

Notice of Funding Availability/ Program Guidelines



Program administered by

DELAWARE STATE HOUSING AUTHORITY

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<http://www.destatehousing.com>



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If you need language assistance to understand this document and/or any other DSHA housing assistance program, please call 302-739-4263 ext. 215.

Si usted necesita asistencia en español para entender este documento, o algún otro programa de asistencia de vivienda de DSHA, por favor llame al 302-739-4263 ext. 215.

Introduction

A. Funding Partnership

The Delaware State Housing Authority (DSHA) and the Federal Home Loan Bank of Pittsburgh (FHLBank) have established a partnership to provide grants to selected nonprofit organizations to support initiatives in Delaware that lead to stable housing for individuals and families who are homeless or determined to be at-risk of homelessness. The name of this collaborative grant program is **Home4Good**.

As a result of this collaboration, activities previously supported by the Housing Development Fund (HDF) Housing Support grants will now be funded through Home4Good.

B. Collaboration of Funding

DSHA and FHLBank have contributed a combined total of \$1.2 million to the Home4Good program:

- \$500,000 from DSHA; and
- \$700,000 from FHLBank.

C. Background Information

The [Delaware Continuum of Care](#) (CoC) is a membership body of organizations and individuals working to address homelessness in Delaware. It is a community-based collaborative that ensures a responsive, fair and just approach to addressing homelessness, and strives to achieve housing for all. Service providers, state and local agencies, and grassroots organizations are all represented on the CoC. The full membership meets quarterly and elects a Board of Directors to manage the CoC. It governs on behalf of the Delaware CoC; leads the process by which the CoC sets strategic goals and priorities to address homelessness statewide; and ensures the administrative structure to accomplish its work.

In 2017, the CoC worked to develop an Action Plan: Ending Homelessness in Delaware. This Plan identifies shared priorities and strategies to organize the CoC's work to end homelessness in Delaware. The priorities and criteria for Home4Good funding are informed by, and in support of, this Action Plan.

Housing Alliance Delaware (Housing Alliance DE) is the lead agency responsible for the local administration of Delaware's Homeless Management Information System (HMIS), known as Community Management Information System (CMIS). CMIS data is an integral tool in the CoC's effort to end homelessness in Delaware. Additionally, Housing Alliance DE administers Delaware's Centralized Intake in partnership with a variety of homeless assistance providers throughout the state to coordinate access to emergency shelter, rapid re-housing, and permanent supportive housing for households experiencing homelessness in Delaware.

Application Submission Deadline and Important Dates

- **May 16, 2019** Home4Good 2019 funding round opens.
- **June 10, 2019** Home4Good Stakeholder and FHLBank Member meeting
- **June 20, 2019** Technical Assistance Mandatory Meeting Day for New Rapid Re-Housing and Homelessness Diversion, New Homelessness Prevention and Innovation Applications Only
- **August 22, 2019** Home4Good applications due to DSHA by **4:00 p.m.** *
- **October 2019** Ranking Committee reviews, scores and ranks applications.
- **November 2019** DSHA and FHLB announce funding awards.

* *Applications received after the posted deadline will be considered ineligible for funding.*

Funding Availability and Eligible Activities

A. Established Funding Set-Asides

- Rapid Re-Housing up to \$600,000
- Homelessness Diversion up to \$200,000
- Homelessness Prevention up to \$400,000
- Innovation up to \$400,000

- NOTE: There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant's past performance history. Notwithstanding the foregoing, FHLBank and DSHA reserve the right to redistribute the allocations so that the total amount of awards will not exceed \$1,200,000.

B. Eligible Program Activities

1. Rapid Re-Housing

Programs that assist individuals and families that meet the definition of "literally homeless" solve the challenges to obtaining permanent housing in a rapid manner. Individuals and families are referred to Rapid Re-Housing provider agencies by Delaware's Centralized Intake.

Definition of Literally Homeless

Individuals and families who lack a fixed, regular, and adequate nighttime residence, meaning:

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

2. Homelessness Diversion

Programs that prevent homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Diversion is targeted to households as they are seeking shelter – at the “front door” of the shelter system.

3. Homelessness Prevention

Programs that assist individuals and families at imminent risk of losing housing.

4. Difference between Rapid Re-Housing, Homelessness Diversion, and Homelessness Prevention

The main difference between Rapid Re-Housing, Homelessness Diversion, and Homelessness Prevention programs is the point at which the intervention occurs as outlined below:

Activity	Current Housing Situation
Rapid Re-Housing	Literally homeless
Homelessness Diversion	At the “front door” of the shelter system seeking shelter
Homelessness Prevention	At imminent risk of <u>losing</u> current housing and becoming homeless

5. Innovation

Programs that provide innovative solutions in addressing homelessness by making the delivery of services more efficient or effective, specifically:

- Legal Services for Eviction Defense and Prevention;
- Establishment of a Landlord Risk Mitigation Fund;
- Housing Location Services;
- Re-Entry Assistance; and
- Capacity Building Related to Advancing the CoC Action Plan.

Overview of Eligible Applicants by Activity

Who is eligible to apply?

Activity	Eligible Applicants
Rapid Re-Housing	<ul style="list-style-type: none"> • 501(c)(3) nonprofit organizations with existing RRH programs
Homelessness Diversion	<ul style="list-style-type: none"> • 501(c)(3) nonprofit organizations <u>currently</u> receiving Diversion or Rapid Re-housing funding from Home4Good or DSHA. • 501(c)(3) nonprofit organizations demonstrating partnership with the Delaware’s Centralized Intake for the development and implementation of Homelessness Diversion.
Homelessness Prevention	<ul style="list-style-type: none"> • 501(c)(3) nonprofit organizations <u>currently</u> operating Homelessness Prevention programs with the assistance of Home4Good grant funding or other funding sources
Innovation	<ul style="list-style-type: none"> • Legal Services for Eviction Defense and Prevention

	<ul style="list-style-type: none"> ○ 501(c)(3) nonprofit organizations providing legal services that receive funding from the Delaware Bar Foundations IOLTA program ● Landlord Risk Mitigation <ul style="list-style-type: none"> ○ 501(c)(3) nonprofit or CDBG entitlements and State CDBG subgrantees organizations experienced with establishing and maintaining landlord partnerships that serve low-income households with obstacles preventing them from locating permanent housing ● Housing Locator <ul style="list-style-type: none"> ○ 501(c)(3) nonprofit or CDBG entitlements and State CDBG subgrantees organizations experienced with locating and establishing permanent housing for low-income households ● Re-Entry Assistance <ul style="list-style-type: none"> ○ 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide direct client assistance through short-term rental assistance, utility and security deposits for people exiting correctional institutions and within six months' post-release. ● Capacity Building Related to the Advancement of the CoC Action Plan <ul style="list-style-type: none"> ○ 501(c)(3) nonprofit organizations seeking to advance the CoC Action Plan
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Rapid Re-Housing

The purpose of the Home4Good Rapid Re-Housing grant is to support programs that assist individuals and families who are literally homeless with Housing Identification, Financial Assistance for Rent and Move-In, and Case Management Supportive Services (the three core components of a Rapid Re-Housing program) to help them return to permanent housing. Individuals and families are referred to Rapid Re-Housing provider agencies by Delaware’s Centralized Intake.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations with existing Rapid Re-Housing programs

Applicants not previously funded by the HDF for Rapid Re-Housing activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Rapid Re-Housing grant funds may be utilized as follows:

- Up to **30%** of the grant may be used for **program delivery**;
- Up to **10%** of the grant may be used for **program administration**; and
- At least **60%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Delivery	Case Management Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none"> ● Rental (Rent subsidy and arrearages) ● Financial (Utility arrearages and deposits, and security deposits)

**Only case management salaries/benefits associated with serving Home4Good clients are considered eligible. Documentation supporting delivery of case management services is required.*

C. General Information and Requirements

- The term for all Rapid Re-Housing grants is **two** (2) years.
- There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant's past performance history.
- To be considered eligible, Rapid Re-Housing programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants for the Rapid Re-Housing, Diversion and Homelessness Prevention Program must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- Applicants must be able to demonstrate and agree to a partnership with Delaware's Centralized Intake administered by Housing Alliance DE (e.g. Memorandum of Understanding) for delivery of Rapid Re-Housing services or equivalent documentation.
- Applicants must adhere to the CoC Rapid Re-Housing Standards, unless otherwise outlined in the grant agreement.
- Applicants must participate in Housing Alliance Rapid Re-Housing annual certification program.
- Applicants must be able to demonstrate that there is **at least one (1) full-time case manager on staff whose time is 100% dedicated to providing case management services for Rapid Re-Housing clients**. Additionally, applicants are required to contact Rapid Re-Housing clients at least once every thirty (30) days for nine (9) months or longer, if deemed necessary.
- Direct-client assistance per household may **not exceed \$5,000**, unless pre-approved by DSHA on a case-by-case basis.
- All direct-client assistance must be paid directly to the landlord or utility company on behalf of the client.
- Household incomes of individuals or families assisted by Home4Good Rapid Re-Housing funding must be income certified at or below 50% of Area Median Income at re-evaluation date, which must take place not less than once annually for Rapid Re-Housing clients, unless otherwise pre-approved by DSHA on a case-by-case basis.
- Applicants are required to register with Housing Alliance DE and provide data on clients served via the CMIS as often as required by the CMIS program.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Grantee may target with Home4Good funds.

Homelessness Diversion

The purpose of the Home4Good Homelessness Diversion grant is to support the expansion of Homelessness Diversion as a strategy in Delaware's homeless assistance system.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations currently receiving Diversion or Rapid Re-housing funding from Home4Good or DSHA.
- 501(c)(3) nonprofit organizations demonstrating partnership with the Delaware's Centralized Intake for the development and implementation of Homelessness Diversion.

- Applicants not previously funded by the HDF for Diversion activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Diversion grant funds may be utilized as follows:

- Up to **30%** of the grant may be used for **program delivery**;
- Up to **10%** of the grant may be used for **program administration**; and
- At least **60%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Delivery	Case Management Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none"> ● Rental (Rent subsidy and arrearages) ● Financial (Utility arrearages and deposits, and security deposits)

**Only case management salaries/benefits associated with serving Home4Good clients are considered eligible. Documentation supporting delivery of case management services is required.*

C. General Information and Requirements

- The term for all Homelessness Diversion grants is **one** (1) year.
- There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant's past performance history.
- To be considered eligible, Homelessness Diversion programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount. Applicants must be able to demonstrate and agree to a partnership with Delaware's Centralized Intake administered by Housing Alliance DE (e.g. Memorandum of Understanding) for providing Homelessness Diversion services or equivalent documentation.
- Applicants must be able to demonstrate that there is **at least one (1) full-time case manager on staff whose time is 50% dedicated to providing case management services for Homelessness Diversion clients**. Additionally, applicants are **required** to contact Homelessness Diversion clients at least once every thirty (30) days for three (3) months or longer, if deemed necessary.
- Direct-client assistance per household may **not exceed \$3,750**, unless pre-approved by DSHA on a case-by-case basis.
- All direct-client assistance **must be paid directly to the landlord or utility company on behalf of the client**.
- Household incomes of individuals or families assisted by Home4Good Rapid Re-Housing funding must be income certified at or below **50%** of Area Median Income at re-evaluation date, which must take place **not** less than once annually for Rapid Re-Housing clients, unless otherwise pre-approved by DSHA on a case-by-case basis.
- All Applicants must follow the Housing Alliance DE Diversion Policies and Procedures for Successful Shelter Diversion and Successful System Diversion:

- **Successful Shelter Diversion:** The household does not sleep in shelter at all, but goes directly to a safe temporary or permanent housing alternative.
- **Successful System Diversion:** The household exits shelter *within 7 days* of entry to a safe temporary or permanent housing alternative.
 - Being placed in a motel/hotel with financial assistance or in transitional housing IS NOT counted as successful shelter diversion or successful system diversion.
- Applicants are required to register with Housing Alliance DE and provide data on clients served via the CMIS as often as required by the CMIS program.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Grantee may target with Home4Good funds.

Homelessness Prevention

The purpose of the Home4Good Homelessness Prevention grant is to support programs that assist individuals and families that are facing a financial crisis and are at imminent risk of losing their current housing and becoming homeless.

A. Eligible Applicants

501(c)(3) nonprofit organizations currently operating Homelessness Prevention programs with the assistance of Home4Good grant funding or other funding sources.

B. Eligible Uses

Homelessness Prevention grant funds may be utilized as follows:

- Up to **25%** of the grant may be used for **program administration**; and
- At least **75%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Administration	Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none"> • Rental (Rent arrearages) • Financial (Utility arrearages and deposits, and security deposits)

C. General Information and Requirements

- The term for all Homelessness Prevention grants is **one** (1) year.
- There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant’s past performance history.
- To be considered eligible, Homelessness Prevention programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount. Direct-client assistance per household **may not exceed \$1,500 per client household per year**, unless pre-approved by DSHA on a case-by-case basis.
- All direct-client assistance must be paid directly to the landlord, mortgagee or utility company on behalf of the client.

- Household incomes of individuals or families assisted by Home4Good Homelessness Prevention funding may **not exceed 80% of Area Median Income**; however, programs supporting households at 50% AMI or below will be considered a priority.
- Applicant clients assisted with Homelessness Prevention grant funding must have the ability to sustain housing after receiving assistance.
- Applicants are required to register with Housing Alliance DE and provide data on clients served via the CMIS as often as required by the CMIS program.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Grantee may target with Home4Good funds.

Innovation Applicants

The purpose of Home4Good Innovation grant is to support programs that provide innovative solutions in addressing homelessness making the delivery of services more efficient or effective.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations or CDBG entitlements and State CDBG subgrantees as described below in the section titled “Eligible Uses”.
 - CDBG entitlements and State CDBG subgrantees must be performing as the active grantee of the program.
 - Innovation applicants are required to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

DSHA is seeking applications for the following uses; however, applicants with other innovative solutions that address homelessness may request a technical assistance meeting to discuss their proposed program and eligibility.

1. Legal Services for Eviction Defense and Prevention

Access to legal services for low-income individuals and families in need of assistance with a current eviction crisis or to assist in the prevention of an eviction is critical in preventing homelessness.

- Eligible applicants:
 - 501(c)(3) nonprofit organizations providing legal services that receive funding from the Delaware Bar Foundations IOLTA (Interest On Lawyer Trust Accounts) program.
- Grant funds may be utilized as follows:
 - Up to 100% may be used for legal salaries; and
 - Applicants may choose to use up to 10% of grant funding for indirect costs such as rent, insurance, postage, etc.
 - Grantees will be expected to collect data on all households assisted.
- Services to be provided to households in rental housing include:
 - Legal representation for low-income households, not housed in subsidized housing, at or below 80% of Area Median Income currently under the threat of eviction or in need of legal services to prevent a future eviction.

- Applicants must provide DSHA with a clear plan of implementation for the proposed Legal Services Eviction Defense and Prevention program, which needs to include, but is not limited to:
 - Structured process for use of funds;
 - Marketing strategy;
 - Timeline for implementation and launch;
 - Standards for calculation and reimbursement of legal fees;
 - Targeted geographic area; and
 - Populations and programs to be served.
- Applicants will be required to provide outcomes to DSHA that include, but are not limited to:
 - Rates of successful eviction prevention;
 - Comparison of rates of success with unrepresented clients; and
 - Average actual cost for successful eviction prevention.

2. Landlord Risk Mitigation

Partnerships with landlords are a critical component of all homeless assistance systems. Home4Good grant funding is available to assist with the engagement and recruitment of landlords by providing landlords, when necessary, with a guarantee that reduces their loss exposure when renting to someone with limited income, a poor rental history, and/or a criminal history. As a new service in Delaware’s homeless system, applicants should clearly identify the geography, programs, and specific populations (if any; for example, Veterans, families with children, etc.) to be covered by the Risk Mitigation funds.

- Eligible applicants:
 - 501(c)(3) nonprofit organizations experienced with establishing and maintaining landlord partnerships that serve low-income households with obstacles preventing them from locating permanent housing.
- Grant funds may be utilized as follows:
 - Up to **25%** of the grant may be used for **program administration**; and
 - At least **75%** of the grant must be used for **direct-client assistance**.
- Applicants must provide DSHA with a clear plan of implementation for the proposed Landlord Risk Mitigation program, which needs to include, but is not limited to:
 - Structured process for use of funds;
 - Marketing strategy;
 - Timeline for implementation and launch;
 - Draft of Guarantee letter/contract between applicant and landlord;
 - Standards for reimbursing landlords;
 - Targeted geographic area; and
 - Populations and programs to be served.
- Applicants will be required to provide outcomes to DSHA that include, but are not limited to:
 - Marketing results;
 - Landlords utilizing the program;
 - Populations, programs and geographic area served; and
 - Use of funds (damages, rent loss, etc.).

3. Housing Locator

DSHA is seeking applicants to establish a Housing Locator pilot program that focuses on recruiting landlords and maintaining landlord relationships allowing quick access to available rental units. Housing Locator services will partner with landlords, Delaware Housing Search

(<http://delawarehousingsearch.org>) and Rapid Re-Housing, Homelessness Diversion, and Homelessness Prevention provide agencies.

- Eligible applicants:
 - 501(c)(3) nonprofit organizations or CDBG entitlements and State CDBG subgrantees. experienced with locating and establishing permanent housing for low-income households.
 - CDBG entitlements and State CDBG subgrantees must be performing as the active grantee of the program.
- Grant funds may be utilized as follows:
 - Up to 100% may be used for program-related salaries; and
 - Applicants may choose to use up to 10% of grant funding for indirect costs such as rent, insurance, postage, etc.
- Applicants must provide DSHA with a clear plan of implementation for the proposed Housing Locator program, which needs to include, but is not limited to:
 - Structured process for use of funds;
 - Marketing strategy;
 - Staffing plan;
 - Timeline for implementation and launch;
 - Targeted geographic area; and
 - Populations and programs to be served.
- Applicants will be required to provide outcomes to DSHA that include, but are not limited to:
 - Marketing results;
 - Use of funds;
 - Newly-established partnerships and current partnerships utilizing program; and
 - Populations, programs and provider agencies, and geographic area served.

4. Re-Entry Assistance

- Eligible applicants:
 - 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide direct client assistance through short-term rental assistance (one – two months), utility and security deposits to people exiting correctional institutions and within six months' post release.
- Grant funds may be utilized as follows:
 - Up to **25%** of the grant may be used for **program administration**; and
 - At least **75%** of the grant must be used for **direct-client assistance**.
- Applicants must provide DSHA with a clear plan of implementation for the proposed Re-Entry Assistance program, which needs to include, but is not limited to:
 - Structured process for use of funds;
 - Marketing Strategy
 - Staffing plan;
 - Timeline for implementation and launch;
 - Targeted geographic area and;
 - Populations and programs to be served.
- Applicants will be required to provide outcomes to DSHA that include, but are not limited to:
 - Marketing results;
 - Use of funds;
 - Individuals served by type and length of assistance, geographic area, and other demographics.

5. Capacity Building Related to the Advancement of the CoC Action Plan

- Eligible applicants:
 - 501(c)(3) nonprofit organizations seeking to advance the CoC Action Plan.
- Grant fund utilization will be established by DSHA based on the proposed program.
- Example of an eligible use:
 - A current CoC priority is the establishment of a low-barrier emergency shelter in Sussex County. Innovation funds could be used to assist an organization interested in establishing a low-barrier emergency shelter, but lacks funding to cover the legal costs associated with setting up the nonprofit corporation, board, articles of incorporation, and by-laws.
- Examples of **ineligible** uses:
 - Operations funding;
 - Funding for new staffing; and
 - Hard or soft costs related to building a shelter or other affordable housing.
- Applicants will be required to provide outcomes to DSHA as stipulated in the grant award.

C. General Information and Requirements

- The term for all Innovation grants is **one** (1) year.
- There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant's past performance history.
- To be considered eligible, programs funded under Innovation must be **distinct and separate** from other programs of the nonprofit applicant.
- Depending on future funding allocations to the Home4Good program, DSHA may allow Innovation grants to be renewed for an additional year.
- Applicants must be able to demonstrate adequate staffing capacity to successfully implement and operate program.
- Household incomes of individuals or families assisted by Home4Good funding may **not** exceed 80% of Area Median Income.
- Applicants are required to register with Housing Alliance DE and provide data on clients served via the CMIS as often as required by the CMIS program.
- Applicants may combine Innovation applications when applicable (i.e. Housing Locator and Landlord Mitigation).
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Grantee may target with Home4Good funds.

Required Meetings for Specific Applicants

In an effort to obtain quality applications, DSHA is requiring all **Innovation, new Rapid Re-Housing and Homelessness Diversion grant applicants and new Homelessness Prevention applicants** to attend the mandatory technical assistance day with DSHA prior to submitting an application to discuss their proposed program and to determine eligibility.

If you are not sure a meeting is required prior to the submission of your application, please contact DSHA. Applications from applicants who do **not** meet with DSHA prior to application submission will be deemed incomplete and **ineligible** for a grant.

* “New” refers to Rapid Re-Housing, Homelessness Diversion and Homeless Prevention applicants currently not funded by DSHA.

FHLBank Pittsburgh Member Co-Applicant Requirement

Home4Good applicants are required to partner with a FHLBank Pittsburgh member when applying for funding. A list of FHLBank Pittsburgh members may be accessed at <https://www.fhlb-pgh.com/files/resources/Home4Good-Members.pdf>

Applicants are required to have an FHLBank Pittsburgh Member complete and sign DSHA’s FHLBank Member Co-Applicant Form and submit the completed form with their application. Applications submitted without a documented member co-applicant will be deemed incomplete and ineligible for grant funding.

Application Documentation and Submission Process

A. Application Documentation

The following application documents may be accessed at:

http://www.destatehousing.com/OtherPrograms/ot_h4g.php

- Home4Good NOFA and Program Guidelines;
- Home4Good Grant Application and submission instructions; and
- FHLBank Pittsburgh Member Co-Applicant Form.

B. Application Submission Process

The Home4Good application submission process is a paperless process. Applicants are required to submit their applications via e-mail to Home4Good@destatehousing.com. Detailed submission instructions can be found on the cover page of the application.

Ranking and Scoring

A. Review and Ranking Process

- DSHA will review and evaluate all completed and eligible applications for conformity to DSHA’s guidelines and procedures. **Applications that do not meet minimum threshold requirements will not be scored.**
- Approximately forty-five (45) days from the application deadline, a committee comprised of DSHA and FHLBank Pittsburgh staff, and CoC representatives will review, evaluate and rank all eligible applications. A list of the top-ranked applications along with recommended funding amounts will be forwarded to DSHA’s Director and FHLBank Pittsburgh’s Senior Director for final approval.
- Eligible applications will be scored and ranked based on the criteria detailed in the Scoring Categories listed below.

B. Scoring Categories

Applicants are responsible for determining and providing sufficient support documentation in the form of application exhibits. Application exhibit requirements can be found in the Home4Good Grant Application (Section 15). The information provided by applicants will be reviewed, scored and ranked as follows:

1. Program Description

Maximum Score: 25 points

Related Application Exhibits: E and F

Rapid Re-Housing, Homelessness Diversion, and Homelessness Prevention

- Describe type of program (e.g. Rapid Re-Housing, Homelessness Diversion, or Homelessness Prevention), location of main and satellite offices and counties served.
- Describe targeted populations, including AMI, and geographical areas served by the program. If only a portion of a county is served, describe target area in detail. For Rapid-Rehousing Applicants is there a preference of target population served (i.e. individuals with substance abuse or mental health disabilities vs. family households).
- Describe how the program is distinct and separate from other programs of the applicant.
- Describe length of time program has operated and how program forwards the CoC's Action Plan and Delaware's initiative to end homelessness in a coordinated and efficient manner.
- Describe how the program operates in detail. The description should include how clients are referred to the program and services provided from entry to exit of the program.
 - Describe how clients participate in Delaware's Centralized Intake.
 - Describe method used to determine household income and eligibility at initial assessment and during the period the client receives assistance. Describe supporting documentation kept on file.
 - Describe case management services provided and how the program's services empower clients and stabilize their housing situation.
 - Describe how direct-client assistance is determined, its frequency, include examples of what types of direct-client assistance are needed.
 - Describe how housing is identified and how landlords are engaged for recruitment and/or communicated with to assist a household. If applicable, describe any incentives offered or barriers removed to increase the number of landlords in the program.
 - Describe how the exit plan is determined for each client and what processes the program has in place to prevent a future eviction.
 - Describe how your organization works with or plans to work with Housing Alliance DE to provide client data to CMIS.
- Describe the need the program is intending to address. Please include, but not limited to:
 - Local and national data supporting the need;
 - Statistical data and information from Needs Assessments;
 - Statistical data from other sources; and
 - Waiting lists.

Innovation

- Describe type of program (e.g. Legal Services for Eviction Defense and Prevention, Landlord Risk Mitigation, Housing Locator, Re-Entry Assistance, or Capacity Building Related to the Advancement of the CoC Action Plan, location of main and satellite offices and counties to be served.
- Describe targeted populations, including AMI, and geographical areas to be served by the program. If only a portion of a county is to be served, please describe target area in detail.
- Describe how the proposed program forwards the CoC's Action Plan and Delaware's initiative to end homelessness in a coordinated and efficient manner.
- Describe how the proposed program will be implemented and marketed, and the timeline for launching.
- Describe how the program will operate in detail. The description should include how clients are referred to the program and all services provided from entry to exit of the program.

- Please include any additional information that will assist DSHA in understanding your proposed program and how it operates.
- Describe the need the program is intending to address. Please include, but not limited to:
 - Local and national data supporting the need;
 - Statistical data and information from Needs Assessments;
 - Statistical data from other sources; and
 - Waiting lists.

2. Organizational and Financial Capacity

Maximum Score: 25 points

Related Application Exhibits: A, B and C

- Organizational Information
 - IRS documentation demonstrating Section 501(c)(3) status.
 - Organizational documents such as Articles of Incorporation, LLC Agreement and By-Laws.
 - List of Board officers, including name, city and state of residence, occupation, email address.
 - Board resolution demonstrating approval to apply for grant.
 - Location of main and satellite offices.
- Financial and Staffing Capacity
 - Describe your organization's financial control system and procedures. Include an explanation of how Home4Good funds will be monitored to ensure dollars are spent in a timely manner and how funds will be applied and tracked against eligible activities. Include a description of the draw and reimbursement process.
 - Copies of Audited Financial Statements for the last three (3) years.
 - Copies of IRS Form 990, Return of Organization Exempt from Income Tax, for the last three (3) years.
 - Describe staffs' ability to assist in the successful planning, marketing and managing of the program.
 - For Rapid Re-Housing programs, please provide a staffing plan (including salary and benefit amounts) for a full-time case manager whose time is 100% dedicated to the program.
 - For Homelessness Diversion programs, please provide a staffing plan (including salary and benefit amounts) for a full-time case manager whose time is 50% dedicated to the program.
- Related Experience
 - Describe your organization's experience with the successful administration of *housing or similar-type programs* that serve low- and very low-income persons.
 - Describe current or previous experience with DSHA, FHLBank, Housing Alliance DE, CoC and HUD.
 - If applying for funding for an existing program, provide a list of all program funding received over the last two (2) years. Please indicate the funder, funding amount, draw frequency and total amount drawn-to-date.

3. Leveraging, Program Budget and Cost Effectiveness

Maximum Score: 20 points

Related Application Exhibit: G

- Documentation to support **committed** funding (letters of commitment or equivalent documentation) that supports budget.
 - Documentation must clearly state that funding is a dedicated source for this program, the funding term and dated within the last six (6) months. If the commitment letter date is older, please provide evidence from the funder that the commitment is still valid and the total funding amount is still available.

- If committed funding, as of application date, is less than 50% of the total program budget, please describe the strategy for obtaining additional funding to meet Home4Good dollar for dollar match requirement and/or overall budget, please include anticipated commitment dates for each funding source. Home4Good funding requests **cannot** be used to meet the match requirement.
- Documentation that substantiates budgeted, costs including dedicated staffing costs.
- Description of how the Home4Good funding, if awarded, will be utilized:
 - Rapid Re-Housing and Homelessness Diversion
 - Program Delivery
 - Program Administration
 - Direct-Client Assistance
 - Homelessness Prevention applicants
 - Program Administration
 - Direct-Client Assistance
 - Innovation
 - Program Administration
 - Direct-Client Assistance

4. Partnerships, Collaboration and Coordination

Maximum Score: 15 points

Related Application Exhibit: D

- Completed and signed **FHLBank Pittsburgh Member Sponsor** form.
 - Describe partnerships and collaborations established with other organizations, agencies, volunteer services and funders to effectively operate the program and to reduce duplication of services.
 - Describe any coordination of funding to efficiently utilize the limited funding available in Delaware.
 - Describe any coordination of services with other homeless programs.
 - Describe any use of volunteer services utilized for the program.
 - Rapid Re-Housing and Homelessness Diversion applicants must demonstrate a partnership with Delaware's Centralized Intake administered by Housing Alliance DE (e.g. Memorandum of Understanding).
- Innovation applicants may also need to demonstrate this partnership depending on the nature of their program. This will be determined at the required pre-application meeting.*

5. Program Outcomes and Performance Measurements

Maximum Score: 15 points

Related Application Exhibit: H

- Describe the impact that will result from the program being funded including, but not limited to, the following as applicable:
 - Increased accessibility to affordable housing;
 - Reduction in the length of homelessness;
 - Reduction in returns to homelessness;
 - Reduction in first-time homelessness;
 - Increasing access/coverage (thoroughness in reaching persons who are homeless);
 - Overall reduction in number of persons who experience homelessness;
 - Increasing job and income growth for persons who are homeless;
 - Increasing household stabilization; and
 - Other goals and objectives of your program.

- Describe the proposed above outcomes for the timeframe 1/1/2020 to 12/31/2020.
- Describe what processes are in place for tracking program outcomes.
- Provide client outcomes that demonstrate how your program assisted in the stabilization or improvement of the housing situation or ability to obtain stable housing.
- Provide a CMIS report or similar report for clients/households served by the program for the timeframe 1/1/2019 to 6/30/2019.

Grant Agreements

DSHA will provide approved applicants with a Grant Agreement that includes conditions that must be satisfied during the grant term. Conditions will include, but are not limited to:

- Grant term;
- Targeted population and geographic area;
- Targeted household income;
- Reporting requirements; and
- Draw requirements.

Grant recipients are required to execute the Grant Agreements within thirty (30) days of receiving grant approval.

Disbursement of Grant Funds

Applicants awarded Home4Good funding will be required to draw down grant funds monthly on a reimbursement basis.

Additional Notifications

- Notification of grant approval or denial will be provided to applicants within approximately fifteen (15) days from DSHA and FHLBank of Pittsburgh Directors' final review and approval.
- Submission acceptance of the application by DSHA does not constitute approval for funding.
- DSHA reserves the right to increase or decrease set-aside amounts depending on the applications received in a given round.
- DSHA may reject any application should information become available that conflicts with information submitted with the application or if DSHA becomes aware of an organization's financial instability.
- DSHA reserves the right to increase or decrease an applicant's funding request.
- Applicants receiving Home4Good funding will be subject to monitoring and/or site visits which could include an on-site audit at the end of the grant term to determine if grant funds were used in accordance with the executed grant agreement.

Application and Technical Assistance

DSHA staff is available by phone to assist applicants with questions pertaining to the Home4Good program, program eligibility and the application process. Applicants may also schedule a conference call for more in-depth discussions.

For program questions and assistance with the application process please contact:

Alice Davis, Program Manager

Phone: 302-739-0268

E-mail: alice@destatehousing.com

Additional Resources for Applicants

A. Available Resources

As you prepare your application, DSHA suggests that you review the attached resources in the areas that you intend to apply. These resources can guide you in your program design to incorporate practices that have shown promise in improving the performance of homeless service delivery systems in the following measures:

- Reduction in the length of homelessness;
- Reduction in returns to homelessness;
- Increasing access/coverage (thoroughness in reaching persons who are homeless);
- Overall reduction in number of persons who experience homelessness;
- Increasing job and income growth for persons who are homeless; and
- Reduction in first time homelessness.

1. Rapid Re-Housing

- NAEH Rapid Re-Housing, Creating Programs that Work – A guide to assist communities in Rapid Re-Housing implementation.
<https://endhomelessness.org/resource/rapid-re-housing-toolkit/>
- NAEH Rapid Re-Housing Training – Five (5) short modules developed by the Center for Capacity Building that break down the basic elements of the intervention, including a module on landlord engagement.
<https://endhomelessness.org/resource/rapid-re-housing-training-module-housing-barriers-assessment/>

2. Homelessness Diversion

- Closing the Front Door: Creating a Successful Diversion Program for Homeless Families, National Alliance to End Homelessness.
<http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successul-diversion-program.pdf>
- Org Code Diversion Training video 1hr 10 min.
<https://www.youtube.com/watch?v=disVhPPUm2c>

3. Homelessness Prevention

- Homelessness Prevention Creating Programs that Work, National Alliance to End Homelessness.
http://b.3cdn.net/naeh/e151d425e2742e3e3b_0rm6btoc6.pdf

4. Legal Services for Eviction Defense and Prevention

- How Free Legal Help Can Prevent Evictions, The PEW Charitable Trusts (October 2017) by Theresa Wiltz.
<http://www.pewtrusts.org/en/research-and-analysis/blogs/stateline/2017/10/27/how-free-legal-help-can-prevent-evictions>

5. Landlord Risk Mitigation Fund

- Landlord Engagement & Recruitment Additional Resources (May 2015).
<https://www.hud.gov/sites/documents/LANDLORD-RESOURCE.PDF>
- Examples of Landlord Mitigation Funds from around the U.S.
https://www.usich.gov/resources/uploads/asset_library/Risk_mitigation_funds_quick_guide.pdf

6. Housing Locator/Landlord Engagement

- Core components of Centralized Landlord Engagement Programs and Community Landlord Engagement Initiatives, Katy Miller (5/17/16) United States Interagency Council on Homelessness.
<https://www.usich.gov/news/core-components-centralized-landlord-engagement-programs-community-landlord-engagement-initiatives>
- Housing Search Assistance Toolkit, HUD Exchange: The Toolkit offers practical tips and advice, descriptions of model programs, and links to additional resources. In addition, the Toolkit provides a wide range of forms, contracts, checklists, marketing materials, and other tools that can be downloaded for use in local programs.
<https://www.hudexchange.info/resources/housingsearchtool/>