presents the budget recommendation to Metro Council. Prohibited lobbying activities include, but are not limited to:

   o Any attempt to influence the outcome of the CDBG, ESG and HOPWA Fund process, through in-kind or cash contributions, endorsements, publicity, or similar activities;

- o Any attempt to influence the outcome of the CDBG, ESG and HOPWA Fund process through communication with any panel member or employee of Louisville Metro Government.
- o Any attempt to influence the CDBG, ESG and HOPWA Fund process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign.
- o Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to consider or act regarding the CDBG, ESG and HOPWA Fund process.

Requesting technical assistance prior to the application deadline is not considered lobbying.

HUD Funding Grant Application Timeline

APPLICATION DEADLINE	**Thursday, February 4, 2022, at 5pm.**
HUD Virtual Application Q/A Session	**Tuesday, February 1, 2022**
PANEL REVIEW	**Early February 2022**
FUNDING DECISION NOTIFICATIONS	**Spring 2022**
SUBMISSION AND APPROVAL OF SUBRECIPIENT GRANT AGREEMENT/WORK PROGRAM AND BUDGET	**Summer 2022**

RCS Staff Review and Preparation

Staff will review all applications, determine whether the applications meet requirements, and compile overview information for the panel members. Staff will alert the panel to any ineligible, incomplete, or problematic contents. Panel members will make final decisions regarding eligibility.

Panel Review

Department staff will provide copies of applications and review input to panel members at their first meeting. Panelists will review and score applications prior to subsequent meetings as specified by Panel Chairperson.

Funding Decision Notifications

Applicants will be notified if their application was or was not recommended for funding after the review panel has made its final decision.

Award Agreement

RCS will contact all grant award recipients to complete Grant Agreements and Work Program & Budgets. Once an agreement is executed, the project has officially begun & the recipient may receive money from RCS for activities described in the agreement.

Question Guide

General Information Page:

1. **Question:** Has your organization received a HUD funded grant from RCS within the last three years? A grant for ESG, CDBG, HOPWA, ESG-CV, CDBG-CV, and/or HOPWA-CV funding since July 1, 2019 – June 30, 2022.
   a. Yes
   b. No

   Notes: This question is asked to measure the ratio of organizations that are continuing versus new applicants for funding.

2. **Question:** Legal name of organization as listed on the Kentucky Secretary of Statewebsite, http://web.sos.ky.gov/ftsearch/. Also provide information for the person RCS should contact about this application. Name of project requesting funding in this application.

   Notes: RCS is required to ensure that applicants are eligible to/not prohibited from receiving federal awards. The legal name of an organization must be known to make that determination. Name of the specific project which is requesting funding. The name may be a simple descriptor if organization does not "name" project. i.e. "Eviction Prevention," or "Payee Services"are perfectly acceptable.

3. **Question:** Funding Amount Requested ($). Round to the nearest hundred. i.e. *$50,000* instead of *$49,972.13.*

   Notes: There are no minimum or maximum request amount set for this application. However, please consider the administrative requirements that accompany a federal grant & carefully weigh how much funding would justify fulfilling all requirements of the funding. The reporting requirements are the same whether an award is $2,000 or $200,000. Requirements cannot be waived for smaller awards; all recipients will be expected to satisfy all requirements for their awards. Applicants which accept an award then fail to complete requirements after being offered & receiving technical assistance may be barred from receiving federal awards from Metro for a period of 5 years.

4. **Question:** Please attach a current listing of your organization's board of directors. Applicants are free to include demographic information about their board in addition to listing the names. i.e. % male v female, % persons of color, % LMI persons, etc.

   Notes: Information needed to prevent conflicts of interest on review panel. Question also helps RCS and the grant review panel understand diversity among boards at applicant organizations.

5. **Question:** Please attach a summary of your organization's current policies and procedures related to ensuring equity within the organization. Attach a plan to develop equity policies before the end of FY23 if none currently exist at your organization. Refer to the FY22 HUD guide for more details about equity policies. Attachments should be limited to 500 words or less.

   Notes: Louisville Metro Government has placed a renewed focus on ensuring equity within itself and its operations. Part of Metro's focus on equity is examining the organizations Metro engages

with on initiatives. Metro has defined steps it can take to become more equitable & wants to encourage other organizations to do the same – this question advances the effort.

6. **Question:** Please submit your organization's most recent signed W9. Refer to https://www.irs.gov/pub/irs-pdf/fw9.pdf for a blank copy of the current form.

   Notes: Information required to determine applicant eligibility.

7. **Question:** Please attach your agency's most recent 990 form. Refer to https://www.irs.gov/forms-pubs/about-form-990 for information about 990 forms. If your organization does not have a 990 form, attach a narrative explaining why.

   Notes: Information required to determine applicant eligibility.

8. **Question:** Please attach your Agency's IRS Tax Exemption Determination Letter. (https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs) If necessary check the IRS' website for information about obtaining copies of exemption determination letters.

   Notes: Only registered 501(c)(3) entities are eligible for this funding. The IRS determination letter certifies applicant's non-profit status.

9. **Question:** What challenges has your organization faced with the COVID pandemic? How has your organization adapted? Have activities been added/removed/changed in response? Explain, responses limited to 1600 characters or less.

   Notes: Special reporting procedures are required for organizations that spend $750,000 or more of federal funding within a single year. Organizations which do not spend $750,000 in federal funds annually have different requirements. See here for further information.

10. **Question**: Louisville/ Jefferson County Revenue Commission number: 6 digit number- not the EIN or FEIN digits.

    Notes: To register with the Revenue Commission visit, https://louisvilleky.gov/government/revenue-commission/forms-and-Publications.

Project Detail Page:

11. Does this program use persons or households as its unit of measurement?
    a. Persons
    b. Households

Notes: Some programs only serve families/groups of persons or only serve individuals but measure the program's impact on other household members. Some programs only serve individuals who are in households of one and/or do not measure the program's impact on other household members. This question is to see which way an applicant's program is/will be structured.

12. **Question:** Describe referral procedures for this program. How the program will first interact with persons, typically. i.e., Single Point, Common Assessment, or United Community referral.

    All responses limited to 1,600 characters or less.

    Notes: Does/Will the program participate in any shared referral systems like Single Point of Entry for emergency shelters, Common Assessment Team referrals for rehousing programs, or Metro United Way's United Community System for prevention/diversion programs? Are walk-ins accepted RCS seeks to increase the level of collaboration between homelessness/housing stability service providers in Louisville. This question is part of measuring how closely an applicant organization/program is embedded with complimentary organizations/programs. Further, some program types are required to participate in a referral system. i.e., ESG funded emergency shelters must participate in the Single Point of Entry and ESG rehousing programs must work with the Common Assessment Team to find eligible participants, all per federal regulation.

13. **Question:** Is this program open to all eligible persons, regardless of participation in other projects at your agency? Select no if persons must be ongoing participants in other programs at your organization to receive this program's services.

    Notes: This question allows the review panel to see if a program is designed to provide a specific service to all eligible persons in the community, versus a request to operate a program to benefit a single organization's participants. Metro's intent for the funding is to help strengthen or build structures of support for all persons who are homeless or experiencing housing instability in Louisville; regardless of the service organization they approach for assistance.

14. **Question:** Address where program services will be provided. If not provided at a single area, explain.

    Notes: List street address(es) where this program will provide services to participants. This information is needed for environmental review purposes if the program is selected for funding.

15. **Question:** As of January 1, 2022 – How long has this program operated?
    a. Funding would establish program
    b. Up to 1 year
    c. Over 1 year, up to 5 years
    d. Over 5 years, up to 10 years
    e. Over 10 years

    Notes: How long the project has been operating in its current form.

16. **Question:** Does/Will this program serve only participants living in Jefferson County, Kentucky?
    a. *Yes*
    b. *No*

If No, list what % of participants are from other counties & what other counties/states are served.

Notes: This funding opportunity includes multiple grant sources. Each of the grants has unique requirements. One unique provision of HOPWA is its regional application. ESG & CDBG funds are restricted to the county which received the award from HUD. (Jefferson County in this case.) However, HOPWA projects may cover the entire metropolitan statistical area, which includes the following counties in Kentucky and Indiana: Jefferson, Bullitt, Oldham, Trimble, Clark, Floyd, Shelby, Spencer, Harrison, Henry, Meade, Nelson, & Washington.

17. **Question:** Does this program serve only persons/families who are currently experiencing homelessness? See: https://www.usich.gov/resources/uploads/asset_library/Federal-Definitions-of-Youth-Homelessness.pdf for federal definitions of homelessness.
    a. *Yes, participants must meet HUD's category 1 or 4 definition of homelessness.*
    b. *Yes, participants must meet HUD's category 2 or 3 definition of homelessness.*
    c. *No, participants DO NOT meet HUD's definition of homelessness.*

Notes: This question helps determine the most appropriate funding source. If a program serves a specific category of persons who are homeless, that may make one or another source more applicable to the project.

18. **Question:** Does this program have income eligibility requirements for participants? Area Median Income chart available at: https://www.huduser.gov/portal/datasets/il.html)
    a. *Yes, participants must earn 30% or less of the area median income at intake.*
    b. *Yes, participants must earn 80% or less of the area median income at intake.*
    c. *No, this program does not check participant income prior to service.*
    d. *This program exclusively serves a low-income population – as defined by 24 CFR §570.208(2)(i)(A).*
    e. *This program serves only persons referred by a service partner which screens income before referring participants. The service partner's referral is retained as a certification of eligibility.*
    f. *Other (please specify)*

Notes: The multiple grants included in this opportunity have a variety of income limits for participants. The limits range from no more than 80% of the area median income for some CDBG and HOPWA projects down to no more than 50% for ESG prevention activities. Some activities do not require that participant income be checked at all – for instance persons who have received certification that they meet HUD's Category One definition of homelessness are presumed to be eligible to receive emergency services without a preceding income check. These "presumed" categories are better defined in 24 CFR §570.208. Considering the variety of requirements based on the nature of the specific program, this question has an "other" option to allow applicants to explain their income-based requirements (if any) for participation in their own words. Be specific.

19. **Question:** What specific community need does/will this program address? What data demonstrate this need exists? HUD subrecipient funding is utilized in Louisville to prevent or reduce homelessness.

Responses limited to 1,600 characters or less.

Notes: These funds are intended to help Louisville's homelessness/prevention service providers as they respond to needs of persons who are homeless or at risk of homelessness. There are many different services which may help that response. The review panel wants to ensure that any projects selected for funding address a definable, pertinent need in the community. This question is intended to allow the panel to evaluate the community need as stated by applicants & determine if the need is apparent & realistic based on all available information. Community need for a specific service will be a heavy factor in application review and the panel may use sources outside of the application to evaluate community needs described by applicants.

20. **Question:** Are there age requirements to participate in this program? Age of any household member. i.e., emergency shelter for youth, programs serving parents with children younger than 18, programs for seniors, etc.
    a. Yes
    b. No

    If yes, explain.

    Notes: Asked to see if the program specializes in a particular age group.

21. **Question:** Are there any gender-related requirements to participate in the program? i.e. day shelter for men or women.
    a. Yes
    b. No

    If yes, explain.

    Notes: Asked to see if the program will specialize in serving and/or exclude participants based on gender.

22. **Question:** Are there any other eligibility requirements to participate in this program? i.e. must live in certain area, must participate in ongoing case management, must agree to code of conduct, etc.

    Notes: For the same reasons defined in the income-eligibility question, this non-income-eligibility question is open-ended to allow for a variety of responses from applicants. This application is designed to allow for applicants to describe their project eligibility requirements in their own words. Be specific. The descriptions provided by applicants will be part of the information used to determine which funding source will be offered to applicants if their project is selected for funding.

23. **Question:** This program's services target persons/households with persons: Check applicable options, do not select subpopulations not specifically targeted by the program.
    a. Who identify as LGBTQ+
    b. With physical disabilities or chronic illnesses
    c. With serious/persistent mental illness
    d. Who meet the HUD definition of chronic homelessness
    e. With a substance use disorder
    f. Diagnosed with HIV/AIDS
    g. Escaping domestic violence

Notes: The UofL study linked earlier in this guide recommends that Louisville's homelessness service network feature more programming directed at specific subpopulations. This question aims to actualize that recommendation & asks applicants to think about who exactly their program intends to serve.

24. **Question:** Which categories of services will be included in this program? Select no more than three.
    a. Currently Homeless Services & Outreach – Legal (ESG)
    b. Currently Homeless Services & Outreach – Medical (ESG)
    c. Currently Homeless Services & Outreach – Other (CDBG)
    d. Day Shelter - All Persons (ESG)
    e. Day Shelter – Men (ESG, CDBG)
    f. Day Shelter – Women (ESG, CDBG)
    g. Domestic Violence Services (ESG)
    h. Homelessness Prevention - Legal Prevention Services (CDBG)
    i. Homelessness Prevention - Other Prevention Services (CDBG)
    j. HOPWA Services (HOPWA)
    k. Overnight Shelter – Family (ESG)
    l. Overnight Shelter- Other (Men, Women, Youth) (CDBG)
    m. Rapid Rehousing or Relocation (ESG)

    Notes: Helps review panel compare the services described between multiple applications.

25. **Question:** Upload a narrative describing the services provided/to be provided by this program.

    Notes: Describe what your organization will do with this program. If it is an emergency shelter application, will case management be offered? Food services? Workforce development? If it is another type of service, generally describe what the project intends to do. Be clear enough to help the review panel understand what is special or unique about *this* project that would not be found from another provider.

26. **Question:** Provide the following information for this program. Assume the program is funded at requested levels for FY23.
    a. *Total unique individuals served over the last 12 months. Enter N/A if new.*
    b. *Target # of people program would serve over next 12 months.*
    c. *# Full-time staff/FTEs assigned to operate the program over the next 12 months.*

    Notes: Provide the best estimate for how many persons will be served through this project if it is funded at its requested amount. i.e., for this question, assume the project will be funded at 100% of what it asked for. However, still be realistic about number of persons that could be served within the 12-month grant period. The number does not need to be exact but should be more involved than a guess.

27. Briefly describe any partnerships your organization maintains that will benefit this program. Explain how these partnerships, if any, support improved outcomes for participants of this program specifically. Responses are limited to 1600 characters or less.

    Notes: Discuss any collaborative agreements, formal or informal, your organization maintains with other relevant stakeholders that directly benefit participants of the program seeking funding in this application, if any. RCS seeks to build interagency partnerships.

28. **Question:** Describe how your organization plans to continue offering this program after FY23 if no more funding is awarded from RCS. Funding from RCS after FY23 is not guaranteed if awarded in FY23.

    Notes: Metro encourages programs to be mindful of how they might continue operations if funding availability changes from year to year. i.e., encourages diversification of funding sources.

29. **Question:** Describe program outcomes from the prior 12 months, please. Enter N/A if program is new. Responses are limited to 1,600 characters or less.

    Notes: If the program has been operating for a year or more, explain what changes were produced in participant's lives because of the program. i.e., 80, or 75% of, participants obtained permanent housing during last program year; 150, or 40% of, participants obtained a job during the program housing during the program year. This question helps panelists see what programs measure, the scope of the program, and the ratio of participants to meet the intended outcome – all of which help make better funding determinations.

30. **Question:** Choose one outcome from the list below this program will produce during this program year.
    a. "X" of "Y" participants facing eviction/foreclosure will avoid their immediate crisis during this program year.
    b. "X" of "Y" participants who are currently homeless this program year will be housed during the program year.
    c. "X" of "Y" participants who are currently homeless will have housing barriers removed during the program year.
    d. "X" of "Y" participants will obtain jobs during the program year.
    e. "X" of "Y" participants will demonstrate improved food security during the program year.
    f. "X" of "Y" participants will improve their self-sufficiency during the program year.
    g. "X" of "Y" participants will maintain or improve their ability to live independently over the program year.
    h. "X" of "Y" participants will demonstrate clinically significant improvements with their addiction or mental health issues over the program year.
    i. "X" of "Y" participants will be removed from a domestic violence situation with assistance from the program during the program year.
    j. Other, explain. Use same format as above. i.e., "X" of "Y" participants will "Z" during the program year. fill in X, Y, and Z.
31. **Question:** Choose a second outcome from the list below this program will produce during this program year. Do not select an outcome selected earlier this application.
    a. Same options as dropdown above.
32. **Question:** Choose a third outcome from the list below this program will produce during this program year. Do not select an outcome selected earlier this application.
    a. Same options as dropdown above.

    Notes Q29 – 32: These three questions take common outcomes from prior HUD funded grants RCS has administered & puts them into a common structure. Applicants are free to select the "Other" option and list another outcome this program will produce. However, outcomes should be SMART – specific, measurable, attainable, relevant, and timebound. All the example outcomes fit this description.

33. **Question: For programs with outcomes related to maintaining permanent housing or improving housing stability only.** Leave at 0 for new programs or if NA.

    What percent of participants maintained their housing over the last twelve months?

    (Slider bar from 0 to 100.)

    Notes: Maintaining permanent housing/improving housing stability are common outcome types for applications to this funding source. This question is asked to give a quick way to report a metric relevant to many applicants.

34. **Question:** Attach a document which discusses the outcomes this program will produce over the program year if funded in more detail. Include information such as: services, tools, staff systems, and program materials utilized to achieve each outcome. Explain how outcomes will be measured, tracked and reported. Responses limited to 500 words or less.

    Notes: The dropdown questions asked for general outcome areas, i.e., gaining employment v removing housing barriers, v improving food security. This question asks for a more detailed discussion. *How* does your organization plan to achieve its stated outcomes for this program?

35. Attach a description of your organization's data practices as they pertain to this program. Discuss topics including:
    a. procedures to guard participant data,
    b. if there are designated member/s of senior leadership responsible for the organization's data matters,
    c. data responsibilities for front-line program staff,
    d. if the program will utilize a customer relationship management (CRM) platform like HMIS or SalesForce (or is program data mainly recorded on paper/in a spreadsheet program like Microsoft Excel or Google Sheets), and
    e. other data governance issues

    Notes: Use of data in program management and federal reporting requirements increase every year. This question is included to measure how a program's data will be handled & if it seems likely an applicant will be able to meet reporting requirements – with or without technical assistance.

36. **Question:** For applicants currently utilizing HMIS for this program, please attach a pdf of your data quality framework for the period of July 1, 2020- June 30, 2021.

    Notes:

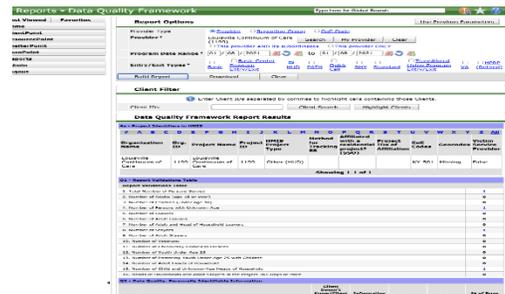
Figure 1, Reporting Tab Picture

Figure 2, Data Quality framework picture

Budget Information

37. **Question:** Complete RCS' budget template for this application/program and upload your version here. The budget template is available at: LINK.

    Notes: RCS will NOT accept other budget documents. Applicants must complete the RCS budget template in full to be considered for funding. Be sure to include the entire program budget, including all non-HUD/RCS funding sources for the funding.

38. **Question:** Provide a brief budget narrative explaining how your organization arrived at the total $/line items requested and how the funding will be utilized to benefit/enhance the program.

    Provide sufficient detail so the review panel can understand how each line item requested will be used. Responses limited to 1,600 characters.

    Notes: Narrative piece to accompany budget spreadsheet. Explain to the review panel why your organization is requesting the amount of HUD funding it is for this program year. Be clear and direct.

39. **Question:** If awarded for the requested amount, what percentage of the program's budget would RCS HUD funding represent?

    (Slider. 0 to 100)

    Notes: This question allows panelists to measure which programs have a broad financial base versus programs that depend on continued HUD funding to operate.

40. **Question:** Does this funding provide match or essential services to another project in the agency or community? If yes, please detail other services it supports and describe what would happen to other community projects if this project was not funded. 1,600 characters or less.

    Notes: Many organizations have a complicated web of funding. One program often provides supports for another within the applicant, or another, organization. This question aims to see what impact would occur if a previously funded program were to lose funding.

41. **Question:** What percentage of the funding amount requested (total program funding requested in this application) could your agency "Match" either by cash or non-cash contributions? You will have to supply appropriate documentation for all match utilized in an ESG grant.

    Notes: 24 CFR §576.201 provides a definition for match. ESG grants require a dollar-for-dollar match. Though, per the federal definition, match can include non-cash donations like volunteer hours and donated spaces/services can be converted to a fair cash value.

Thank You Page:

42. **Question:** Is there any additional information you feel RCS should be aware of concerning the importance of the project herein described? Please summarize here. Responses should be limited to 1,600 characters.

    Notes: Let the review panel know about any other relevant information they should consider while reviewing requests for funding.