EMERGENCY SOLUTIONS GRANTS PROGRAM
Fiscal Year 2028 (July 1, 2027 – June 30, 2028)

Notice of Funding Availability

Date: NOV 0 6 2026

Approved by:

Paula A. Youngling
Purchasing Administrator

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I. SCHEDULE OF EVENTS

Notice of Funding Availability (NOFA) Released	**Date: Friday, November 6, 2026**
Deadline for Requests for Clarification The CITY is not obligated to respond to requests for clarification received after the deadline. Questions must be made in writing and transmitted to bfspurchasing@honolulu.gov.	**Date: Friday, November 20, 2026**
Deadline to Issue Addenda All modifications to the NOFA and any responses to clarification requests shall be provided via written addenda posted on the following website: www.honolulu.gov/pur/, click on the HANDS link. Oral interpretations, clarifications, and changes will be without legal effect. Only interpretations, clarifications, and changes provided by the CITY as formal written addenda to the NOFA shall be binding.	**Date: Friday, November 27, 2026**
Deadline for Application Submission Applications shall be received ONLY at: **Office of the Division of Purchasing** **Department of Budget and Fiscal Services** **530 South King Street, Room 115, City Hall** **Honolulu, HI 96813** Applications must be date stamped by the Purchasing Division timestamp by 10:00 am HST. Applications received after the deadline date and time, or received at a location other than the above address will not be accepted.	**Date: Monday, December 7, 2026 at 10:00 am HST**
Project Selection	**Date: December 2026**

II. NOFA EMERGENCY SOLULTIONS GRANT GENERAL OVERVIEW

The City and County of Honolulu's Department of Community Services (DCS) through the Department of Budget and Fiscal Services (BFS) Purchasing Division, is soliciting applications from qualified non-profit agencies providing services to persons at risk of homelessness or persons experiencing homelessness under the Emergency Solutions Grants (ESG) program, authorized by Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. §§11371–11378).

Within the City and County of Honolulu (City), Partners in Care (PIC), is the primary organizational body for the coordination of resources for homeless and at-risk of homelessness individuals and families. PIC is a coalition composed of representatives of organizations from nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable housing developers, law enforcement, and homeless and formerly homeless persons. PIC is a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's Continuum of Care for homeless persons.

The City and County of Honolulu works closely with PIC in regards to properly allocating funding for each ESG component, providing committee members to review all incoming applications, as well as providing guidance in scoring priorities. Through consultation with PIC and City agencies, we have seen several populations that have shown meaningful shifts to homelessness that may need targeted attention. These include kupuna 60+, families with children, and individuals living with mental health conditions, all are priorities for this City solicitation,

The selection committee will review all applications received by the deadline stated in the "Schedule of Events" and will make their recommendations. Recommendations are then approved by BFS, Managing Director, City Council, and the U.S. Department of Housing and Urban Development (HUD).

Once HUD approves the Annual Action Plan, selected programs will be notified, and public notice will be provided through the Honolulu Star Advertiser. Selected programs will also need to execute an Agreement with the City and then will be issued a Notice to Proceed (NTP) stating when they will be allowed to start incurring costs.

Awardees are also included in the upcoming City and County Annual Action Plan which will be made available to the public on the BFS website: http://www.honolulu.gov/cdbg.

For more information about the ESG program, please see 24 Code of Federal Regulations (CFR), Part 576, U.S. Department of Housing and Urban Development Rules and Regulations for Implementing the ESG Program, attached as Exhibit A or visit https://www.hudexchange.info/programs/esg/.

III. FUNDING AVAILABILITY

Approximately $1,281,680.00 is expected to be made available for Fiscal Year 2028 (FY28) (July 1, 2027 – June 30, 2028) for the following categories:

- Street Outreach
- Emergency Shelters
- Homelessness Prevention
- Rapid Re-Housing
- Homeless Management Information System

Approximately $640,840.00 in ESG funds will come from HUD. The City and County of Honolulu will match the HUD funding with an additional $640,840.00.

Of the $1,281,680.00 available, approximately 21% will be allocated towards Street Outreach; 24% towards Emergency Shelter; 19% to Homelessness Prevention; 26% towards Rapid Re-Housing; and 10% for the Homeless Management Information System (HMIS) respectively. Please see the following for the estimated award amount for each category. Final allocation will be determined upon consultation with Partners in Care.

ESG COMPONENT	% Allocation	Award Amount
Street Outreach	21%	$269,153.00
Emergency Shelter	24%	$307,603.00
Homelessness Prevention	19%	$243,519.00
Rapid Re-Housing	26%	$333,237.00
Homeless Management Information System	10%	$128,168.00
TOTAL	**100%**	**$1,281,680.00**

Please keep in mind the following:

- The expected $1,281,680.00 in funds is an estimate and the City will only award funds that are available.
- Awards will be for one (1) year only. The expenditure of awarded funds in the one (1) year period is a priority for the City and all applicants shall be committed to spending all awarded funds within the one (1) year period. Drawdowns will be monitored and projects not meeting the drawdown schedule may risk a reduction in the contract amount.
- Preference may be given to the eligible projects requesting $75,000 - $250,000 in funds.

- Preference will be given to projects that serve ESG eligible households who is/are kupuna 60+, families with children, or individuals living with mental health conditions.

- Continuing ESG projects can expect funds to be available upon completion of their current contract.

- New ESG projects can expect to begin spending funds after January 1, 2028.

- Applicants should include flexibility and contingency planning into funding schedules in the event the grant funding discussed herein is delayed.

- Each awarded applicant ("Subrecipient") assumes all risks of awards, notices to proceed, and payments occurring later than the grant proposer's expectations, and the City disclaims any obligation and liability therefore and thereby.

- **Any costs incurred before the NTP date are not allowable and will not be paid.**

IV. PROGRAM GOALS

1) Continue the operation of existing shelters for persons experiencing homelessness;

2) Continue the provision of essential services for persons staying in emergency shelters;

3) Reduce the number of persons experiencing homelessness through the funding of rapid re-housing assistance; and

4) Reduce the number of persons experiencing homelessness for the first time through the funding of homelessness prevention services.

NOTE: FY28 ESG funds must be expended by June 30, 2029, therefore, only projects which can be completed by that date will be considered for funding.

Timely Drawdown of ESG Funds

Timely, monthly drawdowns are expected for all ESG funds according to a drawdown schedule. Applicants shall prepare the Implementation, Performance, and Drawdown Schedule (Exhibit M) and submit it with the application. If awarded, the Subrecipient will need to resubmit a current schedule to the City within thirty (30) days of the NTP. The City may amend the Implementation, Performance, and Drawdown Schedule (Exhibit M) at any time, as it determines necessary in its discretion, to ensure compliance with federal requirements.

Part of the timely drawdown of ESG Funds is the timely submittal of accurate and complete payment requests, and the City's timely reimbursement of those payment requests.

1) Every Subrecipient shall submit their payment request no later than twenty (20) days following the month for program activities, tenant rents, services, and all other program related costs incurred during the previous month. Subrecipients will be notified of failure to submit payment requests within the twenty (20) days and such failure may result in a reduction in funding.

2) Only payment requests that are **accurate and complete** as determined by DCS will be processed for payment. Requests for payments needing adjustments, will be considered incomplete. DCS will remove any expense(s) that cannot be substantiated and/or clarified from the incomplete payment request, and will submit to the City's Budget and Fiscal Department as is. Disallowed costs from the payment request may be resubmitted to DCS, no later than the nineteenth (19th) day of the following month. See Exhibit N "Required Forms for Documentation".

a. Late Payment Requests submitted greater than one hundred twenty (120) days from the time services were rendered, will be considered too dated for processing and the entire payment request(s) may be disallowed.

b. Changes to DCS' policies and procedures regarding payment may adjust requirements.

3) Pursuant to 24 CFR § 576.203 Obligation, expenditure, and payment requirements, (c) Payments to subrecipients. The recipient (the City) must pay each Subrecipient for allowable costs within thirty (30) days after receiving the Subrecipient's **complete** payment request (See Exhibit N).

If the Subrecipient fails to submit or adhere to the drawdown schedule, including any amendments by the City, **the City may terminate or reduce funding and reprogram the funds provided.**

PRIORITIES

Please note **ONLY items listed under "eligible activities" can be included in your budget proposal**. If an eligible expense is not included in your budget and approved, reimbursement for that expense will be denied. The City's ESG Written Standards are included for your reference, see Exhibit Y.

Priority 1: Emergency Shelters (ES)

A. Shelter Operations
B. Essential Services
C. Shelter Renovations

Priority 2: Homelessness Prevention (HP) services

A. Rental Assistance
B. Housing Relocation and Stabilization Services

Priority 3: Street Outreach (SO)

Priority 4: Rapid Re-Housing services (RRH)

A. Rental Assistance
B. Housing Relocation and Stabilization Services

Priority 5: Homeless Management Information System (HMIS)

PRIORITY 1A and 1B: EMERGENCY SHELTER (ES) (A) Shelter Operations and (B) Essential Services			
	Type of Service	**Eligible Activities**	**Eligibility Criteria 24 CFR 576.2**
A.	**Shelter Operations 24 CFR 576.102** Purpose: Cover operating expenses for homeless shelters	• Utilities • Repairs and Maintenance • Rent • Security • Fuel • Equipment • Insurance • Food • Furnishings • Supplies	**Eligible clients must meet either Category 1, Category 2, Category 3, OR Category 4 of the Homeless Definition** **Category 1 Literally Homeless** **Category 2 Imminent Risk of Homelessness** **Category 3 Homeless under other Federal Statutes** **Category 4 –** *(VAWA 2022 – See page 22)* **Fleeing/Attempting to Flee DV** *Documentation to determine Homeless status is REQUIRED and will need to be submitted upon request. If documentation is missing, expense(s) will be disallowed.
B.	**Essential Services 24 CFR 576.102** Purpose: Assist persons experiencing homelessness to achieve a more independent living	• Case Management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Population	

Continuation - PRIORITY 1C: EMERGENCY SHELTER (ES) – Shelter Renovations			
	Type of Service	**Eligible Activities**	**Eligibility Criteria 24 CFR 576.2**
C.	**Shelter Renovations 24 CFR 576.102** Purpose: Renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.	• Labor • Materials • Tools • Other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter)	Only renovations, which address health and safety issues or increase accessibility or energy efficiencies, will be considered. The emergency shelter **must** be owned by a government entity or private nonprofit organization. Costs of Renovations must be LESS than seventy-five percent (75%) of the pre-renovation value of the building. Renovated properties must be maintained as HOMELESS SHELTERS for a period of **not** less than three (3) or ten (10) years, depending on the type of renovation and the value of the building.

PRIORITY 2: HOMELESSNESS PREVENTION (HP)			
	Type of Service	**Eligible Activities**	**Eligibility Criteria 24 CFR 576.2**
A.	**Rental Assistance 24 CFR 576.105 24 CFR 576.106 24 CFR 576.400**	• Short Term (up to 3 months) • Medium Term (up to 12 months) • Rental Arrears	**Eligible clients must meet either <u>Homeless Definition (Category 2,3, or 4)</u> <u>AND have an annual income below 30% AMI</u>** **Category 2** **Imminent Risk of Homelessness** **Category 3** **Homeless under other Federal Statutes** **Category 4** – *(VAWA 2022 – See page 22)* **Fleeing/Attempting to Flee DV** **OR** **<u>At –Risk Homelessness Definition</u>** If client is eligible under Category 1 of the At-Risk Definition, they will need to (1) have an <u>annual income BELOW 30% AMI</u>; **AND** (2) <u>NOT have sufficient resources or support networks immediately available</u> to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; **AND** (3) <u>Meet 1 of 7 Risk conditions.</u> *Documentation to determine Homeless OR At-Risk status, is REQUIRED and will need to be submitted upon request. See Exhibit R titled "Criteria and Recordkeeping Requirements for Definition of Homeless". Recordkeeping requirements for At-Risk Status can be found at the following link: https://www.hudexchange.info/trainings/courses/at-risk-status-and-income-recordkeeping-requirements-webinar-for-esg-grantees1/ <u>If documentation is missing, expense(s) will be disallowed</u>. **Only completed and SIGNED rental agreements/leases will be accepted. **Eligibility and Re-Evaluations** **24 CFR 576.401** DCS **<u>REQUIRES</u>** using HUD's CPD Income Eligibility Calculator available on the HUD Exchange Website. **(not less than once every three (3) months)** https://www.hudexchange.info/incomecalculator/
B.	**Housing Relocation & Stabilization Services 24 CFR 576.105** Purpose: Stabilize persons current permanent situation	• Housing Search • Mediation/Outreach to property owners • Legal Services • Credit Repair • Security or Utility Deposits • Utility Payments • Rental Assistance for a final month at a location • Housing Stability Case Management • Rent Application Fee	

PRIORITY 3: STREET OUTREACH (SO)			
	Street Outreach	**Eligible Activities**	**Eligibility Criteria 24 CFR 576.2**
A.	**Street Outreach 24 CFR 576.101** Purpose: To meet the immediate needs **unsheltered homeless people** by connecting them with ES, housing and/or critical health services.	• Engagement • Case Management • Emergency Health Services • Emergency Mental Health Services • Transportation • Services for Special Populations	**Eligible clients must meet either Category 1 OR Category 4 of the Homeless Definition** **Category 1** **Literally Homeless** AND **must be** living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in an emergency shelter **Category 4 –** *(VAWA 2022 – See page 22)* **Fleeing/Attempting to Flee DV** *Documentation to determine Homeless status is REQUIRED and will need to be submitted upon request. If documentation is missing, expense will be disallowed.

<table>
<tr><th colspan="4">PRIORITY 4: RAPID RE-HOUSING (RRH)</th></tr>
<tr><th></th><th>Type of Service</th><th>Eligible Activities</th><th>Eligibility Criteria
24 CFR 576.2</th></tr>
<tr><td>A.</td><td>Rental Assistance
24 CFR 576.105
24 CFR 576.106
24 CFR 576.400</td><td>• Short Term (three (3) months)
• Medium Term (up to twelve (12) months) *Services anticipated for five (5) months or less, should target non-chronic homeless persons
• Rental Arrears</td><td rowspan="2">Eligible clients must meet either Category 1 OR Category 4 of the <u>HOMELESS DEFINITION</u>

Category 1
Literally Homeless

Category 4 – (VAWA 2022 – See page 22) Fleeing/Attempting to Flee DV

*Documentation to determine Homeless status is REQUIRED and will need to be submitted upon request.
**Only completed and SIGNED rental agreements/leases will be accepted.

<u>If documentation is missing, expense will be disallowed</u>.

Re-Evaluations for RRH Clients
24 CFR 576.401

DCS <u>REQUIRES</u> using HUD's CPD Income Eligibility Calculator available on the HUD Exchange Website.

Re-Evaluations need to be done not less than once a year and/or when a client's income changes (if applicable)

<u>https://www.hudexchange.info/incomecalculator/</u></td></tr>
<tr><td>B.</td><td>Housing Relocation & Stabilization Services
24 CFR 576.105

Purpose:
Help persons move quickly to permanent housing</td><td>• Case Management
• Housing Search and Placement
• Outreach to Property Owners
• Legal Services
• Credit Repair
• Security Deposits
• Utility Deposits/Payment</td></tr>
</table>

PRIORITY 5: Homeless Management Information System (HMIS)			
	HMIS	**Eligible Activities**	**Eligibility Criteria 24 CFR 576.107**
A.	**Homeless Management Information System 24 CFR 576.107** Purpose: Collect and manage data on individuals and families who are homeless and at-risk of homelessness.	• Contributing Data to HMIS • HMIS Lead costs for managing the HMIS System • Victim services or legal services provider costs to establish and operate a comparable database • See 24 CFR 576.107 for additional eligible activities	HMIS Database is managed by the HMIS Lead (Partners in Care, as designated by Oahu's Continuum of Care (CoC).

V. PREPARATION AND SUBMISSION OF APPLICATION

Please review all eligibility criteria and required documentation in this section prior to submitting your application.

ELIGIBILITY

At a minimum, non-profit agencies must meet the following criteria to be eligible to apply for an award under this NOFA:

1) Applicants must provide evidence that they are organized as a non-profit organization that is certified under Section 501(c)(3) of the Internal Revenue Code of 1988, as amended; incorporated as a nonprofit organization in the State of Hawaii; and current on all registration requirements for charitable organizations with the State of Hawaii Attorney General.

2) Applicants must be authorized to do business in the State of Hawaii as evidenced by a Certificate of Good Standing issued by the State of Hawaii, Department of Commerce and Consumer Affairs current to within thirty (30) days of the NOFA due date.

3) Applicants may not be in arrears on the payment of taxes, rents, or other obligations to the City, nor may applicants be a party to any pending litigation against the City.

4) Applicants must comply with the City and County of Honolulu's Sexual Harassment Policy (Exhibit B).

5) If applying for Emergency Shelters, Homelessness Prevention, Street Outreach and/or Rapid Re-Housing, applicants must have an ongoing program and/or have provided support to programs relevant to the categories they are applying for as described below:

    a. Emergency Shelters:

        i. For Shelter Operation(s) and/or Renovation Project(s): **More than two (2) consecutive years** providing emergency shelter to those who are homeless. An "emergency shelter" is defined as a facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

        ii. A transitional shelter/facility will only be eligible if it meets both of the following criteria under the new emergency shelter definition:
            - Its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless; and

- It does not require occupants to sign leases or occupancy agreements;
  OR
- It received funds under a FY 2010 Emergency Shelter Grants grant and met the criteria under the former emergency shelter definition ("any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless").

iii. For Essential Services Projects: **More than two (2) consecutive years** providing supportive or other services to help homeless persons staying in emergency shelters, as defined above, achieve more independent living.

b. Homelessness Prevention and Rapid Re-Housing Projects:

More than two (2) years of experience providing emergency rent or other financial assistance to persons experiencing housing instability. The two (2) years of experience requirement will be waived for agencies providing services to victims of domestic violence or youth that are interested in offering homelessness prevention and/or rapid re-housing services to their clients.

REQUIREMENTS

Non-profit agencies will also be required to comply with and provide the following:

1) Understand and employ current federal regulations related to the ESG program located in 24 CFR, Part 576. If there are any amendments or changes to these regulations, the latest version shall supersede the attached Exhibit A and agencies shall be expected to comply with the updated regulations.

2) Maintain current data on project status and accomplishments and provide monthly and annual reports to DCS. Projects will be subject to periodic monitoring by DCS. Non-profit agencies will be informed of all information requirements and be required to prepare and file all necessary status reports with DCS in a timely manner.

3) Comply with all applicable federal equal opportunity and nondiscrimination standards, including Federal and State Fair Housing Laws. Non-profit agencies should familiarize themselves with these requirements.

4) Comply with all applicable federal and state environmental review requirements. Prior to the release of any federal funds, DCS and the non-profit agency must work together with HUD staff to complete the appropriate level of state and federal environmental review pursuant to Chapter 343, Hawaii Revised Statutes, and 24 CFR Part 58.

5) Comply with all state and federal rules relating to the procurement of goods and services, if applicable. Non-profit agencies will be required to submit their agency's procurement policy to DCS for review and approval.

6) Comply with federal requirements for financial management including 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. **Agencies must submit to DCS all audits within 30-days after completion of the Subrecipient Agreement.**

7) Comply with the City and County of Honolulu Emergency Solutions Grants program and record keeping standards.

8) All Subrecipients will be **REQUIRED** to attend ALL City and County of Honolulu and/or HUD mandated trainings.

9) Subrecipients may be required to develop an organizational Fraud Risk Assessment Program to prevent abuse and misuse of federal funding.

10) **Provide policies and procedures (P&Ps) to illustrate ESG program and record keeping standards pertaining to EACH ESG Component that the non-profit is applying for**. P&Ps should provide step by step information regarding the overall process and forms used when providing assistance to a client. The information in the P&Ps must comply with federal requirements for financial management including 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for federal awards and ESG regulations 24 CFR 576. At the minimum, P&Ps should include the following: (a) Eligibility criteria (including income requirements, if applicable), (b) Intake and exit procedures, (c) Documentation process (should follow HUD's REQUIRED Order for Documentation), (d) Client records maintenance procedures that ensure compliance with ESG homeless and at-risk documentation and record keeping requirements (24 CFR 576.500), (e) Required documentation in client files (f) Participation in Coordinated Entry System (CES), (g) Job descriptions for staff working on the project, (h) financial practices, and (i) Authorized signors. P&Ps should include forms used by staff and be submitted with the non-profit's application. The non-profit is responsible to ensure the P&P's are up to date. **If P&Ps are missing or do not comply with the ESG regulations, the application will be automatically REJECTED and not be further reviewed.**

11) Housing occupied by ESG program participants **must comply with lead-based paint regulations and meet the minimum habitability standards for safety, sanitation, and privacy in emergency shelters and permanent supportive housing** funded under homelessness prevention and rapid re-housing, pursuant to 24 CFR 35 and 24 CFR 576.403(a). Documentation should be included in client files.

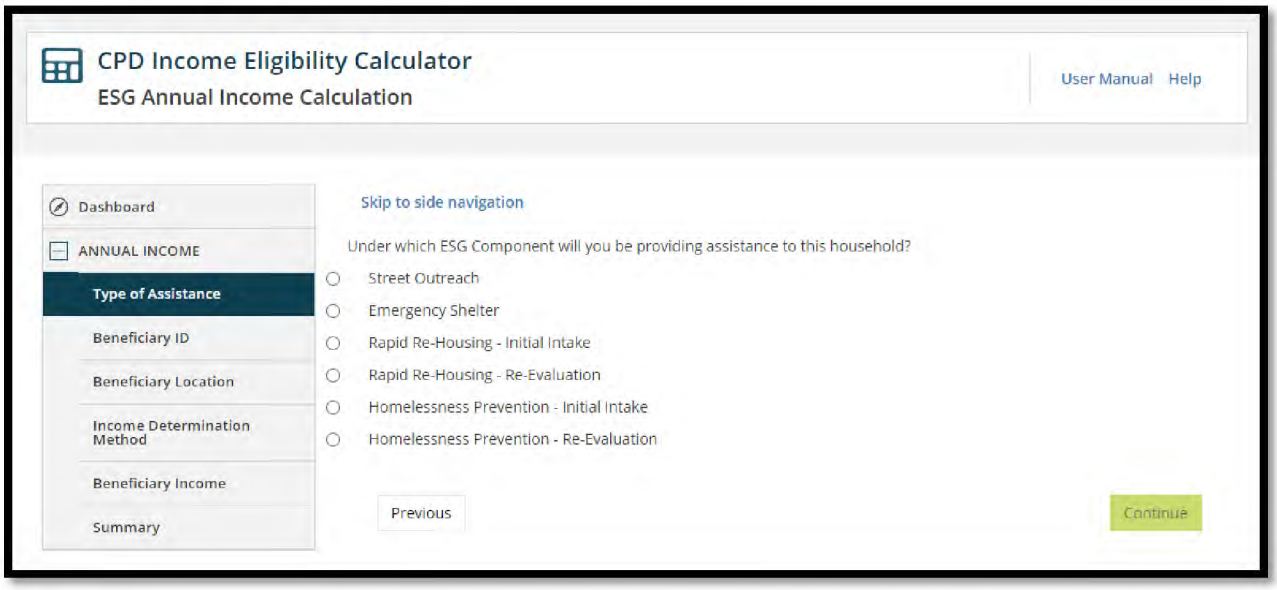
12) **National Standards for the Physical Inspection of Real Estate (NSPIRE)** standards will be applied to housing funded with ESG program funds. The

minimum standards established in 24 CFR 5.703 of the Final Rule will be applied effective October 1, 2026. This Final Rule, establishes a new approach to defining and assessing housing quality. The purpose of NSPIRE is to strengthen HUD's physical condition standards and improve HUD oversight through the alignment and consolidation of the inspection regulations used to evaluate HUD housing across multiple programs. The Final Rule, amends 24 CFR Parts 92, 93, 200, 570, 574, 576, 578, 882, 884, 886, 982, 983, and 985.

Additional information and training materials can be found on the HUD NSPIRE website: https://www.hud.gov/reac/nspire
HUD may be working on additional guidance to assist ESG recipients.

13) Rental units must comply with Fair Market Rent (FMR) limits (24 CFR Part 888) and Rent Reasonableness (24 CFR 982.507). Rent reasonableness verification must include at least three (3) comparable units when providing rental assistance (short-term, medium-term, and rental arrears). All documentation shall be included in client files.

14) **Income Requirements** – Subrecipients are **REQUIRED** to use HUD's CPD Income Eligibility Calculator and review ESG income limits - https://www.hudexchange.info/incomecalculator/. Documentation should be included in client files.



15) **Project Implementation, Performance, and Drawdown Schedule (Exhibit M)**. The implementation schedule is the framework that facilitates the breakdown of activities, tasks and responsibilities on a timeline for the proposed ESG project. This portion should include the project scope (justification and objectives of the project), performance measures and milestones (e.g., Short Term Indicators: By DATE, Agency will have supported X clients; Long Term Indicators: By DATE, Supported X amount of clients who are still housed), activity (steps taken to

achieve objectives); deliverables (services produced from the project), and efficiency measures (unit cost and productivity; including all resources needed – funding, staff time, supplies, etc.). The Performance and Drawdown portion, should include the breakdown of clients served and cost anticipated to be spent each month.

16) Budget and Cost Allocation breakdown. The ESG program budget for the specific component (Exhibit E, G, I, and/or K) and Budget Narrative Template (Exhibit L) describing in detail how ESG funds are calculated and expended, **must** be filled out. Provide current fringe benefit rates listed in the program budget (i.e., SUI, WC, TDI and Healthcare costs) and include the backup documentation from insurance company and/or third party payroll service providers, if applicable.

    a. Budget Narrative (see Exhibit L).
        - Cost Allocation breakdown. If the Subrecipient is allocating program expenses, the methodology used to determine ESG program allocation rate is **required**.

    b. Indirect Cost
        - If the Subrecipient is claiming a 15% Indirect Cost Rate, a completed MTDC (Modified Total Indirect Costs) Form is **required** (see Exhibit P). If the Subrecipient is claiming to use a Federally Negotiated Indirect Cost Rate, the current agreement is **required** to be submitted with the application. If the Subrecipient does NOT have a current Federally approved Negotiated Indirect Cost Rate and has chosen not to charge indirect costs, the Subrecipient should state this in the Budget Narrative (Exhibit L).

17) Payment Request. **Training on submitting payment requests is mandatory. If awarded, the City will notify who will be required to attend**. PR-01 Forms are required (see Exhibit O). No other forms will be accepted. Subrecipients should refer back to Exhibit N "Required Forms for Documentation", when submitting their monthly payments requests.

18) Input participant information into the Homeless Management Information System (HMIS) database (24 CFR 576.400 (f) and 24 CFR 576.500 (f)). **Participation in the HMIS database is REQUIRED for all agencies receiving HUD McKinney-Vento Act program funds, including Emergency Solutions Grants**. Only domestic violence shelters are exempt from this requirement. Subrecipients are **REQUIRED** to contact the PIC HMIS Data Team for set-up, training and support at HMIS@partnersincareoahu.org.

19) To ensure that information is being updated into the HMIS database on a regular basis, **Subrecipients will need to submit their HMIS report with their monthly payment request.**

20) Participate fully in the Coordinated Entry System (CES) of Honolulu's Continuum of Care. Such participation may include, but is not limited to, intake and the administration of Decision Assistance Tools such as the Matching to Appropriate Placement (MAP) or any other Decision Assistance Tool approved by the Continuum of Care, case conferencing, and acceptance of referrals.

    a. Subrecipients must have policies and procedures for participation in CES and keep documentation evidencing use of CES, including meeting ESG eligibility criteria.

    b. Subrecipients must work with the Continuum of Care (CoC) to ensure that the CoC CES screening, assessment, and referral of program participants are consistent with City and County of Honolulu's ESG written standards.

    c. Only victim service providers may choose not to use the CoC's CES.

Please note that any restrictions on assistance (e.g., families only) must be explicitly stated in the application.

21) Prohibited promotion of gender ideology: Grant funds shall not be used to promote "gender ideology" as defined in Executive Order 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.

22) Prohibited funding or promotion of elective abortions: Grant funds shall not be used to fund or promote elective abortions, as required by Executive Order 14182, Enforcing the Hyde Amendment.

23) Immigration compliance: The Subrecipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Citizenship and Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

    The Subrecipient shall not use funds received under this Agreement in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies and practices that materially impede enforcement of federal immigration statutes and regulations.

24) Systematic Alien Verification for Entitlements (SAVE): The subrecipient must comply with SAVE Verification Procedures (See Exhibit W) as a requirement of Section 214 of the Housing and Community Development Act of 1980 (42 U.S.C. § 1436a) and HUD regulations at 24 CFR part 5, subpart E (§§ 5.500–5.528),

including verification procedures under 24 CFR § 5.508. The Systematic Alien Verification for Entitlements ("SAVE") Program, operated by the U.S. Department of Homeland Security (DHS), is used to verify immigration status for certain non-citizen applicants for HUD-assisted housing benefits.

25) Duplication of benefits is not an allowable expense with ESG funds. A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Within the ESG program, all grantees are bound by Section 312 of the Stafford Act, as amended, and the OMB Cost Principles within 2 CFR part 200 that require that all costs must "be necessary and reasonable for the performance of the Federal award."

24 CFR 576.409 and 24 CFR Part 5 Subpart L Violence against Women Act (VAWA)

The Violence Against Women's Act (VAWA) is a federal law that protects individuals who are survivors of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, sexual orientation, or gender identity. VAWA includes protections for survivors who are applying for or residing in covered housing programs.

VAWA prohibits the denial or termination of assistance or eviction solely because an applicant is a victim of domestic violence, dating violence, sexual assault, or stalking applied upon enactment of VAWA 2013 on March 7, 2013. VAWA regulatory requirements under **24 CFR part 5**, **subpart L**, as supplemented by this section, apply to all eligibility and termination decisions that are made with respect to ESG rental assistance on or after December 16, 2016. **Requirements under 24 CFR Part 5, must be included or incorporated into rental assistance agreements and leases as provided in 576.106 (e) and (g).** See Exhibit U - "VAWA Addenda." Subrecipients are REQUIRED to review and comply with the requirements of 24 CFR 576.409 and 24 CFR Part 5 Subpart L.

On March 15, 2022, President Biden signed into law the Consolidated Appropriations Act of 2022, including the VAWA Reauthorization Act of 2022 (VAWA 2022), which reauthorizes, amends, and strengthens VAWA.

VAWA 2022 amended Section 103(b) of the McKinney-Vento Homeless Assistance Act, **Category 4 of the Homeless Definition** to include the following three (3) eligibility requirements:

Any individual or family who:

1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized.

2) has no other safe residence; and
3) lacks the resources to obtain other safe permanent housing.

Subrecipients are REQUIRED to update their policies and procedures as needed to comply with the changes to the law that are relevant to covered housing providers.

For additional changes per VAWA 2022, see Exhibit V - "Housing Provisions of the Violence Against Women Act Reauthorization Act of 2022" (ESG and CoC).

24 CFR 576.406 Faith Based Activities

The Subrecipient agrees that, in connection with ESG assistance under this Agreement:

Client Discrimination: Religion. It will not discriminate against any Project beneficiary or prospective Project beneficiary on the basis of religion and will not limit such assistance or give preference to persons on the basis of religion;

Religious Instruction, Worship or Proselytizing: It will provide no religious instruction or counseling, conduct no religious worship or service, engage in no religious proselytizing, and exert no other religious influence in the provision of service; and

Other Provisions: It will comply with the "Faith-based Activities" provision of the applicable HUD regulations found at 24 CFR 576.406.

APPLYING

This NOFA will require separate applications for each of the following ESG components:

1) **Street Outreach**

2) **Emergency Shelter**
   a. Shelter Operations

3) **Emergency Shelter**
   a. Essential Services

4) **Emergency Shelter**
   a. Shelter Renovations

5) **Homeless Prevention**
   a. Rental Assistance
   b. Housing Relocation and Stabilization Services

6) **Rapid Re-Housing**
   a. Rental Assistance
   b. Housing Relocation and Stabilization Services

7) **Homeless Management Information System**

Please review the eligible items per component as noted starting on page 9 under "Priorities".

REQUIRED DOCUMENTS

Each application must include the following project and agency documents in order to be considered eligible for an award under this NOFA. A complete application is comprised of the following documents. Please compile the application in the order listed below.

Applications must include the following completed / prepared project documents:

1) **Signed** Project Application Coversheet / Application Checklist (Exhibit C).
2) Category Specific Project Application / Scoring Sheet.
   a. **Ten (10) PAGE LIMIT** (Exhibit D, F, H, or J).
3) Category Specific ESG Program Budget FY28 (Exhibit E, G, I, or K).
4) Applicant's Category Specific ESG Program Policies and Procedures.
5) Project Implementation, Performance and Drawdown Schedule (Exhibit M).
   a. Complete **three (3) pages.**
6) Budget and Cost Allocation.
   a. Budget Narrative (Exhibit L).
   b. Cost Allocation.
   c. Indirect Cost.
      i. MTDC Form - 15% de minimis (Exhibit P) MUST be completed and submitted if choosing to use the 15% de minimis in budget.
      ii. Current Federally Negotiated Indirect Cost Rate Agreement.

Applications must also include the following agency documents:

7) Certification of non-profit status under Section 501(c)(3) of the U.S. Internal Revenue Code of 1988, as amended.
8) By-laws.
9) List of Authorized Signers.
10) Articles of Incorporation.
11) Most Recent Financial Statement (audited financial statements preferred).
12) Current Board of Directors Listing.
13) Current Employee Handbook.
14) Certificate of Vendor Compliance (Hawaii Compliance Express) dated after the release date of this NOFA. https://vendors.ehawaii.gov/hce/
15) Certificate of Good Standing (State of Hawaii's Department of Commerce and Consumer Affairs) dated after the release date of this NOFA. https://hbe.dcca.hawaii.gov/

Prior to contract execution, selected applicants shall also be required to submit a Certificate of Insurance showing they carry the minimum required coverage and limits as outlined in this solicitation.

VI. DEADLINE TO SUBMIT APPLICATIONS

Five (5) printed copies of the completed application (two (2) originals plus three (3) additional copies) AND one (1) electronic file (on Universal Serial Bus (USB) flash drive) of the complete application must be provided, as follows:

1) Hard Copies must include all required attachments as stated on page 24 "Required Documents".

   a. Do NOT use sheet protectors

2) Application must be signed by an executive officer, with the printed name and title of the signatory affixed below the signature. Original signature on original application is required.

   a. If there is no signature on the original application (Exhibit C), the application will be considered INCOMPLETE and will not be reviewed.

3) Applications are to be submitted in BINDERS. Binders shall not exceed two inches (2"). DO NOT submit the application in letter-sized press-board report covers.





   a. Each section of the application shall be tabbed and labeled according to the contents to follow.
   b. Each section shall have a divider page that lists contents of each section.
   c. Label the folder with the agency name on the front cover.

4) Electronic Version of Application (attached to the application)

   a. Please scan ALL pages of the completed application as one large PDF file, and save the file on a flash/thumb drive under the filename:
   "Agency Name – ESG Component – Type of Service"
   (i.e., "Aloha, Inc. – Emergency Shelter – Shelter Operations and Essential Services").

b. Be sure to double check your application before scanning to make sure all content is visible (i.e., excel sheets showing cells with "#####" and not numbers, faded copies, sheets cut off, etc.)

Please note, all costs to prepare and submit an application and copies shall be at the applicant's expense. The CITY will not reimburse any costs incurred by any applicant. All materials become the property of the CITY upon submittal.

APPLICATION DEADLINE

Applications shall be received by the date, time, and at the location specified in the Schedule of Events, Deadline for Application Submission.

Applicants are responsible for ensuring that applications are time-stamped by the PURCHASING TIMESTAMP. Applications that are late or delivered to the wrong address will not be accepted.

The City reserves the right to reject any and all applications, in whole or in part, or require amendments to the applications without liability whatsoever. The City also reserves the right to amend or supplement requirements and materials, in writing, at any time prior to the submission date.

VII. EVALUATION AND SELECTION OF APPLICATIONS

APPLICATION SCORING PRIORITIES

One (1) or more non-profit agencies will be awarded funds based on:

1) Community need and anticipated project outcomes;
2) Agency's experience in providing similar services and administering grants; and
3) Agency's participation in Partners in Care (City and County of Honolulu's Continuum of Care).

Applicants must demonstrate that a project is feasible, effective, will be properly managed and be implemented in a timely manner. All applications will be ranked using the criteria below:

- **Project Information (15 points).**
  Applications will be evaluated on:

  1) ESG specific activities that meet ESG program requirements

  2) Agency's policies and procedures for program applications

- **Expected Benefit to Homeless or At-Risk of Homelessness (45 points)**.
  Applications will be evaluated on:

  1) Need / Documentation of need

     a. Data Based Assessment
        i. Point In Time (PIT)
        ii. Consolidated Plan
        iii. Other documentable sources

     b. Community Based Assessments
        i. Anecdotal
        ii. Neighborhood Board
        iii. City Council

     c. Program Success Rates
        i. Sheltering/Housing clients
        ii. Number of clients served
        iii. Length of time to shelter/house clients
        iv. Average Cost per client

  2) Reasonableness of Approach

a. Please indicate any specific strategies that were used to address the need identified

b. Services provided

c. Goals and Objectives of the project

3) Reasonableness of budget

a. Are the described costs eligible ESG expenses?

b. Is the budget consistent with the project goals of ESG?

c. Is the cost of project reasonable per the number of clients and services provided?

d. Is the eligible project requesting $75,000 - $250,000 in funds?

4) Coordination with other programs

a. Description of coordination with other programs and resources

b. Preferred documentation
   i. Signed contracts/Memorandums of Understanding (MOU's) or letters of support from partnering agencies

- **Experience and Capacity of the Agency (35 points)**. Applicants will be evaluated on:

1) Experience and Achievement in offering services
   a. Achievement in offering services (ESG eligible projects).
   b. CAPER (for the last (3) three years). If CAPER not available, HMIS Annual Performance Report (for the last (3) three years). For assistance in HMIS, please contact Partners in Care directly.
   c. IF CAPER and APR not available, other reports or written evaluation to support your application for previous services provided to houseless individuals and/or families.

2) Experience managing grants
   a. Grants previously managed with an emphasis on Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and HMIS.
   b. Grant Amount(s) and Expenditure Timeliness.
   c. Audit Findings.
   d. Program Improvements.

3) Reprogrammed Funds

a. Inability to spend down awarded funds.

4) Project leveraging
   a. Cost of entire project.

- **Partners in Care (PIC) (5 points)**. Applicants will be evaluated on:

1) Participation in PIC – including agency membership and staff participation in general and committee meetings

2) Leadership positions within PIC

The Evaluation Committee and/or the City and County of Honolulu may use verifiable information to validate accuracy of responses.

Exhibits D, F, H, or J, Emergency Solutions Grant Program FY28 Project Application / Scoring Sheets provide a more detailed description of each criterion.

During the evaluation period, applicants might be asked to submit written clarifications or provide additional information.

Upon award of a contract, the City will require awardees to submit the following:

1) Certificate of Vendor Compliance (https://vendors.ehawaii.gov/hce/)

2) Certificate of Good Standing (https://hbe.dcca.hawaii.gov/)

3) Certificate of Insurance showing coverage as required.

   a. Workers Compensation and Employers Liability Insurance. The Subrecipient shall maintain workers compensation and employers liability insurance. Workers compensation coverage shall be in accordance with State statutes. Employers liability coverage shall provide limits of not less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee, $1,000,000 aggregate, for bodily injury by disease. The policy shall include a waiver of subrogation in favor of the City.

   b. Commercial General and Umbrella Liability Insurance. The Subrecipient shall maintain commercial general liability (CGL), and if necessary commercial umbrella insurance, with a limit of not less than $1,000,000 each occurrence, and general aggregate. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage), and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The City shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10

(or equivalent), and under the commercial umbrella, if any. The policy shall contain a waiver of subrogation in favor of the City.

c. Business Automobile and Umbrella Liability Insurance. The Subrecipient shall maintain business auto liability insurance (including no fault coverage), and if necessary, commercial umbrella liability insurance, with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos) used by the Subrecipient in the performance of this Agreement. Business auto coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. The City shall be included as an additional insured, and if necessary, the policy shall be endorsed to provide contractual liability coverage.

d. The insurance specified above shall:

   i. Provide that such insurance is primary coverage with respect to all insured for claims arising from Subrecipient's negligent acts and/or omissions or misconduct; and that any insurance (or self-insurance) carried by the City shall be excess and non-contributing;

   ii. Contain a standard Cross Liability endorsement providing that the insurance applies separately to each insured, applicable to policies specified in (b) and (c) above;

   iii. Not be terminated, canceled, nor renewed or substantially changed without THIRTY (30) DAYS prior written notice to the City, except for non-payment of premium;

   iv. Be written on an "Occurrence" form of policy, unless otherwise specifically approved by the City; and

   v. Be provided by insurers authorized to do business in the State of Hawaii, and with a current A.M. Best's rating of not less than A-, or otherwise as approved by the City.

e. Subrecipient will provide and maintain current certificates of insurance, prepared by a duly authorized agent, or if requested, copies of the policies, evidencing the insurance in effect at all times during the term of this Agreement as required herein, to the City.

f. The City reserves the right to require additional kinds or amounts of insurance.

The award is for a one (1) year period and is contingent upon HUD appropriation of funds. The parties may agree to extend the Project Period by way of a written amendment executed by both parties. Subrecipient shall make a request for extension by a written letter of request. The request shall include proposed changes to the Subrecipient's

performance and drawdown schedules and reasons for such changes. Any request must be submitted at least thirty (30) days prior to the end of the contracted Project Period.

VIII. EXHIBITS

Exhibit A: 24 CFR, Part 576, U.S. Department of Housing and Urban Development Rules and Regulations for Implementing the Emergency Solutions Grants Program
Exhibit B: City and County of Honolulu's Sexual Harassment Policy
Exhibit C: Project Application Coversheet / Application Checklist Template
Exhibit D: Street Outreach - Project Application
Exhibit E: ESG FY28 Street Outreach - Program Budget
Exhibit F: Emergency Shelter - Project Application
Exhibit G: ESG FY28 Emergency Shelter - Program Budget
Exhibit H: Homelessness Prevention / Rapid Re-Housing – Project Application
Exhibit I: ESG FY28 Homelessness Prevention / Rapid Re-Housing – Program Budget
Exhibit J: HMIS – Project Application
Exhibit K: ESG FY28 HMIS – Program Budget
Exhibit L: ESG FY28 Budget Narrative
Exhibit M: Implementation, Performance, and Drawdown Schedule
Exhibit N: Required Forms for Documentation
Exhibit O: PR-01 Form and Narrative
Exhibit P: MTDC Form
Exhibit Q: NSPIRE HCV-PBV Inspection Checklist (fillable)
Exhibit R: Criteria and Recordkeeping Requirements for Definition of Homeless
Exhibit S: At-Risk Definition
Exhibit T: ESG Eligibility by Component
Exhibit U: VAWA Addenda (Lease, Rental Assistance Agreement, and Rental Assistance Agreement for Arrears only)
Exhibit V: Housing Provisions of the VAWA Reauthorization Act of 2022
Exhibit W: SAVE Verification Procedures
Exhibit X: Duplication of Benefits Checklist
Exhibit Y: City Emergency Solutions Grants Guidebook