

Notice of Funding Availability/ Application Guidelines



Program administered by

DELAWARE STATE HOUSING AUTHORITY

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<http://www.destatehousing.com>



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If you need language assistance to understand this document and/or any other DSHA housing assistance program, please call 302-574-3656.

Si usted necesita asistencia en español para entender este documento, o algún otro programa de asistencia de vivienda de DSHA, por favor llame al 302-574-3656.

Introduction

A. Funding Partnership

The Delaware State Housing Authority (DSHA) and the Federal Home Loan Bank of Pittsburgh (FHLBank) have established a partnership to provide grants to selected nonprofit organizations to support initiatives in Delaware that lead to stable housing for individuals and families who are homeless or determined to be at-risk of homelessness. The name of this collaborative grant program is **Home4Good**.

As a result of this collaboration, activities previously supported by the Housing Development Fund (HDF) Housing Support grants will now be funded through Home4Good.

B. Collaboration of Funding

DSHA and FHLBank have contributed a combined total of \$1.45 million to the Home4Good program:

- \$575,000 from DSHA; and
- \$875,000 from FHLBank.

C. Background Information

The [Delaware Continuum of Care](#) (CoC) is a membership body of organizations and individuals working to address homelessness in Delaware. It is a community-based collaborative that ensures a responsive, fair, and just approach to addressing homelessness, and strives to achieve housing for all. Service providers, state and local agencies, and grassroots organizations are all represented on the CoC. The full membership meets quarterly and elects a Board of Directors to manage the CoC. It governs on behalf of the Delaware CoC; leads the process by which the CoC sets strategic goals and priorities to address homelessness statewide; and ensures the administrative structure to accomplish its work.

The CoC worked to develop an Action Plan: Ending Homelessness in Delaware. This Plan identifies shared priorities and strategies to organize the CoC's work to end homelessness in Delaware. The priorities and criteria for Home4Good funding are informed by, and in support of, this Action Plan.

Housing Alliance Delaware (Housing Alliance DE) is the lead agency responsible for the local administration of Delaware's Homeless Management Information System (HMIS), known as Community Management Information System (CMIS). CMIS data is an integral tool in the CoC's effort to end homelessness in Delaware.

Application Submission Deadline and Important Dates

- **May 16, 2025** Home4Good2026 funding round opens.
- **May 22, 2025** Virtual Home4Good Stakeholder meeting
- **May 28, 2025** Technical Assistance Mandatory Meeting Day for New Rapid Re-Housing, New Homelessness Diversion, New Homelessness Prevention, New Re-Entry and **May 29, 2025** **New Innovation Applicants Only**
- **July 15, 2025** Home4Good applications due to DSHA by **4:00 p.m.** *
- **September 30, 2025** Member Support Forms due to FHLB.
- **September 18, 2025** Ranking Committee reviews, scores and ranks applications.
- **December 2025** DSHA and FHLB announce funding awards.

* Applications received after the posted deadline will be considered ineligible for funding.

Funding Availability and Eligible Activities

A. Established Funding Set-Asides

- | | |
|---------------------------|-----------------|
| ➤ Rapid Re-Housing | up to \$375,000 |
| ➤ Homelessness Diversion | up to \$200,000 |
| ➤ Homelessness Prevention | up to \$300,000 |
| ➤ Re-Entry | up to \$200,000 |
| ➤ Innovation | up to \$375,000 |

- NOTE: There is no limit in the amount of funding requests; however, approved funding amounts may be different than the funding request depending on the total number of applications approved for funding, and an applicant's past performance history. Notwithstanding the foregoing, FHLBank and DSHA reserve the right to redistribute the allocations so that the total amount of awards will not exceed \$1,450,000.

B. Eligible Program Activities

1. Rapid Re-Housing

Programs that assist households that meet the definition of "literally homeless" to solve the challenges of obtaining permanent housing in a rapid manner. Individuals and families are referred to Rapid Re-Housing provider agencies by Delaware's Centralized Intake system or a third-party agency.

Definition of Literally Homeless

Individuals and families who lack a fixed, regular, and adequate nighttime residence, meaning:

- Current primary nighttime residence is a public or private place not meant for human habitation;
- Currently living in a publicly- or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); **or**

- Currently exiting an institution where they have resided for ninety (90) days or less **and** who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

2. Homelessness Diversion

Diversion programs prevent homelessness for people seeking shelter due to eviction by providing them rental assistance as a last attempt in staying in their homes or helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Diversion is targeted to households seeking shelter – at the “front door” of the shelter system.

3. Homelessness Prevention

Prevention Programs that assist households at imminent risk of losing housing. Prevention provides a one-time payment of rental assistance or utility assistance directly related to the prevention of homelessness to eligible individuals and families who are in danger of eviction. These programs are designed to stabilize individuals and families in their existing homes.

4. Re-Entry

Re-Entry programs assist households who are seeking shelter at the “front door” of the shelter system by helping them identify immediate alternate housing arrangements, and if necessary, connecting them with services and financial assistance to help them return to permanent housing after incarceration.

5. Difference between Rapid Re-Housing, Homelessness Diversion, Homelessness Prevention, and Re-Entry

The main difference between Rapid Re-Housing, Homelessness Diversion, Homelessness Prevention, and Re-Entry programs is the point at which the intervention occurs as outlined below:

Activity	Current Housing Situation
Rapid Re-Housing	Literally homeless
Homelessness Diversion	At the “front door” of the shelter system seeking shelter
Homelessness Prevention	At imminent risk of <u>losing</u> current housing and becoming homeless
Re-Entry	Exiting incarceration and at the “front door” of the shelter system seeking shelter

6. Innovation

Programs that provide innovative solutions in addressing homelessness by making the delivery of services more efficient or effective, specifically:

- Street Outreach,
- Shelter Connect Program,
- HIV/AIDS Strategy Assistance, and
- Capacity Building Related to the Advancement of the COC Action Plan.

Overview of Eligible Applicants by Activity

Who is eligible to apply?

Activity	Eligible Applicants
Rapid Re-Housing	<ul style="list-style-type: none"> 501(c)(3) nonprofit organizations <u>currently</u> operating Rapid Re-Housing programs with the assistance of Home4Good grant funding or other funding sources.
Homelessness Diversion	<ul style="list-style-type: none"> 501(c)(3) nonprofit organizations <u>currently</u> operating Homelessness Diversion programs with the assistance of Home4Good grant funding or other funding sources.
Homelessness Prevention	<ul style="list-style-type: none"> 501(c)(3) nonprofit organizations <u>currently</u> operating Homelessness Prevention programs with the assistance of Home4Good grant funding or other funding sources.
Re-Entry	<ul style="list-style-type: none"> 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide direct client assistance through short-term rental assistance, utility, and security deposits for people exiting correctional institutions within six months post-release.
Innovation	<ul style="list-style-type: none"> <u>Street Outreach</u>: 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide street outreach services and crisis intervention for the immediate needs of the homeless in unsheltered locations. <u>HIV/AIDS Strategy Assistance</u>: 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide case management and coordination of services to low-income individuals and families living with HIV/AIDS. <u>Shelter Connect</u>: 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide emergency shelter access to street outreach providers. Experience with case management, and crisis intervention to address the immediate needs of the homeless statewide. <u>Capacity Building Related to the Advancement of the COC Action Plan</u>: 501(c)(3) nonprofit organizations seeking to advance the COC Action Plan.

Rapid Re-Housing

The purpose of the Home4Good Rapid Re-Housing program is to support and assist households that are literally homeless with Housing Identification, Financial and Rental Assistance for Rent and Move-In expenses and provide Case Management Supportive Services (the three core components of a Rapid Re-Housing program) to help them return to permanent housing. Households are referred to Rapid Re-Housing provider agencies.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations currently operating Rapid Re-Housing programs with the assistance of Home4Good grant funding or other funding sources.

Applicants not previously funded by H4G for Rapid Re-Housing activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Rapid Re-Housing grant funds may be utilized as follows:

- Up to **30%** of the grant may be used for **program delivery**;
- Up to **10%** of the grant may be used for **program administration**; and
- At least **60%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Delivery	Case Management Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none">• Rental (Rental assistance and arrearages)• Financial (Utility assistance and security deposits)

**Only case management salaries/benefits associated with serving Home4Good clients are considered eligible.*

C. General Information and Requirements

- The term for all Rapid Re-Housing grants is **two** (2) years.
- To be considered eligible, Rapid Re-Housing programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants for the Rapid Re-Housing Program must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- Applicants must be able to demonstrate that there is at least one (1) full-time case manager on staff whose time is dedicated to providing case management services for Rapid Re-Housing clients. Additionally, applicants are **required** to document contact with Rapid Re-Housing clients at least once every thirty (30) days.
- All direct-client assistance **must be paid directly to the landlord or utility company on behalf of the client**. Any assistance paid directly to the client will not qualify as a reimbursement expense.
- Rapid Re-Housing clients may receive assistance up to a 24-month period.
- Household income of individuals or families assisted by Home4Good Rapid Re-Housing funding may not exceed **50%** of the Area Median Income.
- Applicants are required to register with Housing Alliance DE and report in CMIS on households served.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Subgrantee may target with Home4Good funding.

Homelessness Diversion

The purpose of the Home4Good Homelessness Diversion grant is to support the expansion of Homelessness Diversion as a strategy in Delaware's homeless assistance system.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations currently operating Homelessness Diversion programs with the assistance of Home4Good grant funding or other funding sources.

Applicants not previously funded by H4G for Diversion activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Diversion grant funds may be utilized as follows:

- Up to **30%** of the grant may be used for **program delivery**;
- Up to **10%** of the grant may be used for **program administration**; and
- At least **60%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Delivery	Case Management Salaries/Benefits*
Program Administration	Administrative Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none">Rental (Rent subsidy and arrearages)Financial (Utility arrearages and deposits, and security deposits)

**Only case management salaries/benefits associated with serving Home4Good clients are considered eligible.*

C. General Information and Requirements

- The term for all Homelessness Diversion grants is **one** (1) year.
- To be considered eligible, Homelessness Diversion programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- Applicants must be able to demonstrate that there is at least one (1) full-time case manager on staff whose time is dedicated to providing case management services for Homelessness Diversion clients. Additionally, applicants are required to contact Homelessness Diversion clients at least once every thirty (30) days.
- All direct-client assistance must be paid directly to the landlord or utility company on behalf of the client. Any assistance paid directly to the client will not qualify as a reimbursement expense.
- Diversion clients may receive assistance up to a 3-month period.
- Documentation that the household will be permitted to remain in the rental unit upon payment of the arrearage.
- Household income of individuals or families assisted by Home4Good Diversion funding may not exceed 80% of the Area Median Income.

- **Successful Shelter Diversion:** The household does not go to shelter but stays in original permanent housing or goes directly to a safe temporary or permanent housing alternative.
- **Successful System Diversion:** The household exits shelter *within 7 days* of entry to a safe temporary or permanent housing alternative.
- Applicants are required to register with Housing Alliance DE and report in CMIS on households served.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Subgrantee may target with Home4Good funding.

Homelessness Prevention

The purpose of the Home4Good Homelessness Prevention grant is to support programs that assist individuals and families that are facing a financial crisis and are at imminent risk of losing their current housing and becoming homeless.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations currently operating Homelessness Prevention programs with the assistance of Home4Good grant funding or other funding sources.

Applicants not previously funded by H4G for Prevention activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Homelessness Prevention grant funds may be utilized as follows:

- Up to **25%** of the grant may be used for **program administration**; and
- At least **75%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Administration	Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none"> • Rental (Rent arrearages) • Financial (Utility arrearages and deposits, and security deposits)

C. General Information and Requirements

- The term for all Homelessness Prevention grants is **one** (1) year.
- To be considered eligible, Homelessness Prevention programs must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- Applicants must be able to demonstrate that there is at least one (1) full-time case manager on staff whose time is dedicated to providing case management services for Homelessness Prevention clients.
- All direct-client assistance must be paid directly to the landlord, or utility company on behalf of the

client. Any assistance paid directly to the client will not qualify as a reimbursement expense. Mortgage-related client expenses are not eligible.

- Prevention clients may receive one-time assistance annually.
- Household income of individuals or families assisted by Home4Good Homelessness Prevention funding may not exceed 80% of the Area Median Income.
- Applicants are required to register with Housing Alliance DE and report in CMIS on households served.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Subgrantee may target with Home4Good funding.

Re-Entry

The purpose of the Home4Good Re-Entry Services that target individuals exiting correctional institutions by providing direct client assistance through short-term assistance programs. Services for eligible program participants are provided case management services to assist with overcoming housing barriers.

Activities include to provide guidance, connect to resources, and assist to identify housing options to formerly incarcerated people.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations currently operating Homelessness Re-Entry programs with the assistance of Home4Good grant funding or other funding sources.

Applicants not previously funded by H4G for Re-Entry activities are **required** to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

Re-Entry grant funds may be utilized as follows:

- Up to **25%** of the grant may be used for **program administration**; and
- At least **75%** of the grant must be used for **direct-client assistance**.

Use	Definition
Program Administration	Salaries and Indirect Costs (rent, utilities, insurance, etc.)
Direct-Client Assistance	<ul style="list-style-type: none"> • Rental (Rental assistance and arrearages) • Financial (utility payments and deposits, and security deposits)

C. General Information and Requirements

- The term for all Re-Entry grants is **one** (1) year.
- To be considered eligible, the Re-Entry program must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- Applicants must be able to demonstrate that there is at least one (1) full-time case manager on staff

whose time is dedicated to providing case management services for Re-Entry clients. Additionally, applicants are required to contact Re-Entry clients at least once every thirty (30) days.

- All direct-client assistance must be paid directly to the landlord, or utility company on behalf of the client. Any assistance paid directly to the client will not qualify as a reimbursement expense.
- Re-Entry clients may receive assistance up to a 6-month period.
- Documentation of release or discharge from incarceration is required.
- Re-Entry clients are eligible up to 6-month post release.
- Household income of individuals or families assisted by Home4Good Re-Entry funding may not exceed 80% of the Area Median Income.
- Applicants are required to register with Housing Alliance DE and report in CMIS on households served.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Subgrantee may target with Home4Good funding.

Innovation Applicants

The purpose of Home4Good Innovation grant is to support programs that provide innovative solutions in addressing homelessness making the delivery of services more efficient or effective.

A. Eligible Applicants

- 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide innovative solutions to address homelessness or are seeking to advance the CoC Action Plan.

Applicants not previously funded by H4G for Innovation activities are required to schedule a technical assistance meeting with DSHA prior to applying to discuss proposed program and eligibility.

B. Eligible Uses

DSHA is seeking applications for the following uses; however, applicants with other innovative solutions that address homelessness may request a technical assistance meeting to discuss their proposed program and eligibility.

7. Street Outreach

Services that target individuals and families living unsheltered, meaning those who qualify under the definition of Literally Homeless. Emergency services for eligible program participants are provided on the streets or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where people are living unsheltered.

Activities to locate, identify, and build relationships with people living unsheltered for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream services and housing programs.

- Eligible applicants:
 - 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide street outreach services and crisis intervention for the immediate needs of the homeless in unsheltered locations.
- Grant funds may be utilized as follows:
 - Up to 100% may be used for program-related salaries; and

- Applicants may choose to use up to 10% of grant funding for indirect costs such as rent, insurance, postage, etc.
- Applicants must provide DSHA with a clear plan of implementation for their Street Outreach program, which needs to include, but is not limited to:
 - Service Plan strategy;
 - Staffing plan;
 - Timeline for implementation and launch;
 - Targeted geographic area; and
 - Populations to be served.
- Applicants will be required to provide quarterly outcomes to DSHA that include, but are not limited to:
 - Strategy results;
 - Newly established partnerships and current partnerships utilizing program;
 - Populations served;
 - Program development; and
 - Geographic area served.

8. Shelter Connect Program

Services that connect individuals and families experiencing unsheltered homelessness to emergency shelter resources, while offering case management and supportive pathways that lead to housing stability. The term Emergency Shelter means “any facility with overnight sleeping accommodations, the primary purpose of which is to provide emergency services for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements”.

Emergency Shelters in the Shelter Connect Program will be required to;

- Staffed 24 hours, 7 days a week, throughout the year;
- Sign a MOU with a Street Outreach (SO) provider;
- Incorporate a Person-Centered assessment;
- Provide Crisis Intervention;
- Provide Case Management and Supportive Pathways;
- Provide bed access to SO providers;
- Provide documented referrals to critical services;
- Report in CMIS on households served, (with the exception of Victim Service Providers).

Shelter Connect Program activities aim to streamline the process for unsheltered individuals and families seeking shelter services. The goals, to increase shelter bed utilization, improve client stability, self-sufficiency, reduce barriers to homelessness, and foster a collaboration among service providers to ensure a comprehensive approach to address homelessness. Under Shelter Connect, the Emergency Shelter along with their Street Outreach provider will work in partnership to guide and assist with referrals and coordinated services within the program's capabilities.

Eligible applicants:

- 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide emergency shelter access, essential social services, case management, and crisis intervention to address the immediate needs of the homeless in the State of Delaware with preference given to Kent & Sussex Counties.
- Grant funds may be utilized as follows:

- Up to 100% may be used for program-related salaries; and/or
 - Shelter operational costs;
- Applicants must provide DSHA with a clear plan of implementation for the proposed Shelter Connect Program, which needs to include, but is not limited to:
 - Service Plan strategy;
 - Staffing plan;
 - MOU with Street Outreach provider
 - Timeline for implementation and launch;
 - Targeted geographic area; and
 - Populations to be served.
- Applicants will be required to provide quarterly outcomes to DSHA that include, but are not limited to:
 - Strategy results;
 - Newly established partnerships and current partnerships utilizing program;
 - Populations served;
 - Program development; and
 - Geographic area served.

9. HIV/AIDS Strategy Assistance

Services that target individuals and families who are living with HIV/AIDS. Services for eligible program participants who is medically diagnosed with HIV/AIDS and have an income at or below 80 percent of the area median income.

Activities to coordinate and deliver support services alongside eliminating housing barriers to accessing and maintaining housing assistance. Develop client-centered practices as a standard for HOPWA program planning and operations.

Eligible applicants:

- 501(c)(3) nonprofit organizations experienced with administering state and/or federal sources that provide case management and coordination of services to low-income individuals and families living with HIV/AIDS.
- Grant funds may be utilized as follows:
 - Up to 100% may be used for program-related salaries; and
 - Applicants may choose to use up to 10% of grant funding for indirect costs such as rent, insurance, postage, etc.
- Applicants must provide DSHA with a clear plan of implementation for the proposed HIV/AIDS Strategy Assistance program, which needs to include, but is not limited to:
 - Service Plan strategy;
 - Staffing plan;
 - Timeline for implementation and launch;
 - Targeted geographic area; and
 - Populations to be served.
- Applicants will be required to provide quarterly outcomes to DSHA that include, but are not limited to:
 - Strategy results;
 - Newly established partnerships and current partnerships utilizing program;
 - Populations served;

- Program development; and
- Geographic area served.

C. General Information and Requirements

- The term for all Innovation grants is **one** (1) year.
- Applicants must be able to demonstrate adequate staffing capacity to successfully implement and operate proposed program.
- To be considered eligible, Innovation program must be **distinct and separate** from other programs of the nonprofit applicant.
- Applicants must be able to demonstrate the ability to fund a dollar-for-dollar match of the Home4Good request amount.
- If applicable, household income of individuals or families assisted by Home4Good funding may **not exceed 80%** of the Area Median Income.
- Applicants are required to register with Housing Alliance DE and report in CMIS on households served.
- Applicants are required to propose a targeted geographic area; however, DSHA will make the final determination as to which county or counties a Subgrantee may target with Home4Good funds.

FHLBank Pittsburgh Member Support Requirement

FHLBank will provide the opportunity for its Member Financial Institutions to offer support to Home4Good applications. FHLBank will coordinate and collect Member Support Forms on behalf of applicants. Applicants have no responsibilities to reach out to FHLBank members unless otherwise requested.

Application Documentation and Submission Process

A. Application Documentation

The following application documents may be accessed at:

http://www.destatehousing.com/OtherPrograms/ot_h4g.php

- Home4Good NOFA and Application Guidelines;
- Home4Good Grant Application and submission instructions; and
- FHLBank Pittsburgh Member Support Form.

B. Application Submission Process

The Home4Good application submission process is a paperless process. Applicants are required to submit their applications via e-mail to DSHA_comdev@delaware.gov. Detailed submission instructions can be found on the cover page of the application.

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.** Applications that do not meet a minimum score of 70, will not be considered for funding.
- Approximately forty-five (45) days from the application deadline, a committee comprised of DSHA, FHLBank Pittsburgh staff, and CoC representatives will review, evaluate, and rank all eligible applications. A list of the top-ranked applications along with recommended funding amounts will be forwarded to DSHA's Director and FHLBank Pittsburgh's Senior Director for final approval.
- Eligible applications will be scored and ranked based on the criteria detailed in the Scoring Categories listed below.

B. Scoring Categories

Applicants are responsible for determining and providing sufficient support documentation in the form of application exhibits. Application exhibit requirements can be found in the Home4Good Grant Application (Section 15). The information provided by applicants will be reviewed, scored, and ranked as follows:

1. Program Description

Maximum Score: 25 points

Related Application Exhibits: E and F

Rapid Re-Housing, Homelessness Diversion, and Homelessness Prevention, Re-Entry

- Describe type of program (e.g. Rapid Re-Housing, Homelessness Diversion, Homelessness Prevention, or Re-Entry), location of main and satellite offices and counties served.
- Describe targeted populations, including AMI, and geographical areas served by the program. If only a portion of a county is served, describe target area in detail. For Rapid-Rehousing Applicants, is there a preference of target population served (i.e. individuals with substance abuse or mental health disabilities vs. family households).
- Describe how the program is distinct and separate from other programs of the applicant.
- Describe length of time program has operated and how program forwards the CoC's Action Plan and Delaware's initiative to end homelessness in a coordinated and efficient manner.
- Describe how the program operates in detail. The description should include how clients are referred to the program and services provided from entry to exit of the program.
 - If applicable, describe how clients participate in Delaware's Centralized Intake.
 - Describe method used to determine household income and eligibility at initial assessment and during the period the client receives assistance. Describe supporting documentation kept on file.
 - Describe case management services provided and how the program's services empower clients and stabilize their housing situation.
 - Describe how direct-client assistance is determined, its frequency, include examples of what types of direct-client assistance are needed.
 - Describe how housing is identified and how landlords are engaged for recruitment and/or communicated with to assist a household. If applicable, describe any incentives offered or barriers removed to increase the number of landlords in the program.

- Describe how the exit plan is determined for each client and what processes the program has in place to prevent a future eviction.
- Describe how your organization works with or plans to work with Housing Alliance DE to provide client data in CMIS.
- Describe the need the program is intending to address. Please include, but not limited to:
 - Local and national data supporting the need;
 - Statistical data and information from Needs Assessments;
 - Statistical data from other sources; and
 - Waiting lists.

Innovation

- Describe type of program (e.g. Street Outreach, HIV/AIDS Strategy Assistance, Shelter Connect, or Capacity Building Related to the Advancement of the CoC Action Plan, location of main and satellite offices and counties to be served).
- Describe targeted populations, including AMI, and geographical areas to be served by the program. If only a portion of a county is to be served, please describe target area in detail.
- Describe how the proposed program forwards the CoC's Action Plan and Delaware's initiative to end homelessness in a coordinated and efficient manner.
- Describe how the proposed program will be implemented and marketed, and the timeline for launching.
- Describe how the program will operate in detail. The description should include how clients are referred to the program and all services provided from entry to exit of the program.
- Please include any additional information that will assist DSHA in understanding your proposed program and how it operates.
- Describe the need the program is intending to address. Please include, but not limited to:
 - Local and national data supporting the need;
 - Statistical data and information from Needs Assessments;
 - Statistical data from other sources; and
 - Waiting list procedure.

2. Organizational and Financial Capacity

Maximum Score: 25 points

Related Application Exhibits: A, B and C

- Organizational Information
 - IRS documentation demonstrating Section 501(c)(3) status.
 - Organizational documents such as Articles of Incorporation, LLC Agreement and By-Laws.
 - List of Board officers, including name, city and state of residence, occupation, email address.
 - Board resolution demonstrating approval to apply for grant.
 - Location of main and satellite offices.
- Financial and Staffing Capacity
 - Describe your organization's financial control system and procedures. Include an explanation of how Home4Good 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.
 - Copies of Audited Financial Statements for the last two (2) years.
 - Copies of IRS Form 990, Return of Organization Exempt from Income Tax, for the last two (2) years.
 - Describe staffs' ability to assist in the successful planning, marketing and managing of the program.

- Please provide a staffing plan (including salary and benefit amounts) for a full-time case manager.
- Related Experience
 - Describe your organization's experience with the successful administration of *housing or similar-type programs* that serve low- and very low-income persons.
 - Describe current or previous experience with DSHA, FHLBank, Housing Alliance DE, CoC and HUD.
 - 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, and total amount drawn-to-date.

3. Leveraging, Program Budget and Cost Effectiveness

Maximum Score: 20 points

Related Application Exhibit: G

- Documentation to support **committed** funding (letters of commitment or equivalent documentation) that supports budget.
 - Documentation must clearly state that funding is a dedicated source for this program, the funding term and dated within the last six (6) months. If the commitment letter date is older, please provide evidence from the funder that the commitment is still valid, and the total funding amount is still available.
 - If committed funding, as of application date, is less than 50% of the total program budget, please describe the strategy for obtaining additional funding to meet Home4Good dollar for dollar match requirement and/or overall budget, please include anticipated commitment dates for each funding source. Home4Good funding requests **cannot** be used to meet the match requirement.
- Documentation that substantiates budgeted, costs including dedicated staffing costs.
- Description of how the Home4Good funding, if awarded, will be utilized:
 - Rapid Re-Housing
 - Program Delivery
 - Program Administration
 - Direct-Client Assistance
 - Homelessness Diversion
 - Program Delivery
 - Program Administration
 - Direct-Client Assistance
 - Homelessness Prevention
 - Program Administration
 - Direct-Client Assistance
 - Re-Entry
 - Program Administration
 - Direct-Client Assistance
 - Innovation
 - Program Administration
 - Direct-Client Assistance

4. Partnerships, Collaboration and Coordination

Maximum Score: 15 points

Related Application Exhibit: D

- Completed and signed **FHLBank Pittsburgh Member Sponsor** form.

- Describe partnerships and collaborations established with other organizations, agencies, volunteer services and funders to effectively operate the program and to reduce duplication of services.
- Describe any coordination of funding to efficiently utilize the limited funding available in Delaware.
- Describe any coordination of services with other homelessness programs.
- Describe any use of volunteer services utilized for the program.

5. Program Outcomes and Performance Measurements

Maximum Score: 15 points

Related Application Exhibit: H

- Describe the impact that will result from the program being funded including, but not limited to, the following as applicable:
 - Increased accessibility to affordable housing;
 - Reduction in the length of homelessness;
 - Reduction in returns to homelessness;
 - Reduction in first-time homelessness;
 - Increasing access/coverage (thoroughness in reaching persons who are homeless);
 - Overall reduction in number of persons who experience homelessness;
 - Increasing job and income growth for persons who are homeless;
 - Increasing household stabilization; and
 - Other goals and objectives of your program.
- Describe the proposed above outcomes for the timeframe 1/1/2026 to 12/31/2026.
- Describe what processes are in place for tracking program outcomes.
- Provide client outcomes that demonstrate how your program assisted in the stabilization or improvement of the housing situation or ability to obtain stable housing.
- Provide a CMIS report or similar report for clients/households served by the program for the timeframe 1/1/2025 to 6/30/2025.

Grant Agreements

DSHA will provide approved applicants with a Grant Agreement that includes conditions that must be satisfied during the grant term. Conditions will include, but are not limited to:

- Grant term;
- Targeted population and geographic area;
- Targeted household income;
- Reporting requirements; and
- Draw requirements.

Grant recipients are required to execute the Grant Agreements within thirty (30) days of receiving grant approval.

Disbursement of Grant Funds

Applicants awarded Home4Good funding will be required to draw down grant funds **monthly** on a **reimbursement** basis.

Additional Notifications

- Notification of grant approval or denial will be provided to applicants within approximately fifteen (15) days from DSHA and FHLBank of Pittsburgh Directors' 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 in a given round.
- 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 Home4Good funding will be subject to desk 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.

Application and Technical Assistance

DSHA staff is available by phone to assist applicants with questions pertaining to the Home4Good program, program eligibility and the application process. Applicants may also schedule a conference call for more in-depth discussions.

For program questions and assistance with the application process please contact:

Janell Stanton, Community Development Manager

Phone: 302-739-0219

E-mail: Janell.Stanton@delaware.gov

Additional Resources for Applicants

A. Available Resources

As you prepare your application, DSHA suggests that you review the attached resources in the areas that you intend to apply. These resources can guide you in your program design to incorporate practices that have shown promise in improving the performance of homeless service delivery systems in the following measures:

- Reduction in the length of homelessness;
- Reduction in returns to homelessness;
- Increasing access/coverage (thoroughness in reaching persons who are homeless);
- Overall reduction in number of persons who experience homelessness;
- Increasing job and income growth for persons who are homeless; and
- Reduction in first time homelessness.

1. Rapid Re-Housing

- NAEH Rapid Re-Housing, Creating Programs that Work – A guide to assist communities in Rapid Re-Housing implementation.
<https://endhomelessness.org/resource/rapid-re-housing-toolkit/>

- NAEH Rapid Re-Housing Training – Five (5) short modules developed by the Center for Capacity Building that break down the basic elements of the intervention, including a module on landlord engagement.
<https://endhomelessness.org/resource/rapid-re-housing-training-module-housing-barriers-assessment/>

2. Homelessness Diversion

- Closing the Front Door: Creating a Successful Diversion Program for Homeless Families, National Alliance to End Homelessness.
<http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successul-diversion-program.pdf>
- Org Code Diversion Training video 1hr 10 min.
<https://www.youtube.com/watch?v=disVhPPUm2c>

3. Homelessness Prevention

- Homelessness Prevention Creating Programs that Work, National Alliance to End Homelessness.
http://b3cdn.net/naeh/e151d425e2742e3e3b_0rm6btoc6.pdf

4. Re-Entry Services

- Connecting People Returning from Incarceration with Housing and Homelessness Assistance
[Reentry Housing Resource Tipsheet Final.pdf \(usich.gov\)](#)
- Homelessness and Prisoner Re-Entry
[Homelessness and Prisoner Re-Entry - Volunteers of America \(voa.org\)](#)