

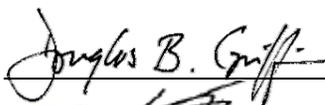
**CITY OF PALMER  
ACTION MEMORANDUM NO. 13-007**

**Subject:** Authorize the Mayor to Write a Letter of Support for Valley Charities in Support of their Efforts to Secure a Second Year of Grant Funding to Help Community Members in their Time of Need to Address and Prevent Homelessness

**Agenda of: January 22, 2013**

**Council Action:** Authorized

**Approved for presentation by:**

<b>City Manager</b> <b>City Attorney</b> <b>City Clerk</b>	 _____  _____
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**Certification of Funds:**

Total amount of funds listed in legislation:	\$ <u>          0          </u>
This legislation (√):	
<input checked="" type="checkbox"/> Has no fiscal impact	
Creates:	
<input type="checkbox"/> A negative fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> Funds are budgeted from this (these) line item(s):	
➤	\$ _____
<input type="checkbox"/> Funds are not budgeted. Budget modification is required. Affected line item(s):	
➤	\$ _____
Unrestricted/undesignated fund balance (after budget modification)	\$ _____
Director of Finance signature certifying funds:	 _____

**Attachment(s):**

- Letter from Valley Charities regarding assistance under Basic Homeless Program/Emergency Shelter Grant
- AM 12-005 from January 24, 2012 City Council Meeting

**Summary statement:** Last year the Palmer City Council approved Action Memorandum No. 12-005 to provide a letter of support to Valley Charities to support its initial grant from the Basic Homeless Program/Emergency Shelter Grant Program. On January 4, 2013, John Rozzi, representing Valley Charities, met with City Manager Doug Griffin to renew his request for support from the City of Palmer for a second year of funding. Mr. Rozzi's organization, along with four other Mat-Su Valley charities, is again eligible to make application and is requesting another letter of support.

Mr. Rozzi stated in his meeting with City Manager Griffin that funding was not available upon application until after Labor Day of 2012. Mr. Rozzi said that after start up in September 2012, 268 people were served with much of the emphasis of the program going toward prevention of homelessness. Rental and utility payment assistance was a major form of aid and about a dozen families were placed in transitional housing with the goal of secure longer term housing.

**Administration recommendation:** Approve action memorandum 13-007.



January 8, 2013

Doug Griffin  
City of Palmer, Manager  
231 West Evergreen Ave.  
Palmer, Alaska 99645

RE: Homeless Assistance Program

Dear Mr. Griffin,

As requested, I have compiled some statistics from the FY13 Homeless Assistance Program Grant. Although this data is not extensive it will give you a general idea of the individuals and families this grant has helped. Also, keep in mind that the date range is only four months.

Since September 2012, granting agencies have assisted 268 individuals to stay in their homes or garner new housing. Of the 268 clients, 56% have been assisted with rent or eviction prevention money averaging \$534.00 per situation. Our next big category is utility assistance. Twenty-two percent of our clients were served in this capacity at an average of \$171 per situation. Other services provided include gas money, hotel/motel and laundry/shower assistance. I have attached a sheet summarizing some of the stories behind those we have helped.

I am in the process of collecting data that will give demographic detail. I should have that information for you prior to the January 22 City Council meeting. I plan on attending this meeting to answer any questions from the City Council members.

Thank you for your support of this valuable social service grant program.

Sincerely,

A handwritten signature in black ink that reads "John Rozzi". The signature is written in a cursive style and is positioned to the right of the typed name.

John Rozzi  
CEO  
Valley Charities, Inc.





**Delena G. Johnson**

Mayor

Phone: (907) 745-3271

Direct: (907) 762-1317

Fax: (907) 745-0930

Email: [djohnson@palmerak.org](mailto:djohnson@palmerak.org)

231 West Evergreen Avenue

Palmer, Alaska 99645-6952

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

January 27, 2012

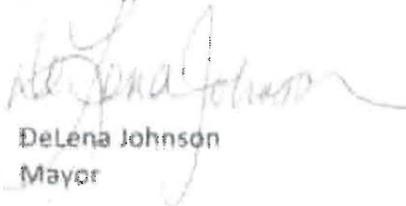
Mr. John Rozzi  
Valley Charities  
400 N. Yenlo Street  
Wasilla, AK 99654

Dear Mr. Rozzi:

The Palmer City Council authorized a letter of support for Valley Charities and its partnering non-profit organizations with regard to the application you are making for grants to assist homeless individuals and families in and around Palmer and the Matanuska-Susitna Valley. This authorization was passed by a unanimous vote of all City Council Members present, following your presentation and question and answer period on January 24, 2012. I appreciate your presence to answer questions and more fully explain your intent in applying for and providing services under these homelessness grants.

Therefore, based on the information provided, the Palmer City Council supports your application for grant funding under the Basic Homeless Assistance Program (BHAP) and Emergency Solutions Grant (ESG) Program to provide assistance as enumerated as "eligible activities" in the grant information provided to the City Council. It is my hope that your activities will assist families and individuals address the uncertainty and security concerns of homelessness experienced by a growing number of Mat-Su Valley residents

Sincerely,



Delena Johnson  
Mayor

CC: Palmer City Council

**City of Palmer**

John- here are a few BHAP success stories from the last few weeks:

- 1 With the help of VRS we assisted a single dad who was homeless to move into permanent housing, he needed help with first months rent and hook-up fees with MEA.
- 2 We helped a disabled senior avoid eviction which was imminent as a result of her purse being stolen while shopping at Fred Meyer. Unlike other claims of rent money being stolen, her incident was captured on video and a police report was filed. She also had a good 4 year history of paying her rent on time. We collaborated with Access Alaska to cover shortfall.
- 3 WE assisted a single mother of 3 children avoid eviction when she was laid off and had problems getting her first unemployment check in time.
- 4 We helped a victim of domestic violence move into her own apartment by contributing towards first months rent.
- 5 We provided help with laundry, showers, and propane for a family of 5 living in a camper while they finish building their cabin, had crisis due to vehicle repairs.
- 6 We collaborated with Daybreak to enable a family that was homeless move into their own place with Daybreak providing first months rent while we helped with MEA hook-up fees.
- 7 We paid for MEA hook-up fees that allowed a chronically homeless woman to move into her first apartment thanks to the shelter plus care program offered by VRS.
- 8 We prevented a gas disconnect for a family of 5 that had a medical emergency and could not negotiate with Enstar for a delay pending their next paycheck.
- 9 We were able to buy 2 months worth of firewood for a single mom living in a cabin with no other source of heat, which she wants to stay in so she and her kids can keep their 4 dogs. She normally provides her own wood but is 9 months pregnant and was told to stop cutting wood until she has her baby.
- 10 Collaborated with Family promise by sharing expenses associated with helping a homeless family move into permanent housing.
- 11 Assisted a family facing immediate disconnect from MEA by covering amount 30 days past due while working parent undergoes surgery, Public assistance pending.
- 12 Helped a family of 9 avoid homelessness by covering backrent while head of household returns to work following medical emergency.

**CITY OF PALMER  
ACTION MEMORANDUM No. 12-005**

**Subject:** Authorize the Mayor to Write a Letter of Support for Valley Charities in Support of their Efforts to Secure Grant Funding to Help Community Member in their Time of Need

**Agenda of: January 24, 2012**

**Council Action:** Authorized

**Approved for presentation by:**

**City Manager**

**City Attorney**

**City Clerk**

Douglas B. Griffin  
(Need more information about the Program)  
JR

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 0

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s): ➤

Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Administration signature certifying funds: [Signature]

**Attachment(s):**

- SFY 2013 Basic Homeless Program/Emergency Shelter Grant Notice of Funding Availability (NOFA)
- Certification of Local Government Approval For Non-Profit Organizations

**Summary statement:** On January 9, 2012, John Rozzi, representing Valley Charities met with City Manager Doug Griffin to request support from the City of Palmer for a grant application his organization, along with four other Mat-Su Valley charities, is intending to submit to provide assistance for homeless persons and families. Two separate programs, the Emergency Solutions Grant (ESG) Program and the "Basic" Homeless Assistance Program (BHAP), will be accessed by this proposed grant. Both programs are administered in Alaska through the Alaska Housing Finance Corporation. The Valley Charities led group (the other non-profit groups are Daybreak, Alaska Family Services, Family Promise, and Access Alaska) is planning on applying for \$800,000 with a 50% match to be provided by the Mat-Su Health Foundation.

The ESG and BHAP programs concentrate on 1) temporary housing and rapid re-housing and 2) homeless prevention. More detail on how these programs address these issues is found in the attachments to this AM.

Temporary housing and placement may be accomplished through outreach to unsheltered homeless persons, building renovation costs, equipment/furnishings/appliances, leasing facilities to provide shelter or transitional housing, payment of operating costs for shelter or transitional housing, provision of emergency vouchers, paying staff for housing placement services, paying direct costs for permanent housing placement, and providing essential support services related

to housing.

Homeless prevention may be done by providing staff to process requests for assistance and payments, providing financial assistance for rent/mortgage payment/utilities, paying for minor home repair, and other services directly related to homeless prevention.

City Manager Griffin brought this request for City of Palmer support to the City Council's attention at its January 10, 2012 meeting. The City Council requested the issue be brought back to it at its next meeting as an agenda item. A form is provided for "Certification of Local Government Approval For Non-Profit Organizations". In talking to Mr. Rozzi, a letter of support from the City of Palmer may be submitted in lieu of the local government certification form. Mr. Rozzi will be notified and may be in attendance at the January 24, 2012 meeting.

**Administration recommendation:** Approve action memorandum 12-005.

**Certification of Local Government Approval For Non-profit Organizations**

I, \_\_\_\_\_ (name and title), duly authorized to act on behalf of the \_\_\_\_\_ (name of local government), hereby approve the following Emergency Solutions Grant (ESG) project(s) proposed by \_\_\_\_\_ (name of non-profit organization) which is/are \_\_\_\_\_ to be located in \_\_\_\_\_ (name of local government):

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title of Local Government Official

**SFY2013 Basic Homeless Assistance Program/Emergency Shelter Grant  
Notice of Funding Availability (NOFA)**

**1.1 Background**

ESG: Under authority of the U.S. Department of Housing and Urban Development and in accordance with the HEARTH Act of 2008, 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). This program was formerly referred to as the Emergency Shelter Grant.

BHAP: AHFC established the "Basic" Homeless Assistance Program (BHAP) in 1993 to further assist homeless and near-homeless Alaskans. BHAP is one of several homeless initiatives authorized by the Legislature under the Homeless Assistance Program capital budget line item. This 2011 (SFY 2013) application packet was developed in coordination with the Alaska Council on the Homeless, which includes the Alaska Mental Health Trust Authority (another contributing funder to this program).

**1.2 Available Funding**

*5.5 million*

*Shelter plus  
care*

BHAP: The total amount of funding for this competitive "Basic BHAP" round is as yet undetermined. Proposed projects receiving a score of 65 or higher will be included as part of AHFC's FY2013 Capital Budget authorization request in rank order under each program area. Any funds authorized by the Legislature for the FY2013 competitive BHAP round will become available some time after July 1, 2012. **No single BHAP grant will be awarded for less than \$50,000.** Agencies in need of funding below the minimum award should seek a joint application with another applicant.

ESG: The State of Alaska entitlement for the SFY13 program year is also unknown. As part of the implementation process of the HEARTH Act, HUD has determined a baseline amount that ESG recipients may use for emergency shelter activities. That amount is estimated to be around \$124,000. The remainder of available funds must be used for Homeless Prevention and Rapid Re-Housing activities. ESG funds will be available on or after July 1, 2013.

**No ESG grant for shelter activities will be awarded less than \$20,000 or more than \$30,000. The only exception would be in the event that a balance of remaining ESG funds could be directed to a viable project, even if partially funded.**

**1.3 Program Areas**

BHAP & ESG awards will be made to address service needs at the lower end of the housing continuum under two specific program areas:

Temporary Housing & Rapid Re-Housing (Placement): Recipients under this program area will provide temporary housing and/or services to assist homeless individuals and families to sleep in safe and sanitary conditions and to address barriers to becoming re-housed in permanent situations. BHAP recipients under this program area will be expected to report on length of stay in shelter or transitional housing; destination of those leaving for permanent housing; number of persons/households receiving financial assistance to secure permanent housing and the degree to which households assisted in the prior six months have remained housed.

Homeless Prevention: The focus of this program area is to assist households faced with a short-term financial hardship to avert an episode of homelessness. BHAP recipients under this program area will be expected to report on the circumstances necessitating the assistance, the cost per household for any financial assistance, and the degree to which households assisted in the prior three-month reporting period have remained housed. (At least 30% of the final FY2013 "Basic BHAP" allocation will be dedicated to this program area.) ESG recipients will be required to collect data and report information in accordance with the Homeless Management Information System (HMIS) data standards.

**1.4 Eligible Activities**

Temporary Housing & Placement:

- Street outreach to unsheltered homeless persons to facilitate entry into safe shelter and/or permanent housing (ESG/BHAP)
- Building renovation costs not to exceed \$30,000 (ESG shelters **only**/BHAP) *YPS*
- Equipment, furnishings, & appliances (ESG/ BHAP)
- Leasing of facilities to provide shelter or transitional housing (BHAP)
- Operating costs (maintenance, utilities, insurance, etc.) of shelter (ESG/BHAP) or transitional facilities (BHAP)
- Emergency hotel/motel vouchers in areas where no emergency shelters are available for the subject population (ESG/BHAP)
- Salaries for staffing temporary housing & permanent housing placement services (ESG & BHAP)
- Direct costs for permanent housing placement (e.g. move-in deposits & up to 3 mos rental assistance (ESG/ BHAP)
- Essential/Supportive Services directly related to housing p (e.g. transportation, child care, etc.) (ESG/BHAP)

Homeless Prevention

- Staff salaries to process requests for assistance and payments (ESG/BHAP)
- Financial assistance for rent, mortgage and/or utility arrearages (BHAP)
- Minor home repair assistance not to exceed \$3,000 without prior approval from AHFC (BHAP) *Fire victims*
- Other prevention services directly related to homeless prevention (e.g. landlord mediation) (BHAP & ESG)

Administrative Costs: Not to exceed 7.5% of ESG/ BHAP of program costs awarded.

**1.5 Ineligible Activities**

- a) Services provided exclusively to a particular religious or racial/ethnic group;
- b) Shelters where occupancy is involuntary (e.g. correctional facilities, mental hospitals, etc.);
- c) Residential treatment facilities where the "presenting problem" is not homelessness and occupancy is terminated after the prescribed period of treatment is completed;
- d) Permanent housing development and/or long-term housing rental assistance programs;
- e) Rental assistance in cases when the housing provider (landlord) is also the BHAP grantee; and
- f) information and referral services that are currently available through Alaska 2-1-1
- g) Activities funded under the Continuum of Care SHP Grant Match Program (e.g. operating)

**1.6 Eligible Applicants**

Eligible applicants include:

- a) Units of general local government (ESG/BHAP)
- b) Regional housing authorities willing to serve the community at-large (BHAP)
- c) Non-profit organizations (ESG/BHAP) **Note: The unit of general local government in which the proposed project is to be located must certify that it approves the project before it can be considered for funding.** (See APPENDIX B of the application packet).
- d) tribal organizations willing to serve the community at-large (BHAP)
- e) any partnerships or joint ventures of the entities listed above (BHAP)

1.7 Application Types

Solo application: An application from one agency for for one project/program. (e.g. Gimme Shelter, operated by Gimme Money, Inc.)

Consolidated application: An application from one agency for multiple programs (referred to in the budget forms as "activities) operated by that same requesting agency. (e.g. Gimme Shelter and New Start, both operated by Gimme Money, Inc.)



Coordinated application: An application submitted by a "Lead Agency" for multiple programs (referred to in the budget forms as "activities) that will be carried out by 2 or more other agencies not applying to AHFC. The Lead Agency will assume responsibility for administrative oversight, compliance and reporting. (e.g. Gimme Money, Inc is the Lead Agency requesting funds for 1) Gimme Shelter which they own and operate; 2) Helping Hands Emergency Services operated by Helping Hands, Inc.; and 3) LOFT Transitional Program operated by Fountain of Youth Services.)

1.8 Definitions

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

Talk to Michael Juneau - How did he do it?

Administrative costs - means 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 monitor findings;

Administrative services performed under third party contracts or agreements such as accounting services and audit services; and

Public information activities, such as notices for pre-development permit hearings or notices to announce availability and eligibility criteria for homeless services.

Chronic homeless is defined by HUD as "an unaccompanied homeless individual with a disabling condition or a family with at least one adult member who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

Emergency Motel/Hotel Lodging - means payment of the nightly fee charged by a commercial or non-profit firm that offers short-term sleeping accommodations.

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

Clarification needed.

*Homeless person – For the purpose of this NOFA, AHFC is adopting the HUD definition of a homeless person because it is now inclusive of the definition adopted by AHFC in 18.56.090(e):*

(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.

The term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law. (ESG/BHAP)

*Homeless prevention services* – means 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.

*Housing referral/placement services* – means actions taken to assist homeless persons to obtain permanent housing in properties not operated by the grantee; or payment for security deposits, utility deposits or first month's rent.

*Mental Health Trust Beneficiaries* – persons experiencing mental illness, developmental disabilities, alcoholism with psychosis, traumatic brain injury or Alzheimer's disease and related dementia.

*Small Community* – A community of 6,500 or less that is not connected by road or rail to Anchorage or Fairbanks. Or, a community of 1,600 or less that is connected by road or rail to Anchorage or Fairbanks and at least 50 statute miles outside of Anchorage or 25 statute miles outside of Fairbanks. In this definition, "connected by road" does not include a connection by the Alaska Marine Highway System or roads outside the boundary of the State of Alaska.

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

*Transitional housing* – means temporary housing provided by the grantee to assist homeless persons to prepare for and obtain permanent housing within 24 months and includes non-profit hotels/motels which specifically target homeless persons in their policies.

## **1.8 Debarment and Suspension**

Applicants and their principals, 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** to ensure 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.epls.gov](http://www.epls.gov).**

## SECTION 2 – APPLICATION INSTRUCTIONS

### 2.1 Inquiries:

After reviewing this Notice of Funding Availability (NOFA) and the application forms, applicants are encouraged to contact the AHFC BHAP/ESG Program Manager, Kris Duncan by phone at 907-330-8276 or 1-800-478-2432 (toll free in AK) or by E-mail at [kduncan@ahfc.us](mailto:kduncan@ahfc.us).

### 2.2 Pre-Proposal Teleconference

AHFC will conduct a pre-proposal teleconference regarding this application in conjunction with the next meeting of the Alaska Coalition on Housing & Homelessness on Tuesday, December 20, 2011 at 2:00 pm. Interested persons should dial 1-800-315-6338 and enter the code 4663#.

### 2.3 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. **Persons who received online access to this application should continually check AHFC's web page for any later modifications.**

### 2.4 Proposal Costs

AHFC will not reimburse recipients of a BHAP/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.

### 2.5 Acceptance of Terms

By submitting a BHAP/ESG application, an applicant accepts all terms and conditions of this NOFA and those contained in AHFC regulations 15 AAC.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 requirement that all BHAP grantees must participate in AHFC's Homeless Survey during the period of performance stated in their grant agreement.

Proposals and other materials submitted in response to this BHAP/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.

### 2.6 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 recipients 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.

## 2.7 Electronic Submission Requirement

Application materials must be submitted electronically via the online Ariba system only. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

## 2.8 Deadline for Submittal

Applications must be fully submitted to AHFC's online system no later than 5:00 pm, Alaska Standard Time, on **Thursday, February 3, 2011**. The official date and time of submittal will be the date and time the Ariba system records that the applicant pressed the "SUBMIT" box in the 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.

## 2.9 Mandatory Application Format

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

- (i) A completed and signed BHAP/ESG application form, provided by AHFC (*download Attachment A*);
- (ii) A resolution from the applicant's governing body authorizing the grant request (*see Attachment K*); *and* EXCEPTION: If the applicant is a municipality, only the signature of a municipal official with authority to apply for the grant is required.
- (iii) A completed BHAP/ESG budget form in the format provided by AHFC (*download Attachment C*).

In addition to the BHAP requirements, applications for ESG funding must include:

- (a) Certification of compliance with ESG Regulations (*download Attachment H*);
- 7 (b) Certification of Local Government Approval for Non-Profit Organizations: Section 421 of the 1988 McKinney Act amended Section 413 to permit States to distribute funds to private, non-profit organizations as well as local governments. However, it should be noted, distributions to non-profit organizations are permitted only when the unit of general local government certifies its approval of the proposed project within its boundaries (*download Attachment I*); and
- 2 (c) Certification of consistency with the Alaska HCD Plan (*download Attachment J*).

**FAILURE TO PROVIDE THE REQUIRED INFORMATION, OR FAILURE TO SUBMIT INFORMATION IN THE CORRECT FORMAT, MAY BE CAUSE FOR REJECTION OF A BHAP/ESG GRANT APPLICATION.**

## SECTION 3 – APPLICATION REVIEW & EVALUATION CRITERIA

### 3.1 Application Review

AHFC's Planning 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.

### 3.2 Evaluation Criteria

#### 3.2.1 Threshold Review

All proposals will be subject to a threshold review. **All applications submitted must pass this 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 2.7 of this NOFA;
- (ii) AHFC has determined that the applicant is a "responsible bidder" as described in Section 2.3 of this NOFA;
- (iii) The BHAP/ESG application form provided by AHFC is entirely completed (with "N/A" appearing in areas that may not apply) and signed by the applicant's authorized representative;
- (iv) The application contains the required resolution from the applicant's governing body as described in Section 2.11 of this NOFA; and
- (v) If applicable, the application contains the required ESG certifications listed in Section 2.11 of this NOFA for ESG and the application timeline in the project summary indicates completion with 12-18 months depending on program requirements.)

#### 3.2.2 Application Rating Criteria Evaluation Committee

Applications for BHAP/ESG funds will be scored using the rating criteria established for the type of applicant (new or returning BHAP/ESG applicant) attached to this NOFA.

#### 3.2.3 Proposal Evaluation Committee

Applications for BHAP/ESG funds that have not been funded during the prior fiscal year will be evaluated by a Proposal Evaluation Committee. Committee members may include, but will not be limited to, a representative(s) from AHFC (not the BHAP/ESG Administrator), the Alaska Mental Health Trust Authority, the Department of Commerce, Community & Economic Development, a local government agency providing or administering similar BHAP-eligible services (and not a BHAP/ESG applicant) and/or a community volunteer (possibly a homeless or formerly homeless person) or non-profit agency representative familiar with the provision of housing and/or social services.

### 3.3 Award Factors

Proposals may be selected for full or partial funding, taking into consideration the following:

- (i) Total points earned by applicants in the rating process
- (ii) Levels of funding necessary, in AHFC's opinion, to result in a financially feasible project
- (iii) Ranking of projects within a specific program area
- (iv) Reasonable geographic distribution throughout the state
- (v) For ESG renovation projects, capability to complete the project within 18 months from the execution of a grant agreement

In the event of tied scores, geographic distribution and prior performance will be used as weighting factors. AHFC reserves the right to draw from a variety of sources assigned to the agency to fund projects selected from this NOFA.

### **3.4 Grant Agreement Requirements**

Projects that are eligible for ESG funding will be awarded upon receipt of authority from HUD to award (estimated to be on or around July 1, 2011.).

After AHFC receives BHAP funding authorization from the Legislature, AHFC will identify a preliminary list of successful grantees, based on ranking and final funding available. Each of the preliminary grantees will be required to respond to a letter from AHFC requesting updated information on the status of their proposed BHAP project. Upon receipt of this information, AHFC will make a final funding determination and prepare a formal grant agreement for execution with the successful applicants. The grant recipient's work plan and timelines may be modified by AHFC based upon funding determination or due to greater specificity required by AHFC during the final award process. A sample grant agreement used by AHFC may be downloaded from the AHFC website, [www.ahfc.us](http://www.ahfc.us).

BHAP fund awards may be revoked or recaptured, at AHFC's discretion, for violations of program rules, regulations, or statutes; inability of the applicant to complete the project on time; failure of the applicant to meet expenditure timelines, deadlines or other reporting requirements during the implementation phase of the project; fraudulent activities; performance on previous AHFC financed or funded projects; or knowingly misleading AHFC through actions or statements concerning the award of BHAP funds.

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

1. The reason for the action;
2. The federal or state rules, regulations or statutes violated; and
3. Remedy for the action; and the appeal process that is available to the recipient of BHAP funds.

### **3.5 Grant Term Extension**

AHFC reserves the right to renew projects awarded under this NOFA for a second term, should the Corporation elect not to conduct a funding competition in the year following this award.

### **3.6 Deed Restrictions**

Applicants awarded BHAP or ESG funds for the purpose of renovation of real property for shelter or transitional housing will be required to execute a declaration of covenants, conditions and restrictions that limits the use of the property for a specific time period to those purposes set forth in the grant agreement. AHFC may foreclose on the property under the deed of trust and recover grant funding as set out in the note. The grantee will not be personally liable under the note and AHFC's only recourse for recovery of grant funds will be against the property.

**AHFC BHAPI/ESG – SFY2013  
APPLICATION RATING FORM**

Applicant's & Project Name:	Community/Region Served:
Amount Requested: \$	Threshold Review: <input type="checkbox"/> Passed <input type="checkbox"/> Did not pass threshold
<b>EVALUATION CRITERIA</b>	<b>SCORE</b>
<b>2-1-1 Listing: Are the applicant's services listed? (Quest. 1) (Yes-5 pts; No-0 pts)</b>	
<u><b>Prior HAP recipients: How well did the applicant meet their service projections in the preceding grant term? (Quest. #2.a)</b></u> Exactly as predicted or within 10% of projection (10 points) 11%-20% over or under projection (9 points) 21%-30% over or under projection (8 points) 31%-40% over or under projection (7 points) 41%-50% over or under projection (6 points) 51%-55% over or under projection (5 points) Actual numbers exceeded 55% of projection either way (0 points)	
<u><b>NEW Applicants: To what degree did the applicant describe their methodology for determining service projections? (Ques. #2.b) (Maximum 10 points)</b></u>	
<u><b>Prior HAP recipients: What was the applicant's average housing retention rate? (Ques. #3)</b></u> 91%-100% (10 points) 85%-90% (9 points) 80%-84% (8 points) 75%-79% (7 points) 70%-74% (6 points) 65%-69% (5 points) 60%-64% (4 points) 50%-59% (3 points) Less than 50% (0 points)	
<u><b>NEW HAP applicants: To what degree did the applicant describe their plan to track housing retention outcomes? (Ques. #3.b) (Maximum 10 points)</b></u>	
<b>Mainstream Resources – Application assistance (Quest. #4.a) (Yes-5 pts; No-0 pts)</b>	
<b>Mainstream Resources – Supplemental assistance (Quest. #4.b) (Yes-5 pts; No-0 pts)</b>	
<b>What is the status of the applicant's written policies &amp; procedures? (Quest. #5)</b> Applicant's policies & procedures cover all 10 components (10 points) Applicant's policies & procedures cover 8 or more components (8 pts) Applicant's policies & procedures cover 6 or more components (6 pts) Applicant's policies & procedures cover 1-5 components (4 pts) Applicant is working on written polices and identified a completion date (2 points) No written policies exist or no box/ multiple boxes checked (0 points)	
<b>How much progress has the community made to develop a housing plan? (Quest. #6)</b> A plan has been formally adopted and is in the implementation stage (10 points) The coalition is adding goals & action steps to a previously adopted plan (8 points) The coalition lacks a plan, but is working on a specific project to fill an unmet need (6 points) The coalition has identified a date for completion of their first plan (4 points) A coalition has met but is not working on a plan or specific project (2 points) No housing/homeless groups exists in the community or no box/multiple boxes checked (0 points)	
<b>Subtotal</b>	

**AHFC BHAP/ESG SFY2012  
APPLICATION RATING FORM**

Applicant's Name:	
<b>EVALUATION CRITERIA</b>	<b>SCORE</b>
<b>Subtotal from front page</b>	
<b>To what degree does this project relate to state &amp;/or local homeless plans? (Quest. #7)</b> 3+ steps from state or local homeless plan were identified and linked to the proposed project (10 points) 2+ steps from state or local homeless plan were identified and linked to the proposed project (8 points) 1 step from state or local homeless plan was identified and linked to the proposed project (6 points) A state plan other than the 10-Year Plan with a housing element was cited (4 points) A reference was made to the applicant agency's strategic plan (2 points) Page was left blank (0 points)	
<b>How extensive is the applicant's coordinated assessment effort? (Question #8) –Returning ONLY</b> Local coalition has adopted assessment tool and all shelters/services in community are using (10 points) Applicant has been systematically using a standardized assessment tool for 6+ mos (8 points) Local coalition expects to have a standardized assessment tool adopted & used by 7/1/12 (6 points) 3+ shelters/services in community will use same assessment tool by 7/1/12 (4 points) Applicant expects to have a standardized assessment tool adopted & used by 7/1/12 (2 points) No assessment tools are planned for use or no box/multiple boxes checked (0 points)	
<b>NEW Applicants: How would you rate the experience &amp; capability of all applicable agencies to carry out the project? (Ques. #10a-e) (Maximum 10 points) Comments:</b>	
<b>Past performance deductions – if the applicant has 1) any unresolved findings/citations or 2) had a "late report" finding between 7/1/10 and 6/30/11, AHFC deduct 5 or 10 points in this section.</b>	<b>&lt; 0 &gt;</b>
<b>Do the amounts in the Leverage chart match the amounts in the "Other Resources" column of the Budget form? (Quest. B-2) (Yes-5 pts; No-0 pts)</b>	
<b>How high is the applicant's project leveraged versus the grant request? (Quest. #B-2)</b> Value of leverage equals or exceeds grant request (10 points) Value of leverage is within 95%-99% of grant request (9 pts) Value of leverage is within 80%-89% of grant request (8 pts) Value of leverage is within 70%-79% of grant request (7 pts) Value of leverage is within 60- 69% of grant request (6 points) Value of leverage is within 50- 59% of grant request (5 points) Value of leverage is within 40- 49% of grant request (4 points) Value of leverage is within 30- 39% of grant request (3 points) Value of leverage is within 20- 29% of grant request (2 points) Value of leverage is within 10- 19% of grant request (1 point) Value of leverage is less than 10% of grant request (0 points)	
<b>Did the Narrative explanation for each BHAP/ESG line item requested on the Budget form? (Quest. #B-3) (Yes-5 pts; No-0 pts)</b>	
<b>Does the Budget Narrative include an explanation of how each budget line item was determined? (Quest. #B-3) (Yes-5 pts; No-0 pts)</b>	
<b>Coordinated Application Bonus: An additional 5 points will be added to Coordinated applications as defined in Sect. 1.7 of the BHAP/ESG NOFA.</b>	
<b>Small Community Bonus: An additional 5 points will be added to projects whose base of operations is located in a community that meets the AHFC definition of "small community."</b>	<b>0</b>
<b>TOTAL SCORE (Maximum points: 100-110)</b>	