Housing Outreach & Stability Services Program

Notice of Funding Availability/
Program Guidelines

Administered by

DELAWARE STATE HOUSING AUTHORITY
18 The Green
Dover, DE 19901
(302) 739-4263

http://www.destatehousing.com

Updated May 5, 2023

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

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

Introduction

A. Funding

The Delaware State Housing Authority (DSHA) is making $2,000,000 available to support Community Outreach and Case Management services through the Emergency Rental Assistance (ERA) Program. To receive Community Outreach and/or Case Management services, households must meet baseline eligibility for ERA.

This Notice of Funding Availability can be found here.

B. Background Information

In December 2020, the United States Congress passed Section 501 of the Consolidated Appropriations Act of 2021, which authorized the Emergency Rental Assistance Program (ERA 1). The Appropriations Act appropriated $25 billion to ERA 1, of which Delaware was allocated $200 million. In March 2021, Congress passed the American Rescue Plan Act (ARPA) which authorized a second round of the Emergency Rental Assistance Program (ERA 2). ARPA appropriated $21.55 billion to ERA 2, of which Delaware was allocated $152 million. To be eligible to receive assistance through ERA, renter households must have:

1. One or more individuals qualified for unemployment OR experienced a reduction in income, incurred significant costs, or experienced other financial hardship due directly or indirectly to the pandemic; **AND**
2. Risk of experiencing homelessness or housing instability, which may include: past due utility or rent notice or eviction notice, housing cost burden (rent is more than 30% of monthly income), or any member of the household has experienced homelessness since March 13, 2020; **AND**
3. Income (either 2020 annual income or current income at time of application) at or below 80% of Area Median Income for the county of residence.

Both versions of ERA allow for up to 10 percent of the funds received to be used for housing stability services. Housing stability services include those that enable eligible households to maintain or obtain housing, such as: eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators who help households access ERA programs or find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney's fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing.

This NOFA will utilize ERA Housing Stability Services funding to enable eligible households to maintain (not obtain) housing by supporting the Housing Outreach & Stability Services Program, the services for which are outlined below.

Application Submission Deadline and Important Dates

- **April 3, 2023** Funding round opens
- **April 10, 2023** Information session held virtually from 2-3p ET **(mandatory)**
- **April 14, 2023** Deadline to schedule Technical Assistance meeting with DSHA*
- **April 12-21, 2023** Technical Assistance meetings held
- **April 21, 2023** Deadline to submit NOFA questions by 5:00p ET
- **May 5, 2023** Responses for all NOFA questions will be sent via email by this date
- **May 22, 2023** Applications due to DSHA by **4:00p ET****
- **May 22-31, 2023** Ranking Committee reviews, scores, and ranks applications
- **June 2023** DSHA announces funding awards
- **June 30-July 5, 2023** Grant agreements executed, *effective date of July 1, 2023*

** Applicants that have never received DSHA funding are required to set up a technical assistance meeting*
***Applications received after the posted deadline will be considered ineligible for funding*.

Information session: Please register here for the information session on Monday, April 10, 2023 at 2p ET. Please note that this session is mandatory for all applicants. If submitting a joint application, both applicants must attend the information session.

Question submission: Please submit NOFA questions to dshanofa@socialcontract.org by April 17, 2023 at 5pm ET with the email subject 'DSHA NOFA Questions". Questions submitted after this time may not receive a response. Responses to all questions will be sent via email to all individuals that attend the information session.

Technical Assistance meetings: More information on scheduling Technical Assistance meetings can be found in the "Technical Assistance Meetings" section of this NOFA on page 10.

Funding Availability and Eligible Activities

A. Established Funding Set-Asides

The Delaware State Housing Authority (DSHA) is making $2,000,000 available to support the Housing Outreach & Stability Services Program ("Program").

There is no limit in the amount of funding requests; however, approved funding amounts may be different from the funding request depending on the total number of applications approved for funding and the applicant's past performance history on DSHA grants. DSHA reserves the right to redistribute the allocations so that the total amount of awards will not exceed $2,000,000.

The term for all grants is one (1) year. Program delivery should begin upon the execution of the Grant Agreement no later than July 5, 2023.

B. Program Components

The Program has two components - 1) Community Outreach and 2) Case Management. Each application must cover both components of the Program. This can happen in one of two ways:

1. One organization applies to provide both components OR

2. two partner organizations submit a joint application, with each organization providing one component of the Program. If a partnership is awarded, DSHA will execute separate grant agreements with each organization, but those organizations must work closely together to fulfill the Program requirements. If a partnership is awarded, both organizations will be required to enter into a Memorandum of Understanding (MOU) that clearly defines their roles in the Program.

Organizations may only apply as part of one application.

Community Outreach

The purpose of the Community Outreach component of the Program is to provide outreach, education, and referral support to eligible community members that may benefit from legal aid and wraparound services in Delaware. Community Outreach Specialists will engage their communities to educate people about available legal aid and case management services including eligibility, basic service components, and application processes. Outreach Specialists will also provide warm referrals for legal aid and case management services to eligible community members. Organizations that are awarded to provide Community Outreach will receive a Program Manual that outlines details on required activities, processes, reporting, and training, as well as key performance indicators.

Case Management

The purpose of the Case Management component of the Program is to provide holistic support to eligible community members that may benefit from more robust and long-term housing support. Case Managers will engage with individuals referred by the Community Outreach Specialists to improve individual outcomes through coordinated support, identification of all wraparound service needs, and navigation of available services to meet those needs. Organizations awarded to provide Case Management will receive a Program Manual that outlines details on required activities, processes, reporting, and training, as well as key performance indicators.

C. Eligible Applicants

All applicants for this Program must be non-profit organizations with a physical presence in Delaware. State agencies are not eligible to apply for this Program.

Community Outreach

Organizations that apply to provide Community Outreach services must also meet the following requirements:

- Applicants are required to propose a targeted geographic area (one or more counties). Applicants must have a physical presence in each geographic area they propose. DSHA will make the final determination as to which county or counties a Grantee may target with Program funds.
- Applicants must have demonstrated experience successfully providing activities similar to those outlined in the Section E (Required Activities) for Community Outreach.
- Applicants must be able to demonstrate that there is at least one (1) full-time Community Outreach Specialist (or equivalent role) on staff who has time available to provide Community Outreach services for eligible Program clients. The Community Outreach Specialist must be available for community events and other important outreach commitments outside of normal business hours, including some evenings and weekends. The Applicant must specify the portion of time the Community Outreach Specialist will dedicate to this Program.

Case Management

Organizations that apply to provide Case Management services must also meet the following requirements:

- Applicants are required to propose a targeted geographic area (one or more counties). Applicants must have a physical presence in each geographic area they propose. DSHA will make the final determination as to which county or counties a Grantee may target with Program funds.
- Applicants must have demonstrated experience successfully providing activities similar to those outlined in the Section E (Required Activities) for Case Management..
- Applicants must be able to demonstrate that there is at least one (1) full-time Case Manager (or equivalent role) on staff who has time available to provide Case Management services for eligible Program clients. The Case Manager must be available to provide some services outside of normal business hours, including some evenings and weekends. The Applicant must specify the portion of time the Case Manager will dedicate to this Program.

D. Eligible Uses

Community Outreach

Funds for Community Outreach programs may be used as follows:

- Up to **<u>90%</u>** of the grant may be used for **program delivery**; and
- Up to **<u>10%</u>** of the grant may be used for **program administration**.

Use	Definition
Program Delivery	Community Navigator Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)

**Only salaries/benefits associated with serving Housing Outreach & Stability Services Program clients are considered eligible. Documentation supporting delivery of Community Navigation services is required.*

Case Management

Funds for Case Management programs may be used as follows:

- Up to **<u>90%</u>** of the grant may be used for **program delivery**; and
- Up to **<u>10%</u>** of the grant may be used for **program administration**.

Use	Definition
Program Delivery	Case Manager Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)

**Only salaries/benefits associated with serving Housing Outreach & Stability Services Program clients are considered eligible. Documentation supporting delivery of Case Manager services is required.*

E. Required Activities

Community Outreach

To participate in the Community Outreach component of this Program, organizations must commit to participating in and/or completing the activities outlined in this section. These activities do not represent all required activities for this Program; the complete list of required activities will be shared in the Program Manual prior to the execution of Grant Agreements.

- **Outreach & education**

    - Distribute written materials (e.g., flyers, pamphlets, postcards, etc.) created by DSHA and/or other stakeholders and provided to the Community Outreach organizations
    - Participate in in-person community events
    - Weekly or bi-weekly visits to highly frequented locations in the community such as libraries, grocery stores, etc. to conduct outreach & education activities
    - Engage with targeted communities, as identified by Legal Aid organizations and/or DSHA
    - Engage in one-on-one and group conversations with community members to educate them about available Legal Aid services and answer any questions
    - Engage with landlords to educate them on the services available for tenants (training will be provided)

- **Initial eligibility screening**
    - Conduct initial eligibility screen for both legal aid and case management services; screening questions will be created by Legal Aid organizations and/or DSHA and shared with Outreach Specialists
    - Determine, based on eligibility screen, what services may be relevant for each client

- **Referral services**
    - Provide a warm handoff to legal aid organization(s) based on eligibility screen
    - Provide a warm handoff to Case Managers, based on eligibility screen, to provide wraparound services
    - Follow-up on all referrals to ensure client was connected to services

- **Data tracking & reporting**
    - In accordance with the key performance indicators (KPI), which will be outlined in full in the Program Manual (examples in Section F), track relevant data (e.g., # of outreach events attended) in the required format and submit at required intervals
    - Provide necessary documentation as required by DSHA (e.g., timesheets), which will be outlined in the Program Manual

- **Training**
    - Participate in monthly Community Outreach meetings hosted by DSHA, which will be focused on education and information sharing with Outreach Specialists to ensure they have the most up-to-date information and necessary training
    - Participate in the Community Outreach Specialist Community of Practice
    - Participate in quarterly Program meetings with Case Managers and other stakeholders
    - Participate in relevant trainings including, but not limited to, the following topics (topics will be combined, these do not all indicate separate trainings):
        - Outreach and engagement methods
        - Trauma-informed approach to engagement
        - Legal aid service offerings & program basics
        - Performing intake screening and collecting necessary documentation
        - Providing warm referrals

Note that this list is not exhaustive of all the activities Community Outreach organizations will be required to complete. Further details will be made available through a Program Manual upon funding award.

Case Management

To participate in the Case Management component of this Program, organizations must commit to participating in and/or completing the activities outlined in this section. These activities do not represent all required activities for this Program; the complete list of required activities will be shared in the Program Manual prior to the execution of Grant Agreements.

- **Intake**
    - Connect with potential clients after referral receipt to explain case management services, affirm client interest, and begin relationship building
    - Collect any necessary client information that was not collected by the Community Outreach Specialist to determine if a client is eligible for case management services

- **Needs & goals assessment**
    - Conduct a needs and goals assessment to understand client's interests, challenges, and history and inform service plan development
    - Determine desired outcomes that can be measured

- **Case management plan development**
    - Develop a personalized case management plan for the client to address their challenges and help achieve their goals
    - Assess the client for eligibility for relevant services and include applicable services in the case management plan
    - Walk through the case management plan in detail with the client to obtain feedback and share next steps

- **Connection to wraparound services**
    - Educate clients about applicable services, including what they entail and why they will be beneficial
    - Provide warm referrals to services based on the case management plan
    - Stay up to date on key information about potential referral services, including contact information, application processes, eligibility requirements, etc.

- **Continuous communication and follow-up**
    - Schedule regular meetings with case management clients to discuss adherence to the case management plan, changes in information and/or goals, questions, etc.
    - Engage regularly with referral partners to build strong relationships and support connection between clients and providers
    - Engage regularly with Community Outreach Specialists to build strong relationships
    - Distribute a client satisfaction survey, to be provided

- **Data tracking & reporting**
    - In accordance with the key performance indicators (KPI), which will be outlined in full in the Program Manual (examples in Section F), track relevant data (e.g., % of eligible clients that receive a case management plan) in the required format and submit at required intervals
    - Provide necessary documentation as required by DSHA (e.g., timesheets), which will be outlined in the Program Manual

- **Training**
    - Participate in monthly Case Manager meetings hosted by DSHA
    - Participate in the Case Manager Community of Practice
    - Participate in quarterly Program meetings with Community Outreach Specialists and other stakeholders
    - Participate in relevant trainings including, but not limited to, the following topics (topics will be combined, these do not all indicate separate trainings):
        - Trauma-informed approach to engagement
        - Referring to relevant services within the community
        - Conducting a needs and goals assessment

Note that this list is not exhaustive of all the activities Case Management organizations will be required to complete. Further details will be made available through a Program Manual upon funding award.

F. Key Performance Indicators

Awardees of the Program will be required to provide monthly reports that include data and documentation to DSHA to allow for monitoring of key performance indicators (KPIs). The following is not an exhaustive list of KPIs that will be required for this Program, but is meant to give an idea of the types of KPIs that will be tracked. A complete list of KPIs, alongside target metrics, will be included in the Program Manual alongside a template(s) for submission of any required data and documentation. Upon the awarding of funds, contracted organizations will work with DSHA to identify goals for each KPI. The data collected will be used to monitor performance toward Program goals and provide ongoing support to improve performance as needed.

Community Outreach

- Number of in-person engagements conducted by Navigators
- Number of referrals to legal aid
- Number of referrals to case management
- Percent of clients referred to legal aid that are eligible for services
- Percent of clients referred to case management that are eligible for services
- Percent of referrals resulting in enrollment
- Attendance at training sessions
- Attendance at Community of Practice meetings

Case Management

- Percent of eligible clients that receive a complete case management plan
- Percent of case management plans implemented as written
- Percent of client goals outlined in case management plan achieved
- Client satisfaction, as determined by survey
- Attendance at training sessions
- Attendance at Community of Practice meetings

Technical Assistance Meetings

In an effort to obtain quality applications, **all applicants not previously or currently funded by DSHA are required to attend a technical assistance session with DSHA prior to submitting an application** to discuss their proposed program. Please reach out to dshanofa@socialcontract.org to schedule by April 14, 2023. Please include your organization name, names and emails of all desired meeting attendees, and at least three date/time options.

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

Application Documentation and Submission Process

A. Required Documents and Submission Process

The following information must be submitted to DSHA via email at dshanofa@socialcontract.org by the posted deadline:

1. Completed and signed Organizational Information Form (see appendix A);
2. Proposal narrative, as outlined in the Proposal Narrative, Exhibits, and Budget section of this NOFA;
3. Exhibits, as outlined in the Proposal Narrative, Exhibits, and Budget section of this NOFA;
4. Program budget (see Appendix B); and
5. For Applicants submitting a joint application, each partner must submit a letter of commitment to providing the required services, working closely with the identified partner, and working towards achieving the KPIs.

The Housing Outreach & Stability Services Program application submission process is a paperless process. Applicants are required to submit their applications via email to dshanofa@socialcontract.org.

Please combine all required documents (Organizational Information Form, proposal narrative, exhibits, and budget) into one PDF labeled "HOSS Application – Program Name."

Partial application submissions will not be accepted. Please send the entire application package as described above. If your organization's email system limits the size of attachments per email, please send each component (Organizational Information Form, proposal narrative, exhibits, and budget) as its own PDF in multiple emails sent in succession and labeled (e.g., 1 of 3).

For confirmation purposes, please send emails with a "Read Receipt" request. Applications are electronically time stamped and must arrive by 4:00 pm on the posted deadline. No exceptions.

Proposal Narrative, Exhibits, and Budget

A. Proposal Narrative

All applicants must submit a proposal narrative that covers all of the requested information outlined in this section. The proposal narrative should not exceed 10 pages for single-organization applications and 15 pages for joint applications (this limit does not include the Organizational Information Form, required exhibits, or program budget).

Proposal narratives should include the following information:

- **Program description**
  Describe, in detail, how the Program will operate. The description should touch on the required activities outlined in Section E of this NOFA and include the following information:
  - Applicants approach to outreach and engagement, including what methods of engagement are used and how follow up is conducted after the initial engagement
  - Applicants approach to engaging landlords to identify at-risk tenants and educate about services
  - How the applicant conducts eligibility screens and provides warm referrals to partners
  - Applicants process for effectively moving clients from the Community Outreach Specialist to the Case Manager. If a joint application, share how the applicant organizations will manage this across organizations.
  - Applicants approach to case management services, including conducting intake, assessing needs, developing a case management plan, connecting to wraparound services, and closing out clients
  - Share what challenges you foresee in completing the required activities, as outlined in Section E of this NOFA, as well as any support that would assist you in overcoming those challenges.
  - Explain whether the applicant(s) are ready and able to begin Program delivery no later than July 5, 2023. If not, explain why and what timeline and resources are needed to begin.
  - Explain how, if at all, funding from this Program will impact current caseload for the applicant(s).

- **Organizational experience and capacity:**
  - Outline the number of individuals you plan to provide case management services to over the course of the year-long program and share how the staff dedicated to case management for this program will be able to fulfill this goal.
  - Outline the number of individuals you plan to engage with community outreach services over the course of the year-long program and share how the staff dedicated to community outreach for this program will be able to fulfill this goal.
  - For each Program component, describe your organization's experience with the successful administration of similar programs and services, especially as it pertains to the required activities outlined in section E of the NOFA. Please include the number of years you have provided similar services, an overview of the services provided, and any outcomes related to those services. For joint applications, the relevant organization should provide information related to the component it will fulfill.
  - For key program staff, provide a brief background of their expertise as it relates to the eligible services for this Program. Be sure to include at least one Community Outreach Specialist (or equivalent position) and Case Manager (or equivalent position). For joint applications, please be clear about what organization each key staff person works for.
  - Provide confirmation that at least one Community Outreach Specialist and one Case Manager are available outside of normal business hours (some weekends and evenings) to provide required services as needed.

- **Organizational financial capacity**
    - Describe your organization's financial control system and procedures. Include an explanation of how Program funds will be monitored to ensure dollars are spent in a timely manner and how funds will be applied and tracked against eligible activities. Include a description of the draw and reimbursement process. For joint applications, please describe for both organizations.

- **Partnerships and Coordination**
    - Describe partnerships and collaborations established with other organizations, agencies, volunteer services, etc. that will support the operation of the Program, improve case management services, and reduce duplication of services.

- **Key performance indicators**
    - Describe your organization's approach to data tracking and reporting and how you will successfully track key performance indicators.

B. Required Exhibits

The following Exhibits are required to be submitted with each application. These exhibits will not count toward the proposal narrative page limits. **Applications submitted without the required exhibits will not be considered.**

- IRS documentation demonstrating tax filing status
- If applying for funding for an existing program, provide a list of all program funding received over the last two (2) years. Please indicate the funder, funding amount, draw frequency and total amount drawn-to-date

C. Program Budget

Provide a detailed Program budget using the template provided in Appendix B of this NOFA. The budget template does not count toward the proposal narrative page limits.

Ranking and Scoring

A. Review and Ranking Process

DSHA will review and evaluate all completed and eligible applications for conformity to DSHA's guidelines and procedures. **Applications that do not meet minimum threshold requirements will not be scored**.

Approximately twenty (20) days from the application deadline, a committee composed of DSHA, Social Contract, and other representatives will review, evaluate, and rank all eligible applications based on the Scoring Categories in the following section. Reviewers will take into account an applicant's past performance on any DSHA funded programs. A list of the top-ranked applications, along with recommended funding amounts, will be forwarded to DSHA's Director for final approval.

B. Scoring Categories

The information provided by applicants will be reviewed, scored, and ranked as follows:

1. **Program Description**
   Maximum Score: 35 points

2. **Organizational Experience and Capacity**
   Maximum Score: 25 points

3. **Organizational Financial Capacity**
   Maximum Score: 5 points

4. **Partnerships and Coordination**
   Maximum Score: 15 points

5. **Key Performance Indicators**
   Maximum Score: 10 points

6. **Program Budget**
   Maximum Score: 10 points

Grant Agreements

DSHA will provide approved applicants with a Grant Agreement that includes conditions that must be satisfied during the grant term. If a partnership is awarded, DSHA will execute separate grant agreements with each organization, but those organizations must work closely together to fulfill the Program requirements. If a partnership is awarded, both organizations will be required to enter into an MOU that clearly defines their roles in the Program. Organizations may only apply as part of one application. Conditions will include, <u>but are not limited to</u>:

- Grant term;
- Targeted population;
- Required activities;
- Key performance indicators;
- Reporting requirements; and
- Draw requirements.

Grant recipients are required to execute the Grant Agreements and, as necessary, MOUs, by July 5, 2023. DSHA reserves the right to terminate the Grant Agreement if awardees are not meeting the conditions of the grant, including key performance indicators.

Disbursement of Grant Funds

Applicants awarded Program funding will be required to draw down grant funds **<u>quarterly</u>** on a **<u>reimbursement</u>** basis.

Additional Notifications

- Notification of grant approval or denial will be provided to applicants within approximately fifteen (15) days from the DSHA Director's final review and approval.
- Submission acceptance of the application by DSHA does not constitute approval for funding.
- DSHA reserves the right to increase or decrease set-aside amounts depending on the applications received.
- DSHA may reject any application should information become available that conflicts with information

submitted with the application or if DSHA becomes aware of an organization’s financial instability.
- DSHA reserves the right to increase or decrease an applicant’s funding request.
- Applicants receiving Program funding will be subject to monitoring and/or site visits, which could include an on-site audit at the end of the grant term to determine if grant funds were used in accordance with the executed grant agreement.
- DSHA reserves the right to reclaim grant funds if conditions in the Grant Agreement are not met.

Appendix A - Organizational Information Form

Please complete and sign this form and submit alongside the other required application materials.

1. Program Components and Funding	
Please enter the name of the organization that will be delivering each component: **Community Outreach:** **Case Management:**	Please enter the total amount requested for each program component: **Community Outreach:** **Case Management:**

If one organization will complete both program components, only complete the Applicant Information once in 2A. If this is a joint application, each organization should fill out its respective section.

2A. Applicant Information: Community Outreach Org	
Organization Name:	Website URL:
Organization Type:	Federal Tax ID #:
Street Address:	Mailing Address:
Satellite office address #1 (if applicable):	Satellite office address #2 (if applicable):
Contact Name:	Contact Phone & Email:
In what county/counties are you applying to provide the eligible services for this Program? Please note that the organization(s) applying must have a physical presence in each geographic area they propose. 1. Kent County 2. New Castle County 3. Sussex County	

**An address for a main or satellite office must be provided above for each county selected*

2B. Applicant Information: Case Management Org	
Organization Name:	Website URL:
Organization Type:	Federal Tax ID #:
Street Address:	Mailing Address:
Satellite office address #1 (if applicable):	Satellite office address #2 (if applicable):
Contact Name:	Contact Phone & Email:
In what county/counties are you applying to provide the eligible services for this Program? Please note that the organization(s) applying must have a physical presence in each geographic area they propose. 4. Kent County 5. New Castle County 6. Sussex County **An address for a main or satellite office must be provided above for each county selected*	

If one organization will complete both program components, only complete the Organizational Financial and Staffing Capacity once in 3A. If this is a joint application, each organization should fill out its respective section.

3A. Organizational Financial and Staffing Capacity: Community Outreach Org		
Enter the total number of **part-time staff** that will participate in the program:		
Enter the total number of **full-time staff** that will participate in the program:		
Please list staff and proposed staff, whose job function plays a key role in the program. Indicate if the staff member is a part- or full-time employee of your organization, and what portion of the staff's time is dedicated to the program (as a percentage of Full Time Equivalent (FTE)). *Please note all applicants must have at least one full-time Community Outreach Specialist (or equivalent role) and/or Case Manager (or equivalent role) on staff who has time available to provide eligible services for this program including outside of normal business hours, as needed.*		
Name and Title	**Type PT or FT**	**Percent FTE for Program**
Example: Community Outreach Specialist	*FT*	*80%*

3B. Organizational Financial and Staffing Capacity: Case Management Org

Enter the total number of **part-time staff** that will participate in the program:

Enter the total number of **full-time staff** that will participate in the program:

Please list staff and proposed staff, whose job function plays a key role in the program. Indicate if the staff member is a part- or full-time employee, and what portion of the staff's time is dedicated to the program (as a percentage of Full Time Equivalent (FTE)). *Please note all applicants must have at least one full-time Community Outreach Specialist (or equivalent role) and/or Case Manager (or equivalent role) on staff who has time available to provide eligible services for this program including outside of normal business hours, as needed.*

Name and Title	**Type PT or FT**	**Percent FTE for Program**
Example: Community Outreach Specialist	*FT*	*80%*

4. Signatory Authority

Please provide the names of persons authorized to sign contracts and draw requests for Program funding. If submitting a joint application, please list people from both organizations here.

Name	Title	Organization

I, the undersigned, as the Applicant, hereby apply to the Delaware State Housing Authority (DSHA) for Emergency Rental Assistance Program – Housing Stability Services funding and attest that the information provided in this application is, to the best of my knowledge, true and accurate.

Furthermore, the Applicant hereby certifies to DSHA that the Applicant is not in any way owned, operated, managed, controlled or otherwise affiliated with any person who has been found guilty or pled guilty to any crime, including a felony, misdemeanor or offense involving fraud, dishonesty, deceit, breach of trust, embezzlement or any other financial crime.

I fully understand that it is a Class A misdemeanor punishable by fine up to $2,300, up to one (1) year in prison, restitution, and other conditions as the court deems appropriate, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 11, Delaware Code, Section 1233. Disclaimers.

Applicant understands the information submitted in this application is for the purpose of applying to DSHA for Housing Outreach & Case Management Program funding consideration and that acceptance of such submission does not constitute funding approval by DSHA.

By submitting this application, the applicant acknowledges and agrees that the application shall be deemed a "public record" for the purposes of the Delaware Freedom Of Information Act ("FOIA"), codified at 29 Del. C. §§ 10001- 10005. Applicant acknowledges and agrees that any portion of the application, which is determined by DSHA to not constitute confidential financial or trade secret information exempt from disclosure under the FOIA, shall be subject to public examination and copying.

Please sign below to verify that all of the information included here is accurate and up-to-date, to the best of your knowledge. If submitting a joint application, one representative from each organization must sign.

______________________________	______________________________
Name (printed)	Name (printed)
______________________________	______________________________
Organization	Organization
______________________________	______________________________
Date	Date

Signature

Signature

Appendix B - Budget Template

Use the budget template below to submit your budget. Note that program delivery costs should represent 90% of the budget and program administration costs should represent 10% of the budget. For single organization applicants, only fill out budget templates labeled Organization 1. For joint applications, fill out budget templates for both Organization 1 and Organization 2. All applicants must fill out the Total Budget Request table.

Program Delivery Costs (Organization 1)

Instructions: Enter each staff position that will contribute to this Program in column A, the annual salary (including benefits/fringe) in column B, and the percent FTE they will dedicate to this Program in column C. To calculate total cost (column D), multiply column B by column C. To calculate the Total Program Delivery Costs, sum all totals in column D.

Organization name:

Staff position (A)	Salary + benefits, $ (B)	FTE for Program, % (C)	Total Cost (D)

Total Program Delivery Costs (Organization 1):

$

Program Delivery Costs (Organization 2)

Instructions: Enter each staff position that will contribute to this Program in column A, the annual salary (including benefits/fringe) in column B, and the percent FTE they will dedicate to this Program in column C. To calculate total cost (column D), multiply column B by column C. To calculate the Total Program Delivery Costs, sum all totals in column D.

Organization name:

Staff position (A)	Salary + benefits, $ (B)	FTE for Program, % (C)	Total Cost (D)

Total Program Delivery Costs (Organization 2):

$

Total Budget Request

Instructions: For single organization applicants, enter program delivery and administration costs in column A then sum them for the total. For joint applicants, enter program delivery and administration costs for each organization in its respective column. Total program administration costs should represent no more than 10% of the total budget request. The total budget request should represent the full cost of the Program for all organizations involved in the application.

	Organization 1 (A)	**Organization 2 (B)**
Program Delivery Costs (90%)		
Program Admin Costs (10%)		
Total	$	$

Total Budget Request:

$