

CITY OF NEW ORLEANS

##### LaToya Cantrell, Mayor

OFFICE OF HOUSING POLICY &

COMMUNITY DEVELOPMENT

Tyra Johnson Brown, Director

2024

Notice of Funding Availability (NOFA)

**EMERGENCY SOLUTIONS GRANTS (ESG)**

GENERAL INFORMATION/APPLICATION PACKAGE

|  |  |  |
| --- | --- | --- |
| **City of new Orleans**  **Office of Housing Policy and Community Development**  **2024 notice of funding availability (nofa)**  **Emergency Solutions Grants (ESG)**  **Project Application**  **Period of Performance: January 1, 2024- December 31, 2024** | | |
| **Submittal requirement: One (1) signed-original** applicationmust be submitted **no later than 3:00pm CST on Friday, October 13, 2023** to:  **Office of Housing Policy and Community Development**  **1340 Poydras, Suite 1000, New Orleans, LA 70112**  **504.658.4240**  **Pre-submission Informational Session:**  **Thursday, September 21, 2023 9:30AM – 10:30AM**  **Virtual – *See City’s website for log-in information*** | **For OCD Use Only:**  Proposal #  **Date received:** |  |

**Funding-Request Summary**

|  |  |
| --- | --- |
| **Project Type(s):** | **ESG AMOUNT REQUESTED** |
| **Emergency Shelter Operations** |  |
| **Rapid Rehousing** |  |
| **Homeless Prevention** |  |
| **Outreach Services** |  |
| **GRAND TOTAL** |  |

**Indicate Categories applying:**

**Shelter/operations\_\_\_\_\_\_\_\_\_**

**rapid re-housing \_\_\_\_\_\_\_\_\_**

**Prevention \_\_\_\_\_\_\_\_\_\_\_**

**outreach \_\_\_\_\_\_\_\_\_\_\_**

**\*\* The City reserves the right to decide the funding source**

**PART 1: agency INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. ORGANIZATION INFORMATION:** | | | | | | | |
| **Name:** | | | | | | | | |
| **Business address** | |  | | | | | | |
| **City** | |  | | | | | | |
| **Phone Number with area code** |  | | | **State** |  | **Zip** |  | |
| **Employer Identification Number (EIN))** | |  | | | | | | |
| **Data Universal Numbering System (DUNS#)** | | |  | | | | | |
| **Unique Entity Identifier (UEI#)** | | |  | | | | | |
| **Contact Person’s Name** | | |  | | | | | |
| **Title** | | |  | | | | | |
| **Email address** | | |  | | | | | |
| **Telephone#** | |  | | | | | | |

**B. Project Service Area(s):**

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

**C. Project Sites:** Enter location of project activity, not administrative site, if different.

|  |  |  |
| --- | --- | --- |
| **Facility/ Activity/Site(s) Name** | **Street Address/ City/ Zip** | **Parish** |
|  |  |  |
|  |  |  |

**D. Application Verification of Accuracy & Authorization by Board Officer, Director or CEO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  | | **Date Signed** |  |
| **Print or Type Name and Title** | |  | | |

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**CITY OF NEW ORLEANS**

**OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT**

**1340 Poydras St., 10th Floor – New Orleans, LA 70112**

**September 8, 2023**

NOTICE OF FUNDING AVAILABILITY (NOFA) FOR:

**Federal Emergency Solutions Grants (ESG)**

**Agency:** *Office of Housing Policy and Community Development (OCD)*

**Action:** *Notice of Funding Availability (NOFA)*

**Summary:** The City of New Orleans (CNO) is currently operating under the 2022-2026 Consolidated Plan which serves as the planning and application process for the following federal formula grant awarded to the City of New Orleans by the U.S. Department of Housing and Urban Development (HUD): Emergency Solutions Grants Program (ESG). The Consolidated Plan identifies priority housing, community development, and continuum of care needs and strategies to address the needs of the City of New Orleans. The City partners with community-based non-profit organizations to assess, develop, and implement programs to address the priority needs of the Consolidated Plan.

In addition, the City may apply for and could receive Emergency Solutions Grants funding from the Louisiana Housing Authority, Louisiana Housing Corporation or other grants and funding sources. If received, the funding will assist the City in addressing the needs of the homeless population in Orleans Parish as stated in the 2022-2026 Consolidated Plan.

**Release Date:**

The2024 ESG NOFA Application and Registry of Community Organizations Application are available in MS Word Format on the CNO’s OCD Webpage: <http://www.nola.gov/community-development/> beginning **September 8, 2023**, as well as, hard copies are available at the Office of Housing Policy and Community Development – 1340 Poydras St., 10th Floor, NOLA 70112. Any questions should be directed to OCD Staff: Madelyn Cosey Sanchez at (504) 658-4214.

**Pre-Submission Informational Session Date:**

There will be a virtual informational session to assist and to answer questions regarding the correct completion of this NOFA on **Wednesday, September 21, 2023,** **9:30PM – 10:30AM.**  The session is optional and is not required to be awarded funding.

**Deadline**: No later than **Friday, October 13, 2023, 3:00 PM central standard time (CST)** an original of the **2024 ESG Application** plus an emailed copy must be submitted. The original **2024 ESG Application** must be delivered to:City of New Orleans - Office of Housing Policy and Community Development, 1340 Poydras Street, 10th Floor, New Orleans, Louisiana 70112 **AND** an electronic copy in *PDF format of the 2024 ESG NOFA Application* is required to be emailed to: [NOFA@nola.gov](mailto:NOFA@nola.gov). Please use **“2024 ESG NOFA APPLICATION - *Your Agency’s Name*”** as the subject line in the email submission. Applications will not be accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addendum will be accepted after the deadline date for submission of proposals. Applicants who physically deliver the proposal must have their proposal and copies logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at the Office of Housing Policy and Community Development without completing the required log-in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services allowing enough time for the proposal to be *received* by the deadline date and time.

**Funding: The approximate anticipated funding to be available: $1,100,000.00**

**Format:** Proposals must be typed -- double spaced -- on standard 8½" by 11" paper and have consecutively numbered pages. All proposals must be complete at the time of submission. Incomplete proposals will not be considered for funding. No addenda will be accepted after the deadline date for submission of proposals unless specifically requested by the Review Panel.

**All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA).**  Applications not following the prescribed format will not be considered for funding.

**ELIGIBLE APPLICANTS**

* Applications from organizations that are delinquent on any federal debt, any State of Louisiana debt, or any City of New Orleans debt will not be considered for funding.
* Applications from organizations that have not met audit requirements will not be considered for funding. All audits must be clear of ineligible/disallowed costs related to any and all funding provided by the City of New Orleans.

Applications from organizations that are currently debarred or suspended from the receipt of federal and state funds will not be considered for funding. All awarded organizations will be required to submit documentation to certify that the organization has not been debarred or suspended from participation in the award of federal funds.

**INSTRUCTIONS FOR ALL APPLICATIONS**

* A separate proposal must be submitted for each proposed service category.Example, if an applicant is applying to provide homeless prevention and rapid rehousing services, a total of two separate proposals, would be submitted.
* Only one application per applicant will be reviewed in each service category.
* The City has the right to determine the grant of the ESG or other, for which the agency will be awarded funding.

**Emergency Solutions Grants (ESG) Program**

1. **LEGAL & REGULATORY AUTHORITY**

The **Emergency Solutions Grant (ESG)** is authorized by the Stewart B. McKinney Homeless Assistance Act of 1987 as amended to The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) enacted into law May 20, 2009. President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a bill that reauthorized the McKinney-Vento Homeless Assistance programs and substantially revised the Emergency Shelter Grants Program and the Cranston-Gonzalez National Affordable Housing Act of 1990 under the U.S. Department of Housing and Urban Development regulations located at 24 CFR Part 576. The regulations for the Emergency Shelter Grants program establish the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program’s name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program’s focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Emergency Solutions Grants (ESG) program builds upon the existing Emergency Shelter Grants program, but places greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the expansion of the homelessness prevention component of the program and the addition of a new rapid re-housing assistance component. The homelessness prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance to help people avoid becoming homeless. The rapid rehousing assistance component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing.

Organizations interested in applying for 2024 ESG funds awarded are expected to read and carefully analyze all NOFA and grant requirements prior to submitting an application. The City expects applicants to be fully informed of all regulations applicable to ESG, and if funded, to comply with all applicable regulations. In particular, prior to applying, applicants must be familiar with and knowledgeable of the following regulations and program requirements:

• **ESG Regulations: 24 C.F.R. Part 576** – The ESG rule, published in the Federal Register on April 1, 2012, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program.

• **HEARTH Homeless Definition Final Rule: 24 C.F.R. Parts 91, 582 and 583** – The final rule, published in the Federal Register on December 5, 2011, provides the homeless definition which applies to the ESG program.

1. **GEOGRAPHIC TARGET**: ESG activities should be targeted citywide in **Orleans Parish only**.
2. **ELIGIBLE ACTIVITES**

**Emergency Solutions Grants funds under this NOFA may be used for the following purposes:**

* Street outreach for the homeless;
* The payment of certain expenses related to operating emergency shelters;
* Homelessness prevention;
* Rapid re-housing assistance;

A. **Street Outreach** – 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 non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Eligible Activities include the following:

1. Engagement Activities
2. Case management
3. Emergency Health Services
4. Emergency Mental Health Services
5. Transportation

B. **Shelter Operations** – Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities include the following:

* + 1. Essential Services - ESG funds may be used to provide essential services to individuals and families who are in emergency shelters including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation.
    2. Renovation Activities - Eligible costs include labor, materials, tools and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter).
    3. Shelter Operations - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operation of the emergency shelter.
    4. Vouchers – Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include hotel or motel vouchers for that family or individual.

C. **Homelessness Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

The following requirements apply to Projects funded through the ESG for Homelessness Prevention:

1. Individuals and households assisted under the homelessness prevention component must have an income at or below (30%) of the area median income, as determined by HUD, with adjustments for smaller and larger families.
2. Persons/families receiving funding under this program must qualify as a homeless or at-risk household as indicated below and further defined in (576.103) and the definitions contained in (576.2).
3. Persons/families eligible for assistance are lacking sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving into an emergency shelter or a primary nighttime residence that is not designed for or ordinarily used as a regular sleeping accommodation for human beings.
4. Homelessness Prevention gives priority to individuals and families who are currently in housing but are at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless or, who need assistance to move to another unit; and fall into at least one of these secondary risk criteria:
5. Household has moved 2 or more times due to economic reasons over a 60-day period.
6. Individual or family is living in a home of another or doubled-up due to economic hardship
7. Individual or family lives in a hotel or motel not paid for by a government or charitable organization
8. Household lives in an overcrowded housing unit as defined by the US Census Bureau
9. Householder is exiting a publicly funded institution or system of care
10. SRS Involvement with children and youth
11. Domestic Violence problems
12. Households experiencing persistent housing instability due to factors such as chronic physical health or mental health conditions, substance addiction, histories of domestic violence or abuse, the presence of a child with disabilities or having two or more barriers to employment
13. The costs of Homelessness Prevention are *only* eligible to the extent that it is necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.
14. Homelessness Prevention must be provided in accordance with the ESG housing relocation and stabilization services requirements in 576.105, the short-term and medium-term rental assistance requirements in 576.106 and the written standards and procedures under 576.400 which state [italics added to denote quoted material]:

***For Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties***

* *Rental application fees*
* *Security deposits equal to no more than 2 months’ rent*
* *First and Last Month’s rent. Total rental assistance to a participant cannot exceed 24 months during any 3-year period including first and last month’s rent.*
* *Standard utility deposits*
* *Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any 3 year period.*
* *Moving Costs such as truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months.*
* *Service Costs under this category include Housing Search and Placement assistance, Housing Stability Case Management, Mediation Activities, Legal Services necessary to resolve housing issues, and Credit repair/Counseling Services.*

For Homeless Prevention Short-Term and Medium-Term Rental Assistance, ESG may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

* Short-term rental assistance is assistance for up to 3 months of rent.
* Medium-Term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
* Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
* Rental assistance may be tenant-based or project-based.
* All units must meet Fair Market Rent requirements as established by HUD.
* A Rental Assistance Agreement must be in place for each unit assisted. The agreement must specify the terms and conditions under which rental assistance will be provided and the conditions of the units occupied.

**The following requirement must be met for services:**

* Rental Assistance must be provided to households with an eviction notice from a landlord or lease holder and consist of a child 5 years of age or younger.

D. **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

1. Rapid Re-Housing Assistance may be provided to individuals and families lacking a fixed, regular and adequate nighttime residence or any individual or family who is fleeing or attempting to flee domestic violence, assault or other life-threatening conditions that relate to violence. (576.104 and 576.2.)

2. Rapid Re-Housing Assistance must be provided in accordance with the ESG housing relocation and stabilization services requirements in (576.105), the short-term and medium-term rental assistance requirements in (576.106) and the written standards and procedures under (576.400) which state [italics added to denote quoted material]:

***For Rapid Re-Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties***

* *Rental application fees*
* *Security deposits equal to no more than 2 months’ rent*
* *First and Last Month’s Rent. Total rental assistance to a participant cannot exceed 24 months during any 3-year period including first and last month’s rent.*
* *Standard utility deposits*
* *Utility payments, ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears per service. Total utility payment assistance to a participant cannot exceed 24 months during any 3-year period.*
* *Moving Costs such as truck rental or hiring a moving company. Assistance may also include payment of temporary storage fees for up to 3 months.*
* *Service Costs under this category include Housing Search and Placement assistance, Housing Stability Case Management, Mediation Activities, Legal Services necessary to resolve housing issues, and Credit Repair/Counseling Services.*

For Rapid Re-Housing Short-Term and Medium-Term Rental Assistance, ESG may provide a program participant with up to 24 months of rental assistance during any 3-year period**.** This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

* Short-term rental assistance is assistance for up to 3 months of rent.
* Medium-Term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
* Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
* Rental assistance may be tenant-based or project-based.
* All units must meet Fair Market Rent requirements as established by HUD.
* A Rental Assistance Agreement must be in place for each unit assisted. The Agreement must specify the terms and conditions under which rental assistance will be provided and conditions of the units occupied.

The funds will be used as:

1) Since the City has ended homelessness among veterans, ESG funds will be used as bridge funding to house and provide services to homeless veterans who are awaiting Permanent Supportive Housing (PSH) to become available; or for short-term rental and case management assistance for homeless veterans who do not need PSH and are not eligible for the Supportive Services for Veterans Families (SSVF) program. This bridge funding is required to maintain a functional zero rapid response system.

2) Bridge funding for chronically homeless and vulnerable homeless persons while they await PSH to become available or while their eligibility for Medicaid PSH services is being established; and

3) Short-term rental and case management assistance for other literally homeless subpopulations, including those living in homeless situations hazardous to public health.

**Additional Emergency Solutions Grant Program information, along with detailed eligible activities, can be found at** [**https://www.hudexchange.info/programs/esg/**](https://www.hudexchange.info/programs/esg/)**.**

1. **GRANT AWARD AND GRANT AWARD PROCESS**

**The City of New Orleans will notify conditionally selected applicants in writing. Notification of award is not a guarantee of funding. Award letters will include conditions of award that must be met prior to the receipt of funding. Awards should not be construed as a guarantee by the City to renew contracts automatically beyond the initial 12-month contract period. All awards are subject to further contract negotiation and availability of funds.**

As necessary, the Office of Community Development will subsequently request conditionally selected applicants to submit additional project information which may include documentation showing project feasibility; documentation of firm commitments for cash match; documentation showing site control; information necessary for the Office of Housing Policy and Community Development to perform an environmental review, where applicable; and such other documentation as specified by the Office of Community Development in writing to the applicant that confirms or clarifies information provided in the application or that revises information provided in the application based on the level of funding.

Applicants will also be notified of the deadline for submission of such requested information. If an applicant is unable to meet any condition of the grant award within the specified time frame, the City of New Orleans reserves the right to rescind the notice of award and to use the available funds for other applicable programs. Contracts for Federal ESG activities will be for a twelve-month period. **The applicant is expected to expend all awarded funding during the initial contract period.**

Grant awards shall be for a minimum of $50,000. The City reserves the right to award funding based upon the applicant score, past performance, if applicable, City’s needs, applicants’ needs, total ESG funding requests and available funding. The City also has the right to award funding under the ESG or other funding sources.

Often, HUD will make this agency aware of changes to its programs which may impact program performance of our grantees. Any organization awarded funding should be aware that they **will** **be required to attend mandatory meetings** which may impact service delivery. Failure to attend any such meetings will impact an agency’s future funding. **Should an agency apply for future funding up to 10 points per meeting unattended can be deducted from the organization’s subsequent application score.**

**THE CITY OF NEW ORLEANS RESERVES THE RIGHT TO CANCEL, IN WHOLE OR IN PART, THIS NOFA/RFP AT ANY TIME AND WITHOUT NOTIFICATION. THIS CANCELLATION INCLUDES CHANGES TO THE AMOUNT OF FUNDS AVAILABLE AND CATEGORIES OF ASSISTANCE/ELIGIBLE ACTIVITIES TO BE SUPPORTED.**

1. **COORDINATION**

The rule requires ESG recipients to consult with HUD Continuums of Care (CoC) in allocating funds for eligible activities, developing performance standards, evaluating outcomes of ESG-assisted projects and developing funding, policies and procedures for the administration and operation of the HMIS. ESG recipients must also coordinate and integrate ESG activities with other homelessness and mainstream programs.

The local CoC lead organization is UNITY of Greater New Orleans. For additional information regarding the CoC Program, please visit <https://www.hudexchange.info/programs/coc/>

For more information about UNITY, their goals ending homelessness, and the CoC programs, please visit their website at:

UNITY of Greater New Orleans

[www.unitygno.org](http://www.unitygno.org/)

The program will participate in the CoC Coordinated Entry System as required by HUD and follow the Operating Procedures of the Coordinated Entry System as established by the CoC.

**Rapid Rehousing Programs:**

1. **Coordinated Entry**
   * + 1. Sub-Recipient will participate in the CoC Coordinated Entry System and only accept clients from the system. At project start date, sub-recipient will notify UNITY Coordinated Entry System and Director of CoC Programs of program eligibility criteria, send any program application forms required for referrals, and indicate the capacity of the project regarding the number of households that can be served at any moment in time, total number for the grant, and period of performance.
       2. Sub-recipients providing rapid rehousing will notify the Coordinated Entry System within 24 hours of any openings. 100% of this program’s new clients must come from UNITY’s Coordinated Entry System which prioritizes clients based on acuity assessment of the VI-SPDAT, length of time homeless and number of episodes homeless. All referrals will be made by UNITY CES Staff from the Masterlist/By-Name-List which is compiled from all coordinated access points.
2. **Low-Barrier and Housing First**
   * + 1. Sub-recipients will house clients **within 14 days** of referral to the program and report move-in date in HMIS within 24 hours of move-in.
       2. Sub-Recipient will attend navigation meetings to discuss and provide updates on clients as they move through the housing process.
       3. Within 24 hours of referral, sub-recipient will set-up a “warm-handoff” meeting with the client and navigator to transition the client to the housing program.
       4. The program will not impose additional barriers to clients accessing this program beyond the eligibility required by this grant.
       5. Program will report to UNITY Welcome Home Coordinated Entry ([bgaines@unitygno.org](mailto:bgaines@unitygno.org)) and UNITY Director of CoC Programs ([vcoffin@unitygno.org](mailto:vcoffin@unitygno.org)) any clients that are missing for more than 14 days. Program will work with Welcome Home Outreach to find, engage, and assist client to maintain housing. Any potential discharges shall be reported to the UNITY contract manager prior to discharge with indication of attempts made to find missing clients.
3. **Provision of services and program outcomes**
   * + 1. Sub-Recipient will adhere to the Standards of Care for Rapid Rehousing Programs established by the CoC.
       2. Sub-Recipient will utilize monthly assessment forms to ensure clients that are enrolled in the program require additional rental and case management services.
       3. Sub- Recipient will assist all income-eligible clients to apply for Medicaid within 60 days of enrollment into program.
       4. Program Staff will assist clients in increasing income. Program staff will assist clients in employment search, employment applications, as well as referrals to employment training and supportive employment programs. Clients with a disabling condition will be assisted with gathering medical documentation, documentation of employment history, and with SOAR applications.
       5. Housing search staff will transport clients in personal or agency vehicles to assist client to search for and obtain housing.
       6. Program staff will meet clients where they live or in a setting of the client chooses, rather than require clients to meet at the program office.
       7. The program will help participiant meet basic needs at move-in, such as securing basic furnishings for an apartment, including mattresses and basic kitchen items sucha s a pot for cooking and utensils.

|  |  |
| --- | --- |
| **Program Performance Measures** | **Program Goal** |
| **Housing Stability:** Clients who remain in RRH program or exit to permanent housing during the program year. | 90% |
| **Increase Income:** Clients will increase any income during program year at reassessment or exit. | 30% |
| **Increase Earned Income:** Clients will increase earned income during program year at reassessment or exit. | 30% |
| **Mainstream Resources:** Clients obtain any non-cash mainstream benefits at reassessment or exit. | 80% |
| **Mainstream Resources:** Income eligible clients will receive Medicaid within 60 Days of program entry. | 100% |
| **Returns to Homelessness:** Clients who exit to permanent housing do not return to homelessness within 12 months. | No more than  5% |
| **Length of Time Homeless:** Upon program receiving referral of client, program will rapidly house client. | With In  30 days |
| **HMIS Data Quality:** Sub-recipient will ensure accuracy and completeness of HMIS data. | Less than 5% data error rate |
| **HMIS Data Quality:** Sub-recipient will ensure timeliness of HMIS data entry. | At least 95% timely entry (within 24 hours) of entry and exit data. |

**Program Performance measures include how the program is contributing towards the System Performance Measures established by HUD:**

1. **ESG FUNDING PRIORITIES**

Priorities will be set based on the CoC coordination and will be outlined in the Consolidated Plan. The following were the agreed upon allocation priorities.

1. Emergency shelter services (to include day shelters). If a qualified applicant proposes to serve one or more of the three identified underserved populations this allocation will be increased to accommodate these services.
2. Rapid Rehousing
3. Homeless Prevention

The targeted populations to serve are the following:

1. Chronically homeless and vulnerable homeless persons requiring low-barrier emergency shelter beds

2. Families with children

3. Youth

1. MATCHING FUNDS

Recipients shall be required to secure matching funds in an amount equal to its ESG funding amount unless exempted on grounds of severe incapacity to provide matching funds based on information submitted in grant application. Additional points will be provided to agencies contributing matching funds in excess of the required dollar for dollar match.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, such as CDBG, as well as State, local, and private sources. Please verify source conditions and regulations for using funds to meet matching requirements. The requirements for matching ESG funds are described in section 576.201 of the ESG and the requirements for documenting matching contributions are described in section 576.500(o).

In general, federal (other than ESG), state, local, or private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG, so long as the following conditions are met:   
1) The matching funds are contributed to the ESG program and expended for the recipient or subrecipient's allowable ESG costs.\*   
  
2) If the matching funds are from another federal program, there is no specific statutory prohibition on using those funds as match;   
  
3) The matching funds are used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.   
  
4) The matching funds are expended (that is, the allowable cost is incurred) after the date HUD signs the grant agreement for the ESG funds being matched.   
  
5) The matching funds are expended by the expenditure deadline that applies to the ESG funds being matched;   
  
6) The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant;   
  
7) The recipient does not use ESG funds to meet the other program's matching requirements; and   
  
8) The recipient keeps records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.   
  
\***Note**: because the matching funds are contributed to the ESG program and expended for the recipient or subrecipient's allowable ESG costs, the following **are not allowed** to be used as match:   
• **SNAP** benefits (food stamps), because the funds are being used to cover the program participant's costs;   
• **Housing Choice Vouchers**, because the funds are used to pay the PHA's obligations under its Housing Assistance Payment contract with the owner; and  
• The **tenant's portion of the rent**, because this amount is the tenant's obligation.   
  
*Please also note the following:*• HUD's matching requirement applies to the recipient. HUD provides the recipient with the discretion to pass that requirement on to subrecipients.   
  
• The matching funds are provided based on the total grant amount and do not have to be provided on a component-by-component basis. For example, if a recipient is spending $10,000 on HMIS, they do not need to find $10,000 in data collection funds from another source to use as a match.   
  
• **SHP** funds generally cannot be used as a match, because very few activity costs are allowable under both SHP and ESG. However, in some cases, such as where SHP funds are used for HMIS or street outreach costs that are allowable under ESG, SHP funds can be counted as match in accordance with conditions 1-8 above. Please note, however, that HMIS costs are only eligible to be used as match under ESG if they are eligible under section 576.107 and allocable to the ESG program, whether charged as direct costs or indirect costs. If the SHP HMIS funds are being used to pay for SHP projects' data entry, those data entry costs are not allocable to the ESG program, and the funds used cannot be counted as match.

1. **REQUIREMENT TO USE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

Congress has directed HUD to improve the collection of data on the extent of homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of McKinney-Vento and other assistance, including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that assistance. In addition to data entry requirements outlined in the HMIS data standards, ESG grantees will also need to collect data performance measurement indicators. All grantees will receive more prescriptive guidance on additional data elements that must be collected in the HMIS during the contracting process.

The Emergency Solutions Grant Program is included in this mandate. HUD, through a Federal Register Notice, has provided the data and technical standards for HMIS. All areas of the State have access to an HMIS through the local Continuum of Care. **All proposed projects/organizations must provide written certification of their participation in HMIS.** Please note that PL 109-162 protects from disclosure any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees’ and subgrantees’ programs involving victims of domestic violence, dating violence, sexual assault, or stalking, and their families.

## REPORTING REQUIREMENTS

Awardees will be **required** to submit the following reports:

* Monthly Programmatic Services/Project Performance Reports
* Monthly Program Income Reports
* Monthly Budget & Cost Control Statements
* Monthly HMIS Reports
* Report of Matching Funds
* Annual Reports
* Other – Reports Requested by OCD and the Office of Supplier Diversity

This information, required of all grant recipients, is necessary not only to monitor the progress of individual agencies, but also to guide the City of New Orleans - Office of Housing Policy and Community Development in refining the development and maintenance of an effective system of housing, public service, and continuum of care needs for New Orleans and the surrounding areas.

Reports must be submitted with the required level of detail in a timely manner. Reporting requirements must be strictly followed.Failure to comply may result in the discontinuation of funding and/or the termination of contracts.

1. **REQUIRED INTAKE TOOL**

All grant recipients are required to utilize the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) for all participants who meet program eligibility criteria. All VI-SPDAT survey results should be entered into HMIS and submitted to the CoC as part of the coordinated assessment system.

1. **ELIGIBLE PROGRAM PARTICIPANTS**

Individuals/Families experiencing homelessness and those at risk of becoming homeless. (See interim rule for definitions) <https://www.hudexchange.info/resource/5064/coc-program-interim-rule-amendment-to-578-51-c/>

Target populations include:

1. Chronically homeless and vulnerable homeless persons requiring low-barrier emergency shelter beds.
2. Families with children.
3. Youth

*Family* includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes, but is not limited to:
   1. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
   2. An elderly family;
   3. A near-elderly family;
   4. A disabled family;
   5. A displaced family; and
   6. The remaining member of a tenant family.

For the purposes of the ESG program, this chart below identifies the eligible homeless populations, categories, and corresponding eligible components:

|  |  |  |  |
| --- | --- | --- | --- |
| **Homeless Definition** | | | **Applicable ESG Component** |
| Category 1 | Literally Homeless | (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:  (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;  (ii) Is 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  (iii) Is exiting an institution where (s)he has 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 | * Emergency Shelter * Rapid Re-housing |
| Category 2 | Imminent Risk of Homelessness | (2) Individual or family who will imminently lose their primary nighttime residence, provided that:  (i) 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 needed to obtain other permanent housing | * Emergency Shelter * Homeless Prevention |
| Category 3 | Homeless Under other Federal Statues | (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 the other listed federal statutes;  (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;  (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and  (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers | * Emergency Shelter * Homeless Prevention |
| Category 4 | Fleeing / Attempting to Flee Domestic Violence | (4) Any individual or family who:  (i) Is fleeing, or is attempting to flee, domestic violence;  (ii) Has no other residence; and  (iii) Lacks the resources or support networks to obtain other permanent housing | * Emergency Shelter * Rapid Re-housing * Homelessness Prevention |
| **“At-Risk” Homeless Definition (Homelessness Prevention ONLY)** | | | |
| Individuals and Families | | An individual or family who:  (i) Has an annual income **below 30% of median family income** for the area; **AND**  (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; **AND**  (iii) Meets one of the following conditions:  (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR  (B) Is living in the home of another because of economic hardship; OR  (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR  (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR  (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR  (F) Is exiting a publicly funded institution or system of care; 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 Con Plan | |
| Unaccompanied Children and Youth | | A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute | |
| Families with Children and Youth | | An unaccompanied youth who does not qualify as homeless under the homeless definition but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her. | |

There are two eligible populations identified for ESG funds: persons at risk of homelessness and homeless persons.

***At risk of homelessness*** means:

(1) An individual or family who:

• Has an annual income below 30 percent of median family income for the area, as determined by HUD;

• 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

• Meets one of the following conditions:

* Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
* Is living in the home of another because of economic hardship;
* 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;
* 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;
* 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 per room, as defined by the U.S. Census Bureau;
* 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
* Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

(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.

***Homeless*** means:

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

• 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;

• 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

• 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:

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

• No subsequent residence has been identified; and

• 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:

• (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);

• 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;

• 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

• 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:

• 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;

• Has no other residence; and

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

1. **COORDINATION WITH CITY PLANNING EFFORTS**

The City of New Orleans has invested in the development of several strategic plans for the City, its neighborhoods, and the citizens who live there. Agencies applying for funds under this NOFA must link proposed services and activities to existing strategic plans. Listed below are the strategic plans that have been developed in the City of New Orleans.

* Office of Community Development 2022 -2026 Consolidated Plan:

<https://nola.gov/getattachment/Community-Development/Consolidated-Annual-Action-Plan/FINAL-2022-2026-OCD-Consolidated-Annual-Action-Plan-8-15-22.pdf/?lang=en-US>

* City Planning Commission’s Neighborhood Participation & Land Use Action Plan:

<http://www.nola.gov/city-planning/neighborhood-participation-program/>

* Assessment of Fair Housing Plan

<https://nola.gov/community-development/documents/2016-updated-afh-plan-090516/afh-plan-090516-final/>

1. **COMPLIANCE WITH OTHER FEDERAL REGULATIONS**

Applicants proposing services included in the strategic plans listed above or targeted to neighborhoods listed above must demonstrate how the proposed service is consistent with the strategies outlined in those plans.

**Environmental Assessment and Impact**

Care should be taken in the selection of projects and in the preparation of applications to ensure the environmental and historic preservation impediments do not cause an application to be denied, or approval severely delayed. Applicants should canvas the service area and note any environmental concerns and address how their program will mitigate them.

**Lead-Based Paint Requirements**

Housing and Continuum of Care projects that require rehabilitation work must be compliant with requirements at 24 CFR Part 570.608. These requirements include notification of hazards of lead-based paint poisoning, prohibition of the use of lead-based paint, inspection and testing for lead-based paint, and abatement methods.

**Fair Housing Impact**

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program, Emergency Solutions Grant (ESG) program, Housing Opportunities for Persons With AIDS (HOPWA) program, and the Home Investment Partnership Act (HOME), must be administered in a manner that will affirmatively further fair housing. Further, the City of New Orleans, as a CDBG grantee, must certify that it will affirmatively further fair housing. In order for the City to certify that it will affirmatively further fair housing, it must analyze and eliminate housing discrimination, promote fair housing choice, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, promote housing that is accessible to and usable by persons with disabilities, and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide, at 1-1.

In Addition, all programs assisted and or insured programs must comply with the **Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity** through this final rule, HUDimplements policy to ensure that itscore programs are open to all eligibleindividuals and families regardless ofsexual orientation, gender identity, ormarital status. This rule follows aJanuary 24, 2011, proposed rule, whichnoted evidence suggesting that lesbian, gay, bisexual, and transgender (LGBT)individuals and families are beingarbitrarily excluded from housingopportunities in the private sector. Suchinformation was of special concern toHUD, which, as the Nation’s housingagency, has the unique charge topromote the federal goal of providingdecent housing and a suitable livingenvironment for all. It is important notonly that HUD ensure that its ownprograms do not involve discriminationagainst any individual or familyotherwise eligible for HUD-assisted or-insured housing, but that its policiesand programs serve as models for equalhousing opportunity.

**This rule became effective** March 5, 2012 and can be accessed at <https://www.onecpd.info/resources/documents/EqualAccess_FinalRule_2.3.12.pdf>

It is imperative, therefore, that subrecipients of the above funds include a fair housing impact statement addressing not only how they will refrain from housing discrimination, but also how they will ensure that their housing and community development programs are accessible to persons with disabilities and do not contribute to or intensify segregated housing patterns. For example, if you intend to target a particular neighborhood to rehabilitate blighted housing, you must address how your program is going to affect segregated housing patterns in that and surrounding areas.

**Section 3 Requirements**

The purpose of Section 3 is to ensure that employment, job training, contracting and other economic opportunities generated by HUD financial assistance shall (to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations) be directed to low and very low-income persons residing within the metropolitan area in which the assistance is expended.

For competitively awarded assistance involving housing rehabilitation, construction, or other public construction, where the amount awarded to the applicant exceeds $200,000, contractors and subcontractors agree to comply with HUD’s regulations in 24 CFR Part 135, which implement Section 3 of the Housing and Urban Development Act of 1968.

**Disadvantaged Business Enterprises (DBE)**

[Supplier Diversity - Home - City of New Orleans (nola.gov)](https://nola.gov/next/supplier-diversity/home/)

The Office of Supplier Diversity is the City's department that oversees certification, compliance, training, outreach and capacity building for local, small and disadvantaged businesses in the City of New Orleans. The City of New Orleans has established an overall goal of 35% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives. (City Ordinance 70.432.1)

Unless a waiver of DBE requirements was granted prior to the release of a solicitation, you can include with your bid, RFP or RFQ response, **at a minimum**, a ***Comprehensive Plan for DBE Participation*** that includes the following information:

1. Name and contact information of the DBE firm(s) you will work with if awarded a contract;
2. The scope of work for the commercially useful function the DBE firm(s) will perform on the contract;
3. The percentage of work of the total project to be performed by the DBE firm(s) on the project (e.g., 35%); and
4. A letter from the DBE firm(s) and on their letterhead acknowledging their participation with your firm on the project.

**Who can I contact if I have questions about DBE compliance or the program in general?**

**E**mail: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov); Phone: (504) 658-4224

## Leveraging

The use of federal funds to stimulate the investment of non-governmental (particularly non-federal) funding sources in the financing of a project or program is called "leveraging". The applicant should strive to secure non-governmental funds in order to minimize the need for limited federal funds in each project. The more leverage that can be attained, the more low-income persons can be assisted. For example, a homeowner who can borrow private funds may not require 100 percent financing from federal funds.

## Audit Requirements

All awarded organizations will be required to comply with federal and state audit requirements as stated in OMB 2 CFR Part 200, and all other applicable federal, state, and local rules and regulations.

1. **APPLICANT SELECTION PROCESS**

1. Applications will be reviewed to ensure that they meet the following requirements:

1. The applicant must complete the accompanying Registry application to be a registered organization with the Office of Housing Policy and Community Development.
2. The population and target area to be served must meet the eligibility requirements of the specific program.
3. The activities for which assistance is requested must be eligible under the funding source regulations and activities specified in the NOFA.
4. Organizations that receive assistance through the funding process must be in compliance with applicable civil laws and Executive Orders regarding fair housing and equal opportunity.

2.Applications will be scored against a standard set of criteria. The following core selection criteria apply to the continuum of care components of the NOFA:

(1) Target Population & Service Need

(2) Approach to Providing Services

(3) Coordination and Collaboration

(4) Agency Background and Experience

(5) Budget/Financial Feasibility and Soundness

3.Currently funded agencies or agencies that have received prior funding from the Office of Housing Policy and Community Development will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, attendance at meetings and other programmatic and fiscal contractual requirements will be considered.

**\*\*The City of New Orleans reserves the right to fund lower scored proposals over higher scored proposals in any funding source and service category to address and meet gaps in services. Factors that may influence these decisions are target population served, geographical area served, etc. Please note projects must meet the threshold criteria score (75) to be considered for funding. \*\***

**CORE SELECTION CRITERIA**

**TARGET POPULATION & SERVICE NEED (10 points)**

1. Describe the community need that this program proposal addresses, including the following:

* 1. Identify external data sources that measure the magnitude of this problem and/or identify demographic risk factors that are strongly related to the problem -- citing national studies or evidence that document the relationship between the risk factor and the problem.
  2. Identify the geographic boundary of the community you intend to address in this proposal and provide data that indicates the magnitude of the need in this community.
  3. Provide comparative data at the state and national levels that illustrates the relative seriousness of the need.

2. Describe the target population that you are trying to reach with this program. This description should demonstrate your understanding of the people who will benefit from the services for which you are seeking support. Include parish wide or neighborhood data as well as aggregate client data that describe the salient characteristics of the people you intend to serve.

3. Based on the target population you are trying to reach, present the results of a review of all similar agencies that also serve this target population to answer these questions: What resources are already available to this population? What gaps are there in services?

**APPROACH TO PROVIDING SERVICES (35 points)**

4. What are the goals of the proposed program?

5. Have you involved the people you intend to serve in planning this program? If so, how has that occurred? If not, how will you accomplish this?

1. Describe any research you have done to determine if the proposed program model will work. Has the program been tried elsewhere? With what results?
2. Define how the program works or will work to achieve the goals. There should be an obvious and logical link between your understanding of the people you intend to serve, the services you intend to provide, and the results you expect to see. Include the following:
   1. How many persons will be served?
   2. How will the services be provided?
   3. What is the process for services being delivered?
   4. How will the target population be reached?
   5. How will the project be managed and staffed?
   6. Who will be providing the proposed service to clients?

1. Describe any anticipated problems or challenges in the operation of the project in delivering the services or activities to the target population. Problems both internal and external to the operating agency along with those that could impact the timing of program implementation should be listed.
2. What are your anticipated program outcomes? How will you know if you are succeeding or failing? Define how you will collect information about participants by identifying the indicators you will use to measure progress toward outcomes. Identify your measurement tool(s) and document the validity and reliability of each. (Please attach a copy of the instrument, if available.) In setting targets, be sure to include benchmarking against national success rates, if available.
3. Identify how the project will continue in the long term with or without federal funding.

**COORDINATION AND COLLABORATION (20 points)**

11. Indicate how the proposed activity is provided in the context of existing ongoing initiatives in the City of New Orleans and its surrounding parishes (i.e., Consolidated Plan, Housing for a Resilient New Orleans, HousingNOLA, Workforce Investment Act, etc.)

12. Indicate how the proposed strategy is consistent with strategies outlined in other planning documents prepared for/by UNITY of Greater New Orleans and other homeless services collaboratives. If proposed services are inconsistent with existing ongoing initiatives, identify the agency plan to reach consistency/integration over the next year.

13. Describe the agency’s efforts to coordinate and collaborate with other agencies providing both similar and complementary services for the target population and to the target community.

14. Indicate whether or not the agency has entered into formal written cooperative agreements with other agencies providing similar and complementary services.

**AGENCY BACKGROUND AND EXPERIENCE (15 points)**

15. Describe the experience of the organization in carrying out the type of activities proposed in the application and the length of time the organization has been involved in providing the proposed services (even if the service has not been provided through grant funds).

16. Describe the results of any past evaluations of this organization providing these types of services.

17. Indicate the agency’s performance in completing contractual agreements between the agency and the City of New Orleans for the past two (2) years. For each contractual agreement, indicate the agency’s percentage of achievement of contract deliverables outlined in the contract’s scope of work.

18. Detail the staff's experience in working with ESG projects in general and in the proposed service area in particular. DO NOT SEND RESUMES. If the agency or staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnership with other agencies and/or consultants.

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 points)**

Agency proposals must include a line-item budget and budget narrative that explains and justifies how each line item will be expended. The budget should be reasonable and consistent with the proposed level of service delivery. In the general narrative comments section include and identify in-kind contributions and fund-raising activities to support program activities.

The budget section consists of eleven (11) pages. Including:

5 Budget Forms

5 Narrative Forms

1 Classification of Expenditures and Line-Item Numbers

FORM INSTRUCTIONS: The budget form consists of nine pages, one page each for the following categories:

Budget Page 1: Budget at a Glance/Budget Summary

Budget Page 2: General Narrative Comments/Match

Budget Page 3: 1000 - Personal Services

Budget Page 4: Personal Services Budget Justification Narrative

Budget Page 5: 2000 - Contractual Services

Budget Page 6: Contractual Services Budget Justification Narrative

Budget Page 7: 3000 - Supplies and Materials

Budget Page 8: Supplies and Materials Budget Justification Narrative

Budget Page 9: 4000 - Equipment

Budget Page 10: Equipment Budget Justification Narrative

Budget Page 11: Classification of Expenditures and Line-Item Numbers

All line-item requests must be placed in these general categories. Please use the Classification of Expenditures and Line-Item Numbers to determine the correct budget category.

In the ***ACCT. NO.*** column list the line-item number. The ***LINE-ITEM*** column contains the line-item description taken from the List of Line Items. Fill in the amount requested in the column marked ***REQUESTED BUDGET***. When preparing the Budget forms, complete all sub-totals and totals.

NARRATIVE: Each budget submitted must include a justification narrative. In each section complete the required information and make any additional comments.

1. Salaries--List the name, title, percentage of time, and annual salary for **each** employee to be funded by the proposed project in this section.

2. Contractual Services--List a description of all Professional services, i.e., sub-contracts.

3. Supplies & Materials--Describe supplies that are directly related to your proposed program, i.e., food, paper, paint, lumber, etc.

4. Equipment & Property--Describe any equipment you wish to purchase and its use.

5. General Comments--Include descriptions of funding matches, as well as any in-kind services, facilities, and/or personnel that may be available to your organization. This could include rent, utilities and the like. Please explain fully these leveraging factors.

6. The Expenditure Sheet indicates Miscellaneous/Other Line Item(s). If your organization elects to use these items, you must clearly identify what miscellaneous/other is and how it will be utilized.

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**First of ten single spaced pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT***  ***BUDGET LINE-ITEM DETAIL***  *BUDGET: YEAR: 2024* | | | | | | |
| *ORGANIZATION NAME:* | | | | | | |
| *PROJECT NAME AND NUMBER:* | | *DEPARTMENT:*  *OCD* | *PROGRAM:*  *ESG* | |  | |
| ***ACCT.***  ***NO.*** | ***LINE ITEM*** | | | ***REQUESTED***  ***BUDGET*** | | ***FOR OCD***  ***USE ONLY*** |
| |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | | **PERSONAL SERVICES**   |  | | --- | |  | |  | |  | |  | |  |   **CONTRACTUAL SERVICES**   |  | | --- | |  | |  | |  | |  | |  |   **SUPPLIES AND MATERIALS**   |  | | --- | |  | |  | |  | |  | |  |   **EQUIPMENT**   |  | | --- | |  | |  | |  | |  |   **MATCH/OTHER** | | | |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | | |  |
|  | **TOTAL** | | | **$** | |  |

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Second of ten single spaced pages.**

**BUDGET JUSTIFICATION NARRATIVE - GENERAL COMMENTS/MATCH**

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Third of ten single spaced pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT***  ***BUDGET LINE-ITEM DETAIL***  *BUDGET: YEAR: 2024* | | | | | | |
| *ORGANIZATION NAME:* | | | | | | |
| *PROJECT NAME AND NUMBER:* | | *DEPARTMENT:*  *OCD* | *PROGRAM:*  *ESG* | |  | | |
| ***ACCT.***  ***NO.*** | ***LINE ITEM*** | | | ***REQUESTED***  ***BUDGET*** | | ***FOR OCD***  ***USE ONLY*** |
| **1000**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **PERSONAL SERVICES**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  |
|  | **TOTAL** | | | **$** | |  |

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Fourth of ten single spaced pages.**

**BUDGET JUSTIFICATION NARRATIVE: 1000 - PERSONAL SERVICES**

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Fifth of ten single spaced pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT***  ***BUDGET LINE-ITEM DETAIL***  *BUDGET: YEAR: 2024* | | | | | | |
| *ORGANIZATION NAME:* | | | | | | |
| *PROJECT NAME AND NUMBER:* | | *DEPARTMENT:*  *OCD* | *PROGRAM:*  *ESG* | |  | |
| ***ACCT.***  ***NO.*** | ***LINE ITEM*** | | | ***REQUESTED***  ***BUDGET*** | | ***FOR OCD***  ***USE ONLY*** |
| **2000**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **CONTRACTUAL SERVICES**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  |
|  | **TOTAL** | | | **$** | |  |

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Sixth of ten single spaced pages.**

**BUDGET JUSTIFICATION NARRATIVE: 2000 - CONTRACTUAL SERVICES**

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Seventh of ten single spaced pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT***  ***BUDGET LINE-ITEM DETAIL***  *BUDGET: YEAR: 2024* | | | | | | |
| *ORGANIZATION NAME:* | | | | | | |
| *PROJECT NAME AND NUMBER:* | | *DEPARTMENT:*  *OCD* | *PROGRAM:*  *ESG* | |  | |
| ***ACCT.***  ***NO.*** | ***LINE ITEM*** | | | ***REQUESTED***  ***BUDGET*** | | ***FOR OCD***  ***USE ONLY*** |
| **3000**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **SUPPLIES AND MATERIALS**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  |
|  | **TOTAL** | | | **$** | |  |

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Eighth of ten single spaced pages.**

**BUDGET JUSTIFICATION NARRATIVE: 3000 - SUPPLIES AND MATERIAL**

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Ninth of ten single spaced pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT***  ***BUDGET LINE-ITEM DETAIL***  *BUDGET: YEAR: 2024* | | | | | | |
| *ORGANIZATION NAME:* | | | | | | |
| *PROJECT NAME AND NUMBER:* | | *DEPARTMENT:*  *OCD* | *PROGRAM:*  *ESG* | |  | |
| ***ACCT.***  ***NO.*** | ***LINE ITEM*** | | | ***REQUESTED***  ***BUDGET*** | | ***FOR OCD***  ***USE ONLY*** |
| **4000**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **EQUIPMENT**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  |
|  | **TOTAL** | | | **$** | |  |

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**BUDGET/FINANCIAL RESOURCES (20 POINTS)**

**Tenth/last of ten single spaced pages.**

**BUDGET JUSTIFICATION NARRATIVE: 4000 – EQUIPMENT**

**CLASSIFICATION OF EXPENDITURE AND LINE-ITEM NUMBERS**

**PERSONAL SERVICES (1000)**

**1010 Salaries**

**1011 Sick Leave**

**1020 Overtime**

**1021 Part-Time Payroll**

**1110 Employees= Retirement Plan**

**1200 Social Security Taxes (FICA)**

**1300 Group Hospital Insurance**

**1400 Workers Comp. Insurance**

**1600 Terminal Leave**

**1710 Auto Allowance**

**1720 Uniform Allowance**

**1730 Chauffeurs Licenses**

**1740 Tool Allowance**

**1760 Pay Increment**

**1790 Life Insurance**

**1800 Unemployment Comp. (SUTA)**

**1900 Sick Leave**

**CONTRACTUAL SERVICES (2000)**

**2010 Advertising**

**2020 Cleaning and Waste Removal**

**2030 Contributions & Prizes**

**2041 Conv. & Travel Reimbursement**

**2050 Dues and Subscriptions**

**2060 Education**

**2080 Fees of Board Members**

**2090 Fees, Taxes, and Assessment**

**2091 Photograph Expense**

**2092 Conveyance Certificates**

**2093 Mortgage Certificates**

**2094 Recordation Wens Exp.**

**2095 Demolition Expense**

**2110 Ins-Liability & Prop Damage**

**2113 Physical Dam Auto**

**2114 Gen Liability Claims Reserve**

**2120 Ins-Surety Bonds**

**2130 Postage Freight Express**

**2140 Printing and Binding**

**2150 Professional Services**

**2160 Rents & Leases-Land Building**

**2170 Rents & Leases Other Prop**

**2180 Motor Vehicle Rep General**

**2181 Motor Vehicle Rep PM Insp.**

**2182 Motor Vehicle Rep-Component**

**2185 Repairs and Maintenance**

**2187 Loan Subsidy**

**2190 Telephone - Local**

**2210 Telephone - Long Distance & Tel.**

**2240 Utilities**

**2600 Miscellaneous**

**2800 Indirect Cost**

**SUPPLIES AND MATERIALS (3000)**

**3010 Books and Pamphlets**

**3020 Building Supplies**

**3030 Clothing**

**3040 Education Supplies**

**3050 Electrical Supplies**

**3060 Electronic Supplies**

**3070 Engineering Supplies**

**3080 Parts-Not Motor Vehicle**

**3110 Food Supplies**

**3120 Fuel-Not Motor Vehicle**

**3130 General Plant Supplies**

**3140 Hand Tools and Instrument**

**3150 Horticulture & Farm Supplies**

**3160 Household Supplies**

**3170 Identification Plates and Badges**

**3180 Janitor & Cleaning Supplies**

**3190 Medical Supplies**

**3210 Motor Vehicle-Gasoline**

**3211 Motor Vehicle-Diesel**

**3212 Motor Vehicle-Hydraulic Oil**

**3213 Motor Vehicle-Lubricants**

**3214 Motor-Vehicle-Fluids**

**3215 Motor Vehicle-Other**

**3220 Motor Vehicle-Parts**

**3240 Photographic Supplies**

**3250 Office Supplies**

**3260 Safety Supplies**

**3271 Vehicle Supplies-Battery**

**3272 Vehicle Supplies-Tires**

**3273 Vehicle Supplies-Welding**

**3274 Lawn Equip. Parts**

**3299 Miscellaneous Supplies**

**EQUIPMENT & PROPERTY (4000)**

**4101 Land**

**4201 Buildings & Improvements**

**4352 Bldg. & Power Plant Equip**

**4354 Cleaning & Laundry Equip**

**4356 Communications Equip**

**4358 Construction Equip**

**4362 Educ. & Recreation Equip.**

**4364 Engineering Equipment**

**4368 General Plant Equip.**

**4374 Medical Equipment**

**4376 Motor Vehicle**

**4378 Office Furniture & Equip.**

**4382 Refrigeration. & Air Cond. Equip.**

**4390 Miscellaneous**

**City of New Orleans -** **Office of Housing Policy and Community Development NOFA 2024**

**EVACUATION PLAN/ZONING**

**EVACUATION PLAN:** Organizations that propose to run a shelter/residential care facility must attach a clear evacuation plan for its staff and residents. All plans must include clear identifiable stairs, existing fire escapes and designated essential employees. **Essential employees are those persons responsible for carrying the evacuation plan.**

**ZONING:** All organizations applying for ESG funds for the purpose of operating/staffing residential programs must submit a clearance from the **Department of Safety and Permits** approving the use of the building/activities before Office of Housing Policy and Community Development will consider awarding funds.

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2024**

**DBE**

The Office of Supplier Diversity will use Form PUR-RPSS-1 and Form PUR-RPSS-2 to approve the agency’s plan.

These forms are located as Appendix C and Appendix D of this NOFA.

**Appendix A**

**NOFA 2024**

**HELPFUL HINTS FOR PROGRAM PLANNING**

The NOFA 2024 application ask that you gather evidence to inform your program design. Here are some hints to help you to do that research effectively and efficiently:

# Finding reliable information sources

A. Use [www.google.com](http://www.google.com)

B. Search terms

* Don’t type full questions.
* Don’t use prepositions.
* Use words that are used by professionals in that field.

(i.e.: “academic achievement” instead of “kids doing well in school”)

* Use quotation marks *only* when you want to find that specific string of words – otherwise you can miss important websites.

C. Assessing reliability

1. Websites from the U.S. government (.gov) are usually reliable.

2. Websites from educational institutions (.edu) are often reliable (but make sure they’re an official document and not a student project).

3. Websites with .org may be a national association relevant to the field you are researching. Look at these web sites under “Facts” “Statistics” or “Research” to find links to articles and research from credible educational institutions and governmental agencies.

4. Websites with advertising (look for blinking and flashy things on web sites) do not usually have credible scientific research.

D. Google sorts by relevance. If the type of information you are looking for doesn’t appear in the first page of listings, change your search terms.

**Focus! Focus! Focus!** Keep in mind the question you are trying to answer and look *only* at links that might provide the answer. Don’t be distracted by other links, no matter how interesting. You’ll waste a lot of time and get frustrated!

Any **citation format** will do!

These are items that are included in most citations, depending on what kind of document you are citing: author, date, title, publication, institution, and web site as well as the date you retrieved it from the web. The purpose is to make sure the reader can find and verify your source.

Check out: http://www.apastyle.org/elecref.html

1. Collect source information *as you go along*.
2. Be sure to cite all your sources throughout your proposal.

**Hints for specific questions on these applications:**

Emergency Solutions Grants (ESG)

**Hints for Question 1 and 2**

### Data sources

<https://www.datacenterresearch.org/> is the best source for all available data about New Orleans.

[www.google.com](http://www.google.com/) can be helpful for finding studies and non-demographic data.

### Suggested format

It’s best to present data in this order if at all possible:

1. Data at the national level
2. Data for Orleans Parish
3. Data for your specific geographic target if less than the entire parish

### Helpful tips

* A table is an easy-to-look-at display for comparative data.
* Percentages are usually the best way to display comparative data … because they are comparable!
* If the most recent data seems less than accurate to you, include this caveat:

“According to the best available data...”

**Hints for Question 3**

### Data sources

T To find out what agencies provide services to the same population, consider looking at these data sources:

* + For agencies that provide services for the homeless, contact Unity for Greater New Orleans (821-4496)
  + For human service agencies in general, check out the listings on [www.vialink.org](http://www.vialink.org/).

Remember that these listings were all designed for “Information & Referral” purposes –they were not designed for planning and may not have all the information you might want.

**Hints for Question 4**

### Guiding definition

*Goals* Broad statements of desired overall outcomes; general statements not specific as to when or how, but rather what is to be accomplished; statements that describe the long-range over-arching benefit that your program is seeking.

**Hints for Question 5**

**Helpful tip**

* Client participation methods vary by field. What works best for youth enhancement programs is different from what works best for child care centers. Look up the client participation method that is recommended for your field. You may find these described on the web sites of national associations in your field.

**Hints for Question 6**

### Helpful tips

* Think about the agencies to which you refer clients and from which you receive referrals. Think about the agencies that you meet with routinely.
* Describe how you will collaborate with other agencies and coordinate efforts so that the population experiences seamless service provision to the extent possible.

**Hints for Question 7**

### Helpful tips

* Your “best practice” research may reveal:
* proven program models,
* proven program elements,
* program quality standards,
* no specific models, elements or standards, but expert opinion.

All of these are useful and applicable. Don’t assume that the readers already know about the successes your proposed program may have experienced in other parts of the country*.*

**Hints for Question 9**

### Guiding definitions

*Outcomes* Observable, measurable changes in individuals or populations that are attributable to a program. Outcomes may relate to a change in behavior, skills, knowledge, attitudes, values, status and/or in condition.

*Validity* Whether a tool is measuring what it is intended to measure.[[1]](#footnote-1)\*

*Reliability* The extent to which the tool yields the same results under the same conditions among the same test subjects.[[2]](#footnote-2)\*\*

*Benchmark* A quantitative standard by which results can be judged -- usually this standard is the results of another comparable program.

### Helpful tips

* If you found a measurement tool that has been used to demonstrate the effectiveness of a model program, this tool will very likely have been proven to be valid and reliable. If the documentation you have does not give the exact validity and reliability measures of the tools, then simply note where you found the tool and in what situations it has been used previously*.*
* If you found a measurement tool that has been used to demonstrate the effectiveness of a model program, note the success rate of that program. This is the “benchmark” which you can use to inform your selection of a target. (Note: You may decide to set your target higher than or lower than or the same as this benchmark – just be sure to include your rationale for doing so.)
* If you can find no valid and reliable measurement tool, document the various places you looked, and then explain how the tool you will use measures the indicator you have stated.
* Describe in some detail who will collect the information, when and how. Don’t neglect a plan to get a consent form from participants, if necessary.
* Describe in some detail who will analyze the information, when and how. Key steps involved in data analysis are: data entry; tabulation of the data to determine the number and percent of participants who have met the outcomes; providing explanatory information related to your findings.

**Hints for Question 14**

* Think about the agencies to which you refer clients and from which you receive referrals. Think about the agencies that you meet with routinely.
* Describe how you will collaborate with other agencies and coordinate efforts so that the population experiences seamless service provision to the extent possible.

**Hints for Question 15**

### Helpful tip

* If you found a measurement tool that has been used to demonstrate the effectiveness of a model program, note the success rate of that program. This is the “benchmark” which you can use to inform your selection of a target. (Note: You may decide to set your target higher than or lower than or the same as this benchmark – just be sure to include your rationale for doing so.)

**Hints for Question 18**

### Helpful tips

* Describe in some detail who will collect the information, when and how. Don’t neglect a plan to get a consent form from participants, if necessary.
* Describe in some detail who will analyze the information, when and how. Key steps involved in data analysis are: data entry; tabulation of the data to determine the number and percent of participants who have met the outcomes; providing explanatory information related to your findings.

**Appendix B**

**INCOME SCHEDULE**

**2023 HUD ADJUSTED MEDIAN FAMILY INCOME**

NEW ORLEANS MSA MEDIAN FAMILY INCOME = $82,000

Effective: June 15, 2023

**Extremely Low Income (Below 30% of Median)**

Family/Household Size Annual Income Monthly Income

|  |  |  |
| --- | --- | --- |
| **1** | 17,250 | 1,438 |
| **2** | 19,720 | 1,643 |
| **3** | 24,860 | 2,072 |
| **4** | 30,000 | 2,500 |
| **5** | 35,140 | 2,928 |
| **6** | 40,280 | 3,357 |
| **7** | 45,420 | 3,785 |
| **8+** | 50,560 | 4,213 |

**Very Low Income (31% - 50% of Median)**

Family/Household Size Annual Income Monthly Income

|  |  |  |
| --- | --- | --- |
| **1** | 28,700 | 2,392 |
| **2** | 32,800 | 2,733 |
| **3** | 36,900 | 3,075 |
| **4** | 41,000 | 3,417 |
| **5** | 44,300 | 3,692 |
| **6** | 47,600 | 3,967 |
| **7** | 50,850 | 4,238 |
| **8+** | 54,150 | 4,513 |

**Low Income (51% - 80% of Median)**

Family/Household Size Annual Income Monthly Income

|  |  |  |
| --- | --- | --- |
| **1** | 45,950 | 3,829 |
| **2** | 52,500 | 4,375 |
| **3** | 59,050 | 4,921 |
| **4** | 65,600 | 5,467 |
| **5** | 70,850 | 5,904 |
| **6** | 76,100 | 6,342 |
| **7** | 81,350 | 6,779 |
| **8+** | 86,600 | 7,217 |

**Appendix C**



**Appendix D**



1. \* Usually as judged by experts in the field or by quantitatively comparing the results of the tool to previously developed valid tools. [↑](#footnote-ref-1)
2. \*\* Usually assessed by comparing results of similar questions within the tool to one another, or by comparing the results of testing the same people more than once with the same tool, or by assessing the extent to which different raters yield the same results using the tool. [↑](#footnote-ref-2)