

Alaska Housing Finance Corporation
SFY 2025 Discharge Incentive Grant (DIG)
Expansion
Notice of Funding Availability (NOFA)
Second Round - February 2025
Revision One



1. INTRODUCTION

The Discharge Incentive Grant program (DIG) provides immediate housing assistance for Trust Beneficiaries exiting Department of Corrections (DOC) settings who require extended supervision and support services to avoid repeat incarceration. The supportive services shall be provided in collaboration with DOC and local behavioral health provider agencies.

Performance Measures:

- Collaboration with DOC to provide a safety net for at-risk beneficiaries through the discharge process and return to the community.
- Provide essential housing assistance including emergency and transitional housing, basic needs such as weather-appropriate clothing,
- Connect to long-term appropriate housing within three months of discharge.
- Reduce the number of Trust beneficiaries who are returned to custody within 12 months of release.

Important Dates & Deadlines:

All parties applying for funding under this NOFA must comply with the deadlines below. Other important dates are also listed below for your reference. Dates that are subject to change are followed by 'est'. Registration and application deadlines are set, and submissions after the below-stated deadlines will not be accepted, unless AHFC determines that it is in the best interests of the Program, Corporation, or State.

Activity	Date/Deadline
NOFA Publication	February 20,2025
Application Due	April 1, 2025
Notice of Intent to Award	Est April 14, 2025
Period of Performance	May 1, 2025, to June 30, 2025

2. AVAILABLE FUNDING

Total available \$200,000.00

Minimum request - \$50,000.00 each community

Three or more communities awarded.

Grantees are restricted to 10 percent admin. The remaining funding requested will be direct 3rd party payments for emergency and transitional housing and supportive services.

3. APPLICATION DETAILS

A. ELIGIBLE APPLICANTS:

Current DIG or Reentry Housing (REH) recipients, DOC/Behavioral Health awardees, and Alaska Mental Health Trust Authority (AMHTA) awardees operating similar programs.

B. ELIGIBLE ACTIVITIES

- i. Coordination with the Alaska Department of Corrections Behavioral Health and Reentry Services
- ii. Rental Assistance (emergency, transitional, permanent placement)
- iii. Transportation
- iv. Assistance in applying for state and federal assistance including Medicaid
- v. Rental housing placement
- vi. Landlord relationships
- vii. Assistance with basic needs

C. REQUIRED APPLICATION FORMAT

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

- i. Completed DIG application;
- ii. Application budget
- iii. Completed budget narrative
- iv. Program narrative addressing four topics and not exceeding the available page limit;
- v. Confirmation of membership in applicable Reentry Coalition(s);
- vi. Confirmation of nonprofit or other eligible status; and
- vii. Confirmation of DIG, REH, DOC or AMHTA award.

Failure to provide the required information, or failure to submit information in the correct format may be cause for rejection of a DIG grant application.

4. ELECTRONIC SUBMISSION REQUIREMENT

Application materials will only be accepted by electronic submittal via email to Jennifer Smerud, jsmerud@ahfc.us. Hand-delivered, mailed, or faxed applications will not be accepted. *Outlook limits email attachments to no larger than 20MB.*

5. DEADLINE FOR SUBMITTAL

Applications will be submitted via email to Jennifer Smerud at jsmerud@ahfc.us. Applications must be fully submitted no later than 5:00 p.m., Alaska Standard Time, on **April 1, 2025**.

6. APPLICATION INQUIRIES

After reviewing this Notice of Funding Availability (NOFA) and the application forms, applicants are encouraged to contact the AHFC Program Manager, Jennifer Smerud, by phone at 907-330-8276 or 1-800-478-2432 (toll-free in AK) or by email at jsmerud@ahfc.us.

7. DEBARMENT AND SUSPENSION

Applicants and their principals, including all agencies represented in a coordinated application, who are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State, or AHFC programs, are not eligible to receive funds under this NOFA. In addition, the applicant is responsible for ensuring that each contractor and subcontractor performing work on the assisted housing is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State, or AHFC programs. See the federal “Excluded Parties Listing System” at www.sam.gov.

8. MISSTATEMENTS

If the Corporation determines that a grant recipient has made a material misstatement relating to the grant recipient’s application for, or administration of, a grant, the Corporation will, in its discretion, require the grant recipient to repay the grant to the Corporation, together with accrued interest on the amount of the grant calculated at the highest rate allowed by law from the date of issuance of the grant check(s) by the Corporation.

9. RESERVATIONS

AHFC reserves the right to accept or reject any or all applications in whole or in part. An application may be rejected by AHFC if an applicant is considered a “non-responsible bidder.” A non-responsible bidder is one who has failed to comply with NOFA requirements; who has failed to perform under any previous grant, tax credit allocation, or loan; who has previously failed to perform properly or to complete on-time projects of a similar nature; or who habitually and without cause neglected the payment of bills or otherwise disregarded obligations to subcontractors, material suppliers or employees.

AHFC may modify any of the terms of this NOFA. If, before the award, AHFC determines the modifications to be material, all applicants will be given an equal opportunity to modify their applications in only those specified areas designated by AHFC. Applicants who download this NOFA from Ariba should continually check for email notifications regarding possible modifications or deadline extensions.

10. PROPOSAL COSTS

AHFC will not reimburse recipients of a DIG application package for costs incurred in preparation of a response to this NOFA, nor any subsequent modifications. Any/all costs incurred by the applicant in preparation of this application, including travel and personal

expenses, are to be borne by the applicant and may not be charged as an expense of meeting the terms of any subsequent grant agreement, if any.

11. ACCEPTANCE OF TERMS

By submitting a DIG application, an applicant accepts all terms and conditions of this NOFA and those contained in AHFC regulations 15 AAC 154.010 – 15 AAC 154.080. If a grant is awarded the applicant's proposal will become part of the grant agreement. The applicant also agrees to the following:

- i. Requirement that all DIG grantees must utilize the Unity database to provide client-level data;
- ii. Participation in relevant Reentry Coalitions; and
- iii. MOU or related agreement with a community behavioral health provider.

Proposals and other materials submitted in response to this DIG NOFA become the property of AHFC and may be returned only at AHFC's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated, and a Notice of Intent to Award has been issued by AHFC. Financial statements included in the application will be considered to be public information unless the applicant specifies in writing that the financial statements remain confidential.

12. APPLICATION REVIEW AND EVALUATION CRITERIA

A. Application Review

AHFC's Planning and Program Development Department will coordinate the review of each application and forward recommendations to AHFC's Executive Director, who will make a final determination on the applications. Upon final approval from the Executive Director, applicants will be notified in writing of their ranking and/or proposed level of funding.

B. Evaluation Criteria

Threshold Review: Each application must pass a threshold review to be considered for funding. The threshold review will consider the following:

- i. The application was received by the deadline stated in section 5 of this NOFA;
- ii. AHFC has determined that the applicant is a "responsible bidder" as described in section 9 of this NOFA;
- iii. The DIG application forms provided by AHFC are completed (with N/A appearing in areas that may not apply) and signed by the applicant's authorized representative;
- iv. Budget and budget Narrative demonstrates ability to fully expend available funding in the time allocated; and
- v. The narrative section is submitted and is no longer than three pages and in 12-point font size.

After an application passes the threshold review, an application review committee of up to three people will review the application. The committee will rank each application based on the Evaluation Criteria below. AHFC will distribute narration materials electronically to members of the review committee.

Scoring Matrix

Narrative Section	Maximum Available Points
1. Mission and Services match DIG Program	5 Points
2. Past Experience with DOC Programs	25 Points
3. Housing Navigation Program Details	10 Points
4. Fiscal Agent Capacity	10 Points

Scoring Criteria

1. Mission and Services Compatibility (5 points)
 - a. Active programs include Housing Placement/Transitional Housing or Emergency Shelter. (2 points)
 - b. Active Programs include Reentry Services or prioritization of returning citizens. (3 points)
2. Past Experience with DOC Programs (25 points)
 - a. Existing partnership with DOC (5 points)
 - b. Existing services for returning citizens and Trust Beneficiaries (10 points)
 - c. Experience with housing placement or transitional housing for returning citizens and Trust Beneficiaries. (10 points)
3. Housing Navigation Program Details (10 points)
 - a. Intake policies and procedures that incorporate screening for housing barriers, match housing intervention to the client's needs, and plans for increased self-sufficiency or placement in assisted living. (5 points)
 - b. Experience or plans for landlord partnerships or other relationship building. (5 points)
4. Fiscal Agent Capacity (10 points)
 - a. Has experience providing payments to 3rd party landlords or other vendors. (5 points)
 - b. Has experience tracking expenses per client and compliance with Generally Accepted Accounting Principles (GAAP). (5 points)

Max: 50 points

13. GRANT AGREEMENT REQUIREMENTS

- A. DIG funds awarded may be revoked or recaptured, at AHFC's discretion, for:
 - i. Violation of program rules, regulations, or statutes;
 - ii. Inability of the applicant to complete the project on time;
 - iii. Failure of the applicant to meet expenditure timelines, deadlines, or other reporting requirements during the implementation phase of the project; and
 - iv. Fraudulent activities; performance on previous AHFC financed or funded projects; or knowingly misleading AHFC through actions or statements concerning the award of DIG funds.
- B. If AHFC determines that the award of DIG funds must be revoked or recaptured the Grantee will receive a written explanation detailing the following items:

- i. The reason for the action;
- ii. The federal or state rules, regulations, or statutes violated; and
- iii. Remedy for the action; and the appeal process that is available to the recipient of DIG funds.

14. GRANT TERM EXTENSION

AHFC reserves the right to renew projects awarded under this NOFA for up to **three one-year** terms, should the Corporation elect not to conduct a funding competition in the years following this award.