ESG and HOPWA Q and A Webinar March 21, 2019

1. For the character limit, does it include spaces or is it letters only?

   Character Limits does not include space.

2. When completing the cost analysis breakdown (cost per family/household), do we use the amount spent to date or the total amount. I would assume it's the amount spent to date as that would give a true cost and accurate cost breakdown.

   The cost for 2019 is projected and the cost for 2018 is for January-December so, the applicant should have this information available.

3. Do you have to complete the general application portion and the Rapid Re-housing application separately if that is the program for which we are applying for funding?

   All ESG Applicants should complete the General Information section.

4. Can you cut and paste from word into the question sections

   Yes

5. Is applying for HMIS funding considered applying for funding to support staff compensation and therefore require a job description? If the position is a contract position, is a copy of the contract also required?

   Data Entry, the eligible HMIS line item, is considered staff compensation and requires a job description and time allocation. A copy of the contract for a contracted person is not required at the time of application submission.

6. Organizational policies and procedures page does not include enough characters to answer that with all our policies. Do you just want name of policies?

   The applicant will need to provide the information requested for this question within the allowable character limits.

7. To be clear, we DO NOT add the cost of the requested HMIS funds in the budget. Even if we are asking for it to cover the salary of an employee that handles the data for the organization?

   Correct, complete the amount requesting, match amount and upload a job description and time allocation for the staff person for the requested HMIS funding.

8. Am I required to enroll with HMIS and how do I do that?

   New Agencies currently not using HMIS will be given further information on how to sign up, if awarded.

9. Can a Community Service Block grant satisfy the match requirement?

   Here is HUD's response to this question: "It is important to note that any CSBG funds used for matching the ESG program must be used for the purposes of, and in accordance with the

requirements of, both CSBG and the ESG program. Please see the information that the U.S. Department of Health and Human Services issued about using CSBG as match for the ESG Program, CoC Program, and other HUD programs (https://www.acf.hhs.gov/ocs/resource/csbg-im-135-federal-matching-requirements-hud-mckinney-vento).”

10. To clarify, we will not be completing a 15 month projection with this grant application correct?

    Correct

11. Can you use program property as in-kind to match the grant?

    If the use of the property meets the ESG eligible activities.

12. About the project information on the first page, it said "List Primary Site Name(s) to be utilized for Project," but we have more sites than three, what should we do?

    List as many as can fit on the application and all sites should be listed on the Site information form which is required to be uploaded on the Supplemental Documentation panel.

13. Inthe emergency shelter application, it asks for information on support services such as childcare which is one of the proposed support services of our project. Do I still fill out an application for SUpport Services for Childcare?

    Child care is one of the eligible line item expense in the Emergency Shelter Application budget. In the Supportive Service Application, Child Care is one of the three eligible ESG Supportive Service project types an applicant can apply for.

14. Do you have a list of jurisdictions that have PATH funding? We want to make sure our jurisdication would be eligible for street outreach funds.

    Information about PATH can be found at this DBHDD link: https://dbhdd.georgia.gov/sites/dbhdd.georgia.gov/files/imported/DBHDD/Files/FY%202018%20AMH%20Directory.pdf

15. -Since our DV BOS agency serves 3 counties we do the counties served and how many people we are projected to help, can we put in other and how many people we will get out off other counties for our shelter?We get a lot of clients in our shelter from other counties and sometimes out of state. So this would really look weird if we put just for our 3 counties with what we might help with and it would look really low.

    Counties Serve is elected by the applicants and will be part of the application review process.

16. To be clear, I can apply for the Emergency Shelter grant up to $60K and the Supportive Supported Services grant for up to $25K for a Case Manager for the Emergency Shelter?

    Applicants can apply for any ESG Project Type.

17. If we are not asking for HMIS funding do we need to answer the questions refering to HMIS

    Applicants may put $0 as amount requested if not applying for HMIS funding.

18. What is the difference between the application types for Emergency Shelter 1, 2, and 3?

Applicants who have more than one emergency shelter may apply for up to 3 emergency shelter grants.

19. Who is the correct person to sign tghe certification of complaince form

Any decision making person in the applicant's organization.

20. On pages 5 and 6 of the application it ask for cost per person served and cost per person placed from January 1, 2018 - December 31, 2018. Because the grant is from July - June, this answer will require stats from last year's grant cycle and the first part of this year's grant cycle. Our numbers look drastically different from our award amount, because we expended the majority of our 17/18 award during the first part of the grant and didn't spend as much during the first part of our 18/19 award. Is this okay?

DCA is aware that it is the calendar year and not the grant year regarding the cost per person served request.

21. Just confirming, we are gathering the PIT data from the DCA 2017 PIT data on the website.

The most recent DCA Point in Time Count information published is for 2017.

22. In the Emergency Shelter application, if you are requesting security or utility costs, where do you include them in the application? I do not see a section for operations. Thank you,

All requested line item expenses are on the budget section of the applications.

23. If we apply for HMIS funds within the Rapid ReHousing application, do we need to discuss matching those funds in Section 12) Match Sources

Yes

24. On the local governement approval form, we enter the total DCA funds requested. Would the total funds requested need to include the HMIS cost too? Or do we only enter the amount from the budget section?

It should include your HMIS request also.

25. When entering the costs for the program (per client/household) for 2018, are we entering the ESG total plus the match or only the ESG funds?

Correct

26. We serve more counties than are availble on the listing page. Do we just fill it up as best we can or is there a way to add more counties?

Applicants may upload this information under the "Other" category on the Supplemental documentation panel.

27. Is there any prerequisite training to submit grant and if so where can that be done?

There is no prerequisite training to submit the ESG and HOPWA grants. DCA offers application workshops annually prior to the opening of the application process.

28. Can BOS agencies apply for Street Outreach and Hotel/Motel Voucher projects?

   All applicants can apply for Street Outreach and Hotel/Motel Vouchers ESG Project.

29. We did not receive a grant for 2018, are we required to enter all 2018 clients in ClientTrack prior to submitting the grant?

   The 2018 person served requested information is for applicant's who served clients in that calendar year.

30. If we submitted the application before the deadline, will we be able to change or re-submit the application?

   Yes

31. We get funds from a FEMA grant - I'm assuming that is NOT eligible for matching?

   Applicants would need to be mindful of duplication of benefits. Please read the following document from HUD Exchange (ESG Funds for Disaster Relief): https://www.hudexchange.info/resources/documents/Notice-CPD-17-06-Using-CPD-Funds-for-Disaster-Response-and-Recovery.pdf

32. What office or official would generally need to sign the Local Government Approval Form?

   Emergency Shelter Grants Program funds provided directly to nonprofit organizations must have the approval of the local government in which the project is located. This will vary by region. One example is the mayor's office.

33. We are an existing agency applying for a new program that does not have an HMIS project name. Should we click the new agency tab or just leave everything blank? This is in regards to the Supportive Service Application.

   Agencies that does not have the existing project type can check the new agency tab.

34. What are you looking for for organization policy and procedures? There is not very much room to say much.

   The applicant will need to provide the information requested for this question within the allowable character limits.

35. For this grant the HOPWA it is not available for Fulton County and City of Atlanta, correct?

   DCA HOPWA grant is not available for any counties outside of DCA HOPWA Program's 125 counties jurisdiction. For Fulton County and City of Atlanta you can apply for funds with City of Atlanta HOPWA Program.

36. What is the difference in asking for funds on the Emergency Shelter Project budget line item 43 for Hotel/Motel vouchers vs the Hotel/Motel Voucher separate application?

   Emergency shelter applicants who are awarded an emergency shelter grant may utilize the hotel motel vouchers eligible line item expense if the emergency shelter is full. Hotel/Motel voucher is one of the state funded eligible ESG application type.

37. Can you go over the deadline dates?

    Online application system opened Friday, March 1
    System registration closes Tuesday, March 26 at 5:00 pm
    All content is due on Tuesday, April 2 at 12:00 pm

38. Under Supplemental Documents there are a few listed; I wanted to find out if they apply to RRH applications: Habitability Standards and ESG Shelter & Housing Standards (Cert) forms, do we need to complete those?

    The required supplemental documents are listed on the ESG page of the DCA website: https://www.dca.ga.gov/node/5676

39. In the Emergency Shelter app, If an agency only serves individuals, do we have to fill in both sections of the cost per person area

    Applicants should answer the questions that are applicable to the population serve.

40. HUD Continuum of Care is listed as a match source. Does this mean that if we receive rental assistance funding through HUD CoC, eligible expenses incurred during the ESG program year but paid with CoC funding can be used as a match?

    Applicants would need to make sure the HUD CoC matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.

41. I see the supplemental documents uploaded on the ESG site. Are these supposed to be any other douments uploaded, other than the four listed on the ESG site?

    The required supplemental documents are listed on the ESG page of the DCA website: https://www.dca.ga.gov/node/5676 and the LEP acknowledgement form is listed at https://www.dca.ga.gov/node/5714

42. If we previously sent local gov't approval letter signature request that included a balance for Coordinated entry (addresseed on last call) do we need to get a new form signed with the amended amount?

    Coordinated Entry funding is determine outside of this ESG application process.

43. does case management reimbursement apply to new grantees.

    Any applicant can apply for case management as an eligible line item expense.

44. BOS option is not listed as check off option on the HUD Local Consolidated Plan Certification of Consistency. Do we leave that blank?

    Applicants located in the Balance of State (BOS) counties do not need to request a Certification of Consistency.

45. If an agency had one of the listed grants in the past but no longer have that grant and is applying would we be considered new? Will we need to give projected data.

All applicants are reviewed in the same manner and projected data is required from all applicants.

46. We did not receive a 2018 grant, how do we address the question for cost per client?

    Please check the box that states: Check If New Agency.

47. I cannot find the link for last week and the week of before. Can you please email us the link?

    The ESG and HOPWA Q and A from the March 7th and March 14th 2019 Q and A webinars have been posted on the DCA Website. The link is: https://www.dca.ga.gov/node/5728

48. Q: Inthe emergency shelter application, it asks for information on support services such as childcare which is one of the proposed support services of our project. Do I still fill out an application for Support Services for Childcare?

    The child care eligible line item expense is one of the eligible service expenses under the Emergency Shelter ESG application project type. The Supportive Services ESG application also has a Child Care project type.

49. For shelter services, what if we have more than one person or organization that we want to work with? Can we just choose a staff member that is in charge of arranging these services?

    Job descriptions and allotted time allocations should be submitted for all personnel salary request.

50. Is everything due on the same deadline date? I was thinking yes but just wanted to double check.

    Online application system opened Friday, March 1
    System registration closes Tuesday, March 26 at 5:00 pm
    All content is due on Tuesday, April 2 at 12:00 pm

51. We utilize other sources of income to financially assist. Do you want those amounts included with the RRH funds utilized to report on cost per person/households served during 2018?

    All expenses, award and match, should be included in cost.

52. Our agency uses the state fiscal year for budgets. For the cost per person section, can we use FY2018 information (July through June 2018) or do we have to base the costs on calendar year?

    DCA is aware that it is the calendar year and not the grant year regarding the cost per person served request.

53. Let's say that in our application we do not list Donations as a cash match because they are not generally received. However, during the program year we get $1,000 donation which is utilized during the program period. Are we able to report that as part of our match at the end of the grant?

    Yes, sub-grantees are required to submit an end of year report with the actual match information.

54. If I need to change the amount noted on the gov't approval form, that has been previously signed, do I need to get a new form signed or just adjust the amount in the grant request itself

    Amount requested in the application and amount on the local approval form should match.

55. can inkind items such as rent or lease and volunteer hours meet the requiment for matching

    Any in-kind amounts use for match should meet the ESG eligibility criteria.

56. Just to clarify, a new agency is a agency that has never received a grant from DCA?

    New agency is an agency that is not currently funded.

57. Since the application itself ask for projections, do we still need to complete and attach the RRH projections and 15 month projections listed in the Supplemental Documents section?

    The 15-month projection is not a required document.

58. I know that you have answered this before, but in calculating the cost per person, it is correct to include all sums expended whatever the source if they are ESG eligible activities?

    All expenses, award and match, should be included in cost.

59. When filling out Board Members should we include vacant positions?

    Applicants should put whatever information is relevant.

60. In the sections asking about termination, organizational policies, etc., are we simply providing a summary of these policies? (There definitely is not enough space to provide a full policy.)

    The applicant will need to provide the information requested for this question within the allowable character limits.

61. In regard to homeless representation in policy making, is DCA requiring that a homeless or previously homeless person be on the Board or can you comply with the other portions of the regulations to be compliant?

    DCA is requiring that a homeless person or formerly homeless person is on the board of the applicant.

62. Can there be overlap between the Emergency Shelter and Supportive Services grants, in other words, can you request case managment funding in both or do you have to pick one?

    Case management funds can be requested for eligible ESG activities.

63. Just out of curosity, where will the funds come from for HMIS? I see that there is a section asking about the match, but where will the ESG funds for HMIS come from? As we are presenting this to our Board, I know this will be a concern.

    HMIS is one of the five federal funding ESG project types. 100% match is also required for the HMIS project.

64. Can projected program fees for 2019 be used as match or do they have to be on hand at time of application submission?

    Program fees are **not** eligible ESG Match sources.

65. Clarification : For the Life skills class we want to use different organzations do do them but there is no room to add that many.

    Job descriptions and allotted time allocations should be submitted for all personnel salary request.

66. If we have Shelter Plus Care apartments and have completed via the application via the link do we need to complete the service only application on the HSOline system?

    S+C applicants are **only** completing the Organization Document panel on HSOnline.