



<b>TRANSMITTAL MEMORANDUM</b>
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: August 12, 2020

RE: **Authorizing Certification of Local Government Approval of Two Projects to Address Homelessness in the City for Which Women In Safe Homes (WISH) Intends to Apply for SFY 21 CARES Act Emergency Shelter Grant (ESG-CV) Funding**

The motion detailed below was prepared at the request of Women In Safe Homes (WISH) Executive Director Agnes Moran, who asked that it be placed before the City Council for consideration at its meeting of August 20, 2020. If adopted, the motion provides for certification of City approval of two projects to address homelessness in the City for which WISH intends to apply for SFY 21 CARES Act Emergency Shelter Grant (ESG-CV) funding. Certification of City approval of the projects for which WISH is applying for funding is a requirement of the program. A brief description of the projects that WISH wishes to undertake is contained in Ms. Moran's written request and Public Works Director Mark Hilson's transmittal memorandum. If the state awards grant funding, Mr. Hilson has advised my office that WISH will be responsible for administering the projects and grant compliance.

Mr. Hilson will attend the City Council meeting of August 20, 2020, in order to address any questions and/or concerns that Councilmembers may have. The Public Works Director has also encouraged representatives of WISH to attend the City Council meeting.

A motion has been prepared for City Council consideration.

**RECOMMENDATION**

It is recommended the City Council adopt the motion authorizing the City Manager to certify City of Ketchikan approval of two projects to address homelessness in the City for which Women In Safe Homes (WISH) intends to apply for SFY 21 CARES Act Emergency Shelter Grant (ESG-CV) funding as detailed in the WISH Executive Director's correspondence dated August 10, 2020.

**Recommended Motion:** I move the City Council authorize the City Manager to certify City of Ketchikan approval of two projects to address homelessness in the City for which Women In Safe Homes (WISH) intends to apply for SFY 21 CARES Act Emergency Shelter Grant (ESG-CV) funding as detailed in the WISH Executive Director's correspondence dated August 10, 2020.

## **MEMORANDUM**

**TO:** Karl Amylon, City Manager

**CC:** Lacey Simpson, Assistant City Manager  
Agnes Moran, Executive Director, Women In Safe Homes

**FROM:** Mark Hilson, P.E., Public Works Director

**DATE:** August 12, 2020

**SUBJECT:** **Women In Safe Homes Emergency Shelter Grant Application**

As indicated in the attached correspondence from Agnes Moran, Executive Director of Women In Safe Homes (WISH), the organization has been issued a notice of two rounds of Department of Housing and Urban Development (HUD) funding availability from the Alaska Housing Finance Corporation in the form of Emergency Solutions Grant Program (ESG-CV) Grants. Grants will be awarded on a competitive basis, with the first round of grant funding totaling over \$900,000 and round two with over \$4,000,000 available. Grant applications are due August 28, 2020, with announcement of awards slated for September 2020. Funding does not have to be expended until the end of May 2022.

As a private nonprofit organization with 501(c)3 status, WISH is an eligible applicant. Per the attached correspondence, it is WISH's intent to submit one grant application for two projects. Given the effects of the COVID – 19 pandemic on both the State and local economy, and as we enter the fall and winter season, and as difficult as it is to have a shelter during this pandemic, funding rapid rehousing and homeless prevention is a prudent and worthy priority. Should funding be secured to offset WISH's funding contribution to the KRYF renovation project, it would mean reduced financial pressure to sell the existing shelter, and would allow WISH to regain some capacity lost to operational changes in response to the pandemic. Ms. Moran has indicated that WISH would perform the administrative duties required in the event of a grant award.

A key component to a successful grant application is that local government must approve the proposed projects. With both projects having obvious benefits to the community, staff recommends that the City Council move to support WISH in this endeavor.

### **RECOMMENDATION**

It is recommended that the City Council adopt a motion approving the Women In Safe Homes Emergency Solutions Grant Program projects, and authorize the City Manager to certify its approval.

**Recommended Motion:** I move the City Council approve the Women In Safe Homes Emergency Solutions Grant Program projects, and authorize the City Manager to certify its approval.



Women In Safe Homes  
PO Box 6552 Ketchikan, AK 99901

24-hour Crisis Line 1 (800) 478-9474 | Shelter (907) 225-9474

Business Office (907) 228-4099 | Fax (907) 225-2472

info@wishak.org

August 10, 2020

Karl Amylon;

Alaska Housing Finance Corporation has issued a notice of funding availability for SFY21 CARES Act Emergency Shelter Grant (ESG-CV) for areas outside of Anchorage. WISH would like to submit a grant application for this funding. The ESG-CV program requires that the "unit of general local government certifies its approval of the proposed project within its boundaries". WISH is asking for your support for the following projects:

\$400,000 for Rapid Rehousing and Homeless Prevention Services. The Rapid Rehousing funds would reduce local shelter occupancy (PATH, FCHS, and WISH) thus assisting in the prevention of new COVID-19 infections in the community. The program provides move-in deposits and up to 6 months of rental assistance. The Homeless Prevention Services is designed to keep folks in their homes and out of local shelters. This program provides funds for rental assistance and rental arrears for 3 – 6 months. Program participants in the Homeless Prevention Services program will have to meet eligibility requirements of having income not to exceed 50% of area median income. WISH is estimating that if we were to receive this funding we could assist 20 – 25 families/individuals depending upon the rental costs.

\$290,000 for the renovation of KRYF. WISH has had to reduce its shelter capacity from 32 beds to 15 to accommodate CDC congregant housing COVID-19 recommendations and to reserve a room for quarantine. \$290,000 fully funds the renovation (if the bids come in at the estimated \$1,400,000.00) and reduces the need for WISH to sell its existing shelter to fund the renovations. This would allow the existing WISH shelter to be available for overflow occupancy and will increase our capacity to shelter homeless individuals in addition to sexual assault/domestic violence victims.

WISH is asking for your support so we can apply for ESG-CV grant funding.

Sincerely,

Agnes Moran  
Executive Director,  
Women In Safe Homes



*Member of the Alaska Network on Domestic Violence & Sexual Assault*



Alaska Housing Finance Corporation  
SFY 21 CARES Act Emergency Shelter Grant (ESG-CV)  
Notice of Funding Availability (NOFA)



**AMENDED August 3, 2020**

1. INTRODUCTION

Emergency Solutions Grant – CARES (ESG-CV) – The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) provided for a supplemental appropriation of Homeless Assistance Grants under the Emergency Solutions Grant (ESG) as authorized by McKinney-Vento Homeless Assistance Act of 1987 (P.L. 100-77), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

The CARES Act provides homeless assistance funds to:

- i. Prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance;
- ii. To support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus; and
- iii. People experiencing homelessness shall not be required to receive treatment or perform any other prerequisite activities as a condition for receiving assistance.

Under the authority of the U.S. Department of Housing and Urban Development and in accordance with the HEARTH Act of 2009, the State of Alaska has elected to apply for and administer the Emergency Solutions Grant (ESG) Program for all areas outside of Anchorage and is authorized to do so through Alaska Housing Finance Corporation (AHFC).

**Important Dates & Deadlines**

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All parties wishing to apply for funding under this NOFA must comply with the below-stated deadlines. Other important dates are also listed below for your reference. Dates that are subject to change are followed by '(est.)'. Registration and Application deadlines are set, submissions after below-stated deadlines will not be accepted unless AHFC determines that it is in the best interests of the Program, Corporation, or State.

Activity	Date/Deadline
NOFA Publication	July 22, 2020
Registration Due*	<b>August 7, 2020 by 5:00 p.m.</b>
Access Provided for Online Application Tool-ARIBA	August 10, 2020 (est.)
Application Due*	<b>August 28, 2020 by 5:00 p.m.</b>
Notice of Intent to Award	September 4, 2020 (est.)
Grant Execution	September 25, 2020 (est.)

*\*indicates a hard deadline. Late submission will not be accepted.*

## 2. AVAILABLE FUNDING

Through two rounds of allocation, HUD has made a total of \$5,056,709 available for projects that improve the homeless system response to COVID-19 in communities located within the AK-501 Continuum of Care. This applies to all areas of the State that are not part of the Municipality of Anchorage.

Emergency Solutions Grants Program (ESG-CV) Round 1	\$914,566
Emergency Solutions Grant Program (ESG-CV) Round 2	\$4,142,143

- a) Up to \$2,000,000 in funding is directed to Rapid Rehousing/Prevention funding. Five communities will be awarded up to \$400,000 each. For communities with multiple applicants, the highest scoring project will receive funding.
- b) Up to \$3,056,709 is available for Capital Improvements and / or Operations for emergency shelters. There is no minimum request amount for capital improvements or operations. The maximum award amount for each community is \$1,000,000. For communities with multiple applicants, the highest scoring proposals will receive funding, up to the maximum allowable for the community.

**RRH/Prevention funds expire on May 31, 2022.**

**Capital funds expire on May 31, 2022.**

## 3. CARES ACT PROVISIONS

The CARES Act awards follow the existing regulations for each program, with additional flexibilities and suspensions that have been provided by HUD. At this time, the eligible expenses for the grant program are outlined in 24 CFR 576 with specific requirements waived for existing ESG programs and activities funded by ESG-CV funding.

HUD has indicated that it will provide further guidance, so changes may occur. As of the time of this notice, these are current key differences:

- No match requirement
- No 60% cap on Shelter and Street Outreach allocations
- Income caps are raised to 50% area median income
- Loosened case management requirements and income recertification requirements

#### 4. APPLICATION DETAILS

##### a. ELIGIBLE APPLICANTS:

- i. Units of Local Government such as City, Borough or Tribal Organizations.
- ii. Private nonprofit organizations, including regional housing authorities or organizations with 501(c)3 status.

All parties wishing to apply for funding under this NOFA must register their intent no later than the stated deadline by emailing the SFY2021 ESG-CV Registration Form (available on the AHFC website) to the program manager, through the email address provided in the form. Registration submissions received after the deadline will not be invited to participate in the ESG-CV application cycle. Registrations will be accepted through email to the Program Manager only. Other submission types will not be accepted.

Following successful Registration, eligible entities will be required to submit a complete application through the online application tool no later than the stated deadline. Applications received after the deadline will not be evaluated for an award; at the sole discretion of AHFC, incomplete or missing information may be submitted, at the request of AHFC, after the application deadline, however, any information provided after the deadline will not result in additional application points under the competitive scoring criteria. Application forms must be submitted through the online application tool. Other submission types will not be accepted.

#### 5. ELIGIBLE PROJECTS

Below is a list of eligible ESG activities. AHFC may limit or exclude funding for some eligible activities based on available funding. **Eligible proposals will describe an identified need in the community and address how the project will improve community response to COVID-19. Projects will need to be completed by June 2022.**

##### **A. Emergency Shelter Facility Operations, Construction or Renovation**

Eligible projects will reduce the potential spread of COVID-19 in communities through addressing the immediate needs of literally homeless youth, families and adults with emergency shelter resources. (Reimbursement of capital expenses may be included in total request for COVID-19 related capital expenses that are part of overall shelter improvements from July 1, 2020 to date of application.)

- i. Capital improvements, equipment/appliance purchases and deferred maintenance on existing emergency shelters that will reduce potential spread of COVID-19 and improve community health;
- ii. Establishment of new emergency shelter resources for communities with a demonstrated need and where the establishment of services will reduce potential spread of COVID-19 and improve community health. **Purchase or Acquisition costs are not allowable ESG expenses. However an entity can apply for renovation expenses for**



**newly acquired properties that are dependent upon ESG renovation funds to be operational.**

- iii. Operating costs of shelter or transitional housing facilities (maintenance, utilities, insurance, etc.).
- iv. Purchase of supplies or services that will improve community response to literally homeless adults and youth by providing increased sanitation, socially distanced shelter beds or hotel/motel vouchers to isolate individuals potentially exposed to COVID-19.
- v. Increased street outreach services to support literally homeless individuals to reduce the risk of COVID-19 transmission through bringing individuals to shelter, testing locations or provide sanitation resources for individuals not staying in a shelter.
- vi. Essential services directly related to housing (transportation, child care, etc.)
- vii. Salaries and related costs for temporary housing staff. Demonstrate that this cost is an increase from normal shelter operations and is tied to improved COVID-19 response.

**B. Rapid Rehousing Services**

- i. ESG-CV RRH programs will need to demonstrate how they will support reductions in shelter occupancy to assist in the prevention of new COVID-19 infections in the community.
- ii. Direct costs for rapid re-housing/placement (e.g., move-in deposits and rental assistance). Note: rental assistance is limited to no more than 6 months per household.
- iii. Salaries and related costs for temporary housing staff. Demonstrate that this cost is an increase from normal program operations and is tied to improved COVID-19 response.

**C. Homeless Prevention Services**

- iii. The Program will operate from 1/1/2021 to 5/31/2022.
- iv. Allowable program costs include:
  - a. Rental Assistance: rental assistance and rental arrears for 3-6 months
    - a. Hardship does not need to directly tie to COVID-19
  - b. Terms of rental assistance not to exceed 6 months.
  - b. Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
  - c. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.
  - d. Program participants will meet the eligibility criteria based on the CARES waivers (50 percent AMI instead of 30 percent, etc.)

- iii. Salaries and related costs for temporary housing staff. Demonstrate that this cost is an increase from normal program operations and is tied to improved COVID-19 response.

Administrative Costs: Not to exceed **10** percent of total ESG program funds awarded.

## 6. INELIGIBLE ACTIVITIES

- i. Acquisition of new emergency shelter facilities. Renovation funds may be applied for a property that is currently not in use as an emergency shelter, but the property must be acquired by local government or nonprofit entity with at least a 15-year covenant for use as an emergency shelter prior to the start of renovation activities.
- ii. Services provided exclusively to a particular religious or racial/ethnic group.
- iii. Shelters where occupancy is involuntary (correctional facilities, mental health hospitals, etc.).
- iv. Residential treatment facilities where the presenting problem is not homelessness and occupancy is terminated after the prescribed period of treatment is completed.
- v. Permanent housing development and/or long-term housing rental assistance programs.
- vi. Rental assistance in units where the owner is also the ESG grantee.
- vii. Rental assistance to support individuals in AHFC assisted housing programs. Contact the ESG Program Manager, prior to administering ESG assistance, if clarification is needed to determine AHFC housing program assistance.
- viii. Information and referral services that are currently available through Alaska 2-1-1.
- ix. Budget line items funded under any other program.

## 7. REQUIRED APPLICATION FORMAT

Each ESG application submitted to AHFC for consideration must, at a minimum, include the following uploaded attachments:

- i. Completed ESG Application for each organization requesting ESG funding provided by AHFC;
- ii. Certification of compliance with ESG Regulations;
- iii. Certification of Local Government Approval for Nonprofit Organizations; Section 421 of the 1988 McKinney Act amended Section 413 to permit States to distribute funds to private, nonprofit organizations as well as local governments. However, it should be noted, distributions to nonprofit organizations are permitted only when the unit of general local government certifies its approval of the proposed project within its boundaries;
- iv. Certification of consistency with the Alaska HCD Plan;
- v. Completed narrative of not more than two pages single-spaced 12 point font with 1-inch margins with the following information:

- (i) Describe how this project will improve both the community response to homelessness and the community response to COVID-19.
  - (ii) Describe how the project will be sustainable after May 30, 2022.
    - a. If the project is services only such as Rapid Rehousing, or homeless prevention, describe instead how the project will be designed to meet the needs of the community during the COVID-19 pandemic.
  - (iii) Describe how local leadership is involved in the planning/execution of the project at the regional homeless coalition, local government or tribal leadership.
- vi. Emergency Shelter Renovation Projects:
  - (i) Proposals must comply with federal procurement regulations (24 CFR 576) including but not limited to:
  - (ii) At least three bids for projects over \$3,000 in requests;
  - (iii) New emergency shelter projects must provide proof of ownership/long term lease (15 years) to provide emergency shelter, at least seasonally, at that facility; and
  - (iv) Existing emergency shelters seeking deferred maintenance or other capital improvements must tie the project to improved response to COVID-19 in the narrative.
- vii. Completed ESG budget and leverage form in the format provided by AHFC;
- viii. Completed ESG budget narrative; and
- ix. A resolution from the organization's governing body authorizing the grant request (a sample is provided in section 19). Exception: If the applicant is a municipality, only the signature of a municipal official with the authority to apply for the grant is required.

Failure to provide the required information, or failure to submit information in the correct format, may be cause for rejection of an ESG-CV grant application.

## 8. ELECTRONIC SUBMISSION REQUIREMENT

Application materials will only be accepted by electronic submittal via the Ariba online system. Hand-delivered, emailed, mailed, or faxed applications will not be accepted.

## 9. DEADLINE FOR SUBMITTAL

Applications will be submitted through AHFC's Ariba online system. Interested applicants must submit an Intent to Apply form via email to Jennifer Smerud at [jsmerud@ahfc.us](mailto:jsmerud@ahfc.us) on **August 7, 2020 no later than 5:00 p.m.** Applicants will not gain access to the online system if an

Intent to Apply form is not completed or is submitted after the deadline. The Intent to Apply form can be found at the following location on the AHFC website: <https://www.ahfc.us/homelessness/current-funding-opportunities>.

Applications must be fully submitted through AHFC's Ariba online system no later than 5:00 p.m., Alaska Standard Time, on **August 28, 2020**. The official date and time of submittal will be the date and time the Ariba system records that the applicant pressed the "submit" button in the Ariba system. AHFC will not review partially completed applications, nor will any applicant passwords be accepted in order to view items attached but not formally submitted.

#### 10. APPLICATION INQUIRIES

After reviewing this Notice of Funding Availability (NOFA) and the application forms, applicants are encouraged to contact the AHFC Program Manager, Jennifer Smerud, by phone at 907-330-8276 or 1-800-478-2432 (toll-free in AK) or by email at [jsmerud@ahfc.us](mailto:jsmerud@ahfc.us).

#### 11. DEBARMENT AND SUSPENSION

Applicants and their principals, including all agencies represented in a coordinated application, who are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State, or AHFC programs, are not eligible to receive funds under this NOFA. In addition, the applicant is responsible for ensuring that each contractor and subcontractor performing work on the assisted housing is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal, State or AHFC programs. See the federal "Excluded Parties Listing System" at [www.sam.gov](http://www.sam.gov).

#### 12. MISSTATEMENTS

If the Corporation determines that a grant recipient has made a material misstatement relating to the grant recipient's application for, or administration of, a grant, the Corporation will, in its discretion, require the grant recipient to repay the grant to the Corporation, together with accrued interest on the amount of the grant calculated at the highest rate allowed by law from the date of issuance of the grant check(s) by the Corporation.

#### 13. RESERVATIONS

AHFC reserves the right to accept or reject any or all applications in whole or in part. An application may be rejected by AHFC if an applicant is considered a "non-responsible bidder." A non-responsible bidder is one who has failed to comply with NOFA requirements; who has failed to perform under any previous grant, tax credit allocation, or loan; who has previously



failed to perform properly or to complete on time projects of a similar nature; or who habitually and without cause neglected the payment of bills or otherwise disregarded obligations to subcontractors, material suppliers or employees.

AHFC may modify any of the terms of this NOFA. If, before the award, AHFC determines the modifications to be material, all applicants will be given an equal opportunity to modify their applications in only those specified areas designated by AHFC. Applicants who download this NOFA from Ariba should continually check for email notifications regarding possible modifications or deadline extensions.

#### 14. PROPOSAL COSTS

AHFC will not reimburse recipients of an ESG application package for costs incurred in preparation of a response to this NOFA, nor any subsequent modifications. Any/all costs incurred by the applicant in preparation of this application, including travel and personal expenses, are to be borne by the applicant and may not be charged as an expense of meeting the terms of any subsequent grant agreement if any.

#### 15. ACCEPTANCE OF TERMS

By submitting an ESG application, an applicant accepts all terms and conditions of this NOFA and those contained in AHFC regulations 15 AAC 154.010 – 15 AAC 154.080. If a grant is awarded, the applicant's proposal will become part of the grant agreement. The applicant also agrees to the following:

- i. A requirement that all ESG grantees must participate in the annual Point-in-Time Count (PIT) and Housing Inventory Count (HIC) during the period of performance stated in their grant agreement.
- ii. All non-domestic violence ESG supported programs must enter client data into the Alaska Homeless Management Information System (AKHMIS).
- iii. ESG funded programs will also be required to participate in their community's coordinated entry implementation.
- iv. All ESG funded organizations must also participate in their local homeless/housing coalition, or equivalent, and the statewide Alaska Coalition on Housing and Homelessness.

Proposals and other materials submitted in response to this ESG NOFA become the property of AHFC and may be returned only at AHFC's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated, and a Notice of Intent to Award has been issued by AHFC. Financial statements included in the application will be considered to be public information unless the applicant specifies in writing that the financial statements remain confidential.



## 16 APPLICATION REVIEW AND EVALUATION CRITERIA

### A. Application Review

AHFC's Planning and Program Development Department will coordinate the review of each application and forward recommendations to AHFC's Executive Director, who will make a final determination on the applications. Upon final approval from the Executive Director, applicants will be notified in writing of their ranking and/or proposed level of funding.

### B. Evaluation Criteria

**Threshold Review:** Each application must pass a threshold review to be considered for funding. The threshold review will consider the following:

- I. The application was received by the deadline stated in section 9 of this NOFA;
- II. AHFC has determined that the applicant is a "responsible bidder" as described in section 13 of this NOFA;
- III. The ESG application forms provided by AHFC are entirely completed (with N/A appearing in areas that may not apply) and signed by the applicant's authorized representative; and
- IV. The application contains the required resolution from the applicant's governing body, as described in section 7 of this NOFA.

**Rating Criteria:**

Applications will be scored based on the impact of COVID-19 upon the applicant and the response to the critical needs of the community by providing services to prevent, prepare and respond to increased demand.

Evaluation Criteria	Points Available
Applicant has demonstrated that the project will increase the available resources for homeless or at-risk of homeless in the community.	10 points max
Applicant has demonstrated that the funds will address a specific need in the community related to increased demand for homeless services response as a result of COVID-19.	20 points max
Applicant has demonstrated that the funds will address a specific need in the community related to increased demand for homeless-prevention services response as a result of COVID-19.	10 points max
Applicant has completed the workbook and demonstrated a fiscally viable project.	10 points max

Applicant is experienced in managing federal grant funds and has the capacity to maintain compliance with the HUD-ESG Program.	10 points max
Applicant has demonstrated operational capacity for the project once the ESG-CV funding is expended.	20 points max
Applicant has demonstrated that the project will improve the community response to COVID-19 and has the support of local government.	20 points max

## 17. GRANT AGREEMENT REQUIREMENTS

After AHFC receives ESG funding authorization from the U.S. Department of Housing and Urban Affairs, successful applicants will be notified if any additional information is needed before preparation of a formal grant agreement. The successful applicant's work plan, timelines, and budget may be modified by AHFC based upon additional information received.

ESG funds awarded may be revoked or recaptured, at AHFC's discretion, for:

- i. Violation of program rules, regulations, or statutes;
- ii. Inability of the applicant to complete the project on time;
- iii. Failure of the applicant to meet expenditure timelines, deadlines, or other reporting requirements during the implementation phase of the project; and
- iv. Fraudulent activities; performance on previous AHFC financed or funded projects; or knowingly misleading AHFC through actions or statements concerning the award of ESG funds.

If AHFC determines that the award of ESG funds must be revoked or recaptured the grantee will receive a written explanation detailing the following items:

- i. The reason for the action;
- ii. The federal or state rules, regulations, or statutes violated; and
- iii. Remedy for the action; and the appeal process that is available to the recipient of ESG funds.

## 18. DEFINITIONS

For the purpose of further determining eligible ESG costs, the following definitions shall apply:

### Administrative Costs:

- 1) Salaries, wages, and related costs for grantee staff whose primary responsibilities involve program administration, developing systems for ensuring compliance with program requirements, preparing reports and other documents related to the

Homeless Assistance Program, performance of financial management responsibilities related to the grant and coordinating the resolution of audit and/or monitoring findings;

- 2) Administrative services performed under third party contracts or agreements such as accounting services and audit services; and
- 3) Public information activities, such as notices for pre-development permit hearings or notices to announce availability and eligibility criteria for homeless services.

Affirmative Outreach:

The recipient or subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the recipient or subrecipient intends to use to make known the availability of the facilities, assistance, and services will not reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient or subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

Alaska Homeless Management Information System (AKHMIS):

The AKHMIS is an electronic database used to collect information on the characteristics and service needs of homeless individuals. The system is also utilized to report on the progress of individual programs as well as the overall state of homelessness at the community and statewide level.

At-Risk of Homelessness as defined in 24 CFR § 576.2:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
- (iii) Meets one of the following conditions:
  - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

#### Chronically Homeless:

Chronic Homeless as defined by HUD (24 CFR Part 91) and effective January 15, 2016:

(1)A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

- a. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- b. Has been homeless and living as described in paragraph (1) (a) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are

included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

- c. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (l) of this definition, before entering that facility; or
- d. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Emergency Motel/Hotel Lodging:

Payment of the nightly fee charged by a commercial or nonprofit firm that offers short-term sleeping accommodations.

Furnishings:

Essential items which must be supplied to a temporary housing site to make it habitable, including items such as beds, dressers, tables, and chairs.

Homeless Individual with a Disability as defined by HUD (McKinney-Vento Homeless Assistance Act, amended in 2009 by Homeless Emergency Assistance and Rapid Transit to Housing (HEARTH)):

- (1) IN GENERAL.—The term ‘homeless individual with a disability’ means an individual who is homeless, as defined in section 103 and has a disability that:
  - a. Is expected to be long-continuing or of indefinite duration;
  - b. Substantially impedes the individual's ability to live independently;
  - c. Could be improved by the provision of more suitable housing conditions;
  - d. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;
  - e. Is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
  - f. Is the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

Homeless Person:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for



human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised 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, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.).

#### Serving Youth Who Lack 3rd Party Documentation or Live in Unsafe Situations

Notwithstanding any contrary requirements under the McKinney-Vento Homeless Assistance Act or 24 CFR part 576, youth aged 24 and under who seek assistance (including shelter, services or rental assistance) shall not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving assistance; and unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence shall be considered homeless for purposes of assistance provided by any private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under.

#### Housing Placement (Rapid Re-Housing) Services:

Actions taken to assist homeless persons to obtain permanent housing in properties not operated by the grantee; or payment of security deposits, utility deposits or first month's rent.

#### Homeless Prevention Services:

Actions taken to prevent persons who are in imminent danger of becoming homeless from losing their permanent residence, including payment of past due rent or mortgage payments; payment of water, sewer, heating fuel, or electric utility bills; or payment of basic telephone costs when the service is essential to prevent homelessness.

#### Renovation of Emergency Shelter Facilities:

Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

Each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The "value of the building" is the reasonable monetary value assigned to the building, such as the value assigned by an independent real estate appraiser. The minimum use period must begin on the date the building is first

occupied by a homeless individual or family after the completed renovation. A minimum period of use of 10 years, required for major rehabilitation and conversion, must be enforced by a recorded deed or use restriction.

(i) *Major rehabilitation.* If the rehabilitation cost of an emergency shelter exceeds 75 percent of the value of the building before rehabilitation, the minimum period of use is 10 years.

(ii) *Conversion.* If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the minimum period of use is 10 years.

(iii) *Renovation other than major rehabilitation or conversion.* In all other cases where ESG funds are used for renovation, the minimum period of use is 3 years.

(iv) *Davis-Bacon Act.* The provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-5) do not apply to the ESG program.

(v) *The acquisition of real property.* Whether funded privately or publicly, for a project assisted with Emergency Solutions Grant (ESG) funds is subject to the URA and Federal government wide regulations at 49 CFR part 24, subpart B.

(vi) *Environmental review responsibilities.* The recipient shall supply all available, relevant information necessary to perform for each property any environmental review required by 24 CFR part 50. The recipient also shall carry out mitigating measures required by HUD or select alternate eligible property. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS).

#### Social/Supportive Services:

The provision of food, food supplies, and other household goods and supplies; child care for homeless families while in shelter or transitional housing; transportation and other services designed by the applicant and approved by AHFC to overcome housing barriers for the homeless.

#### Street Outreach:

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

#### Transitional Housing:

Temporary supportive housing provided by the grantee to assist homeless persons to prepare for and obtain permanent housing within 24 months and includes nonprofit hotels/motels which specifically target homeless persons in their policies.

19. SAMPLE RESOLUTION

WHEREAS, *(state the gaps or needs your community/agency has identified)*

WHEREAS, *(state what the proposed project will do to address those needs or gaps in service)*

WHEREAS, *(mention the agency and/or grant sources that could fund the proposed project)*

NOW, THEREFORE BE IT RESOLVED:

*(state that your agency is authorized to request funds from the identified sources for the project)*

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_ by \_\_\_\_\_ Board of Directors.

\_\_\_\_\_  
Signature of Board Officer

\_\_\_\_\_  
Signature of Board Officer