ESG and HOPWA Q and A Webinar March 14th 2019

1. I understand you will be sending out links, will that include HSonline registration

   Registration and Login is found at: https://dca.360works.com/hsonline2019.html. The Link was sent out in the HSonline Opening Announcement email on March 1st 2019. A reminder email will be sent on Friday March 15th 2019.

2. In the General Information section under Limited English Proficiency it states "An executed form is required to be submitted with this application" Where can we find the "form"?

   LEP Acknowledgement Form: https://www.dca.ga.gov/node/5714
   The form is on the ESG page on the DCA website.

3. When requesting funds for Coordinated Entry do we: 1. lump all in one project 2. split among others projects 3. How do we note this request?

   Coordinated Entry is not one of the ESG application type for this competition.

4. Under the ESG grant application, it request Organizational policies and procurdes, and policies and procedures to our specific program? what needs to be included in these policies? i want to make sure i have what you are looking for.

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

5. We have 4 counties we provide services to. Can we complete 4 separate submitted applications for each county for the same service, such as Hotel/Motel voucher, or can we only submit one complete package per agency with the limitations?

   With the exception of the Emergency Shelter Application, each ESG Project type is one application per agency regardless of the number of counties being served. For the Emergency shelter applications, if an agency has more than one emergency shelter serving a different population, the agency may choose to apply for up to three Emergency Shelter project types.

6. Good Afternoon, I would like to confirm with the proposal budget. If an agency has mutliple locations, is the budget * the number of locations? (i.e: We have five services area. Hotel voucher $60,000 per project. Is $60,000 * 5 services= $ 300,000?)

   With the exception of the Emergency Shelter Application, each ESG Project type is one application per agency regardless of the number of counties being served. The amount requested should not be multiplied by the number of locations.

7. I registered us as a non-DV agency, because we use Client Track, not the DV system. However, roughly 40% of our emergency shelter residents are actively fleeing current DV - we take the overflow from the local DV shelter. Roughly 85% of our residents have DV as a contributing

factor to their homelessness. Am I registering us correctly and if so, is there a way to indicate this?

When to use the DV comparable database can be found at this link on the HUD exchange website: https://www.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf

8. On the emergency shelter grant, what do you mean by different methods for data entry? Paper files and the database? So we can put our night person who does a lot of data entry on the HMIS like 80% if she spends that much on it? Also, 80% for fica?

Data Entry is the eligible line item expense for the HMIS grant. The job description and allocated percentage of time for the staff dedicated to this ESG eligible activity should be uploaded with the application submission.

9. There is a question on the grant that asks for the number of individuals for each county served, however in Client Track there is not a question that ask clients about their previous address or county. How do we answer this question?

The question asked for the number of individuals the applicant **projects** to serve in each county identified by the applicant. The county is where an individual is homeless when the referral took place.

10. can we submitt staff salary if we dont yet have staff

Yes.

11. For questiosn asking for cost per person or household served in 2018 For total cost in 2018, are we to use our ESG funds only (as in the projected section) or the cost of the program in its entirety?

ESG funds as well as eligible ESG match should be included.

12. If we apply for funds in Case Management for Supportive Services will we be able to transfer money to another line item if needed?

The supportive Service Case management Project type is only for Case management.

13. Under Homeless Prevention project, on the budget page, there is Service categories, how do we determine the money? Is a personnel salary like that?

Each applicant completes a requested amount for line item expenses. It is not necessary to select all the line item expenses listed. The amounts request and line items selected are part of the application review process.

14. So, for emergency shelter I only put the 3 counties I serve even though we sometimes get clients from other areas?

Agencies need to follow the Coordinated Entry (CE) process that is applicable to the CoC location of the project. Balance of State CE does not prioritize shelter admission so agency referrals for emergency shelter stay only is not prioritized. Again, check with your CoC where your project is located and follow that coordinated entry process for that CoC.

15. For the supplemental documents - the list includes Habitability Standards. Where do we find this form? It also includes Prevention and Rapid Rehousing projections - this is in the applications is there something else we need to attach to the grant? Do we need to include MOU's? The other information will include our HUD/APR reports. Is there anything else that you are looking for here?

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

16. I thought the HMIS request was going to be inside the ESG Grants. Is there a separate grant? Is it Support Services?

    The information to request HMIS funding is in the Emergency Shelter and Rapid Rehousing ESG Applications.

17. what is a cooridanted lead site

    In tandem with the Balance of State Continuum of Care, DCA is currently incorporating elements of the Federal Strategic Plan through the use of state funds to support projects that implement programs serving persons who are chronically homeless. The Coordinated Entry system is the mechanism whereby this implementation will take effect. Lead agencies in each community will serve as CES access points for those seeking assistance. Lead agencies will assess and match households to available and appropriate resources in their communities. Resources will be prioritized based on vulnerability (assessment score) and prioritization standards set by the CoC.

18. In Rapid Rehousing we are asked to provide cost per person or household served and then asked for cost per person or household placed in housing. What is the distinction should we use between persons served and persons placed in housing?

    Persons served are the individuals and families that have been enrolled in your project. Persons housed are the individuals and families that have move-in date into permanent housing.

19. under staffing under ESG. We may have more employees working with the program but may not be requesting salary thru the application. Do we still list all employees or just the ones we are requesting funding for?

    All eligible ESG activities can be listed. The ESG project requires 100% Match.

20. We are a new agency, and we do not have data from HMIS. What should we put for 2018?

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

21. In the Homeless Prevention & Rapid Rehousing applications - question 2 says Describe how you may know that services are available to all on a nondiscriminatory basis. What are you looking for in this answer?

    This is asking for information on how you advertise the services provided.

22. Going back to Coordinated Entry funding. If we are a lead coordinated entry organization is there anything we need to do in the applications to indicate we are interested in Coordinated Entry funds? Do we have to apply for Rapid Rehousing funding in order to receive Coordinated Entry funding?

    This ESG Application competition does not include Coordinated Entry Funding.

23. Back to the question a new agency does not have data from HMIS. There is NO box for us to check that we are new agency. (Under the persons served page, no check box like you mentioned)

    This information will be reported back to the HSonline Database programmer. If there are any technical issues with the database please send an email to hsonline@dca.ga.gov

24. · Maximum stay for clients for shelter, are you wanting what the bed night report has for the last year or what our policy is?

    Maximum stay is the maximum length of stay an individual or family can stay in the shelter.

25. The Habitablity Standards form is not included on the DCA website for ESG Supplemental Documentation. Does this mean that we do not need this? I found a Habitability Standards Inspection Checklist under the forms tab on the website - this looks like it should actually be done when inspecting units

    If an applicant is applying for Emergency Shelter, the ESG Shelter and Housing Standard should be completed and uploaded with the application. The Habitability Standard Checklist is for applicants who have been awarded a Rapid Rehousing and/or Homeless Prevention ESG grant.

26. What is Staff Cost under Transportation on Street Outreach project

    Staff transportation is the transportation costs of travel by outreach workers. This can be mileage allowance for outreach workers to visit the program participants if the worker uses their own vehicles or travel cost of outreach worker to accompany participants to use public transportation.

27. · Phone/internet is considered utilities?

    No, utilities are electric, gas and water.

28. On the Applicant Site Information form For Hotel/Motel do we put the city's address and our partner hotels?

    Site information is the location of the ESG Project Types.

29. 2019 ESG Shelter and Housing Standards Certification of Compliance
   This document is only for those applying for Emergency Shelter grants correct?

   Correct.

30. Guidebook states that original documents executed by the applicant such as the Certification of Consistency are due. I see where there is an online submission section for the forms but by " original" is it meant that we should also mail documents with original signatures?

   Original documents do not need to be mailed. All requested documents should be uploaded and submit with the applications.

31. For the supplemental documents - the list includes Habitability Standards. Where do we find this form? It also includes Prevention and Rapid Rehousing projections - this is in the applications is there something else we need to attach to the grant? Do we need to include MOU's? The other information will include our HUD/APR reports. Is there anything else that you are looking for here?

   Only the Supplemental documents in the following link need to be uploaded: 2019 Supplemental Documentation: https://www.dca.ga.gov/node/5676 MOU's are optional.

32. I thought the HMIS request was going to be inside the ESG Grants. Is there a separate grant? Is it Support Services?

   Request for funding for HMIS is not a separate application. Information to request HMIS funding is located in the Emergency Shelter and Rapid Rehousing ESG applications.