

## 2016 Emergency Solutions Grant (ESG) Application

DCF Solicitation LPZ19

### Questions and Answers

**DATE of the Conference Call---May 4 at 2 PM and not May 3rd**

#### **Questions:**

1. Since Rapid Re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household, may we assume that proof of sustainability will not be a requirement of this ESG funding for the Rapid Re-Housing component? The Application is silent on a sustainability requirement.

**Answer:** It will be up to the CoC to determine if they want to make the written standards more restrictive than HUD's minimum standards. Please keep in mind that this may impact your ability to adequately carryout re-housing activities. In addition, funding levels may have to be adjusted if the number of clients served is impacted or the written standards adjusted to reflect less restrictions in the future to adequately carryout activities.

2. For the proposal (grant application), it is apparent that we will need to identify the planned activities/services, develop a budget, etc., but will it also be required to identify the agencies/organizations who will deliver services? Given the very short timeframe for the application process, we are unclear about whether or not we need to immediately conduct a RFP process for the planned services or if we can do so after the notice of funding is announced.

**Answer:** The application maybe submitted without the actual sub-providers listed. You will have about 3 weeks from the grant closing date to gather this information. Once the awards are posted, the contract manager will contact the grantee to begin the contracting process and this information will be necessary.

3. Two cities in our continuum are listed as exceptions for providing services under this grant. Will the organizations/agencies providing the services have to be physically located in these cities or will the agencies/organizations need to commit to only serve residents living in these cities?

**Answer:** The service provider does not need to be located in the city where the services are provided; however, the client's ability to locate the service provider and have access to them maybe a barrier if located in another city that maybe an accessibility barrier to the clients served. The clients being served would not necessarily have to reside in the exception cities, but if assisting with re-housing, the housing would have to be in the exception city. In addition, the written standards would also dictate if clients have to reside in the exception city in order to receive services.

4. What is the level of funding per CoC? The funding maximum is less than the amount of funding previously funded in the area.

**Answer:** The lead agency may apply for the maximum grant award of \$250,000 to fund projects in the CoC area. While it this may be the case in the area, the CoC now has the ability to set project priorities for the funding that they did not have before. With all of the DCF funding now available to the lead agencies for application, they can coordinate and plan activities in their area based on priorities and the CoC Plans.

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5. Who is the lead agency for St. Johns County?

**Answer:** On July 1st the lead agency will be Home Again St. Johns. This was not reflected in the Exhibit in the solicitation because currently it is Emergency Services and Home Coalition St Johns. The solicitation will be updated to reflect the change on July 1<sup>st</sup>.

6. What services can be provided in the entitlement areas?

**Answer:** If no direct ESG funds are providing services in the entitlement area, services maybe provided there. If services are being funded in the area, the lead agencies may offer a different service in the area (i.e. shelter operations are being provided utilizing direct award dollars in ABC City, FL and prevention services are being offered utilizing DCF ESG funds in ABC City, FL).

7. Is there a limitation on providing more than one service component when funded?

**ANSWER:** The lead agencies may submit applications for fund multiple projects under all components--- Prevention, Emergency Shelter, and Street Outreach. They can coordinate projects based on community needs and CoC Plan objectives.

8. Can one (1) service provider provide multiple components?

**ANSWER:** The lead agency may choose to have a direct service provider perform multiple activity components (i.e. both prevention and outreach). However, this will require oversight to ensure funds are being spent appropriately for each component's eligible services.

9. Does the lead agency have to share administrative costs?

**ANSWER:** Yes, the lead agency has to share the administrative costs with sub-providers of services. The sub-providers are responsible for administrative functions as well. We have not indicated the percentage (%), but it should equate with administrative services to be performed by the sub-providers.

10. Are leverage funds needed?

**ANSWER:** No, ESG is a match grant. The lead agencies will need to ensure there is adequate match for the requested amount of funding. This can be in-kind, donations, the value of donated space or owed buildings, cash on hand, or other grants (as long as this is not prohibited by the grant). In addition, agencies may request to utilize the match exception of the first \$100,000 dollars (total) in fiscal year one. This is not for one provider by available collectively for \$100,000 of the 1<sup>st</sup> year to providers with limited capacity to meet match.

11. Do the lead agencies have to put out Requests for Proposals (RFP) in order to apply for ESG funding?

**ANSWER:** DCF does not require this, but if your board or CoC leadership requires this, you would have to complete the process.

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12. How does the grant application and materials have to be provided?

**ANSWER:** The response the application and all supporting documentation is due June 8<sup>th</sup> by 3 PM at the Office on Homelessness. You can use regular mail delivery, FedEx or UPS delivery. It must arrive by 3 PM.

13. Will an application be rejected if the applicant was previously rejected for ESG Funding?

**ANSWER:** No. The lead agencies being the only applicant is a new process for funding.

14. Tabs 2 and 3 request CoC Plans. Are we submitting different plans?

**ANSWER:** Only submit the portion of the CoC Plan that relates to the projects you are proposing to fund.

15. What is the allocation percentage of funds that can be used on the eligible activities?

**ANSWER:** The maximum amount of funding allowable for Emergency Shelter and Street Outreach activities cannot exceed more than 60% under CFR 576.100 (General Provisions and Expenditures Limits).

16. Can ESG--Prevention be used to cover motel stays for eligible clients when waiting for units to be ready for move-in?

**ANSWER:** No, Prevention funds cannot be used for motel stays even if waiting for the identified units to become move-in ready.

17. How many years does the maximum funding cover?

**ANSWER:** The funding request is for this year, and subsequent years will be funded at the same level contingent upon appropriations. It is not a maximum of \$250,000 is not the contract total of 3 years.

18. Does the county have to approve the application if Emergency Shelters are not being funded?

**ANSWER:** No, the county approval is only needed for emergency shelters activities.

19. Can the 2015 PIT Count be used if no unsheltered count was done for 2016?

**ANSWER:** Yes, it can. Please not this on the form.

20. Can transitional housing be funded under ESG?

**ANSWER:** Yes, it can if there has been no break in funding for the transitional housing since 2010.

21. Can the application be submitted without the local government certification?

**ANSWER:** Yes, it can. If you awaiting approval, you may submit the application without the local certification. **You must submit during the 3-day evaluation for completeness period.**

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22. Can providers be changed in Year 2 and 3?

**ANSWER:** Yes, you can change them. You cannot change the types of services provided.

**YOU MUST** indicate in your application which eligible activities you intend to provide. You can indicate, different activities in different years and provide the narrative of how these will be provided (by who if you know), funding levels, and whether the projects will be completed in year 1, 2, or 3.

23. What year is applicable to Page 40, Question # 4?

**ANSWER:** Use 2/1/2015 – 1/31/2016

24. Is there a limit to the number of sub-providers that can be used?

**ANSWER:** No, there is not.

25. Will the requested project maximum be reduced if one project is not allowable/eligible?

**ANSWER:** Not necessarily. You may be asked to re-submit the budget for the project. If there is an issue with one project, the Office on Homelessness will communicate with the applicant.

26. Can the city manager sign the certification if he is also the CoC Board President?

**ANSWER:** Yes, as long the official who is designated to act on behalf of the board, governing body or membership is signing.

27. Do DV shelters have to participate in HMIS if the CoC is to provide data based on the collective CoC area?

**ANSWER:** The DV shelter should be providing the CoC with aggregate level data for inclusion in data collection in HMIS. This data is part of what is needed to respond to the application.

28. Does match have to be provided monthly?

**ANSWER:** You generally have the grant period to meet the match requirement. However, the Department of Financial Services, will request that match be submitted with the documentation of services provided. You will work with the contract manager on this to ensure you meet it.

29. What payment method is this?

**ANSWER:** Fixed Price. However, your sub-provider agreements can be cost reimbursement.

30. What is conversion and rehab?

**ANSWER:** This applies to the conversion of a shelter building or the rehabilitation of the shelter.

31. Are we providing copies of existing agreement with providers of services?

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**ANSWER:** Only provide agreements for providers who will provide direct services under this 2016 ESG Application.

32. Who can certify Exhibit 8?

**ANSWER:** It has to be the Governing Body of the CoC (signed by the board president), a third party grant review committee (as designated by the CoC board), or the full CoC membership from a public noticed meeting.

33. Are awards being made based on priority funding?

**ANSWER:** When ESG was funded directly to service providers, the 1<sup>st</sup> priority funding was to agencies in non-entitlement areas. With funding going to the leads, the funding is used in (1) non-entitlement areas, (2) on services where there is no direct award being utilized at all, or (3) on services in an entitlement area where direct funds are not being used.

34. Page 33, indicates the number of clients to be served and objective of the program.

**ANSWER:** If serving families or individuals, indicate the number of households your project will serve. Served households are these that you provide assistance to.

35. How does the CoC account for follow-up assistance and providing data?

**ANSWER:** Because funding is multi-year, you can continue to provide services and account for households assisted in the increments of time indicated without interruption. In year 3, applications for funding will be solicited again prior to July 1<sup>st</sup>.

36. Can providers currently funded also provide services under DCF's ESG?

**ANSWER:** Yes, they can as long as services and clients are not duplicated. Funding for projects need to be clearly delineated.

**CLARIFICATION:**

1. Application are due JUNE 8<sup>th</sup>
2. Applications can be hand delivered, mailed or sent by carrier and MUST BE RECEIVED BY 3 PM on JUNE 8<sup>th</sup>.
3. With the additional 2 weeks to prepare and submit applications, the applications must contain the list of providers of direct services and services provided.
4. Match must be indicated in the application response
5. Agencies in entitlement communities can provide services in (1) exception cities, or (2) in an area when the direct award is not being utilized and (3) on services not being funded with the direct award (in the entitlement area or within the county).
6. Written standards must be provided and approved by the Office on Homelessness. These standards can be more restrictive than the HUD minimum standards. These can be submitted after the application is provided, but must be approved prior to contract execution.

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**SCORING CRITERIA**

Applications will be scored and ranked on these items:

1. CoC Capacity
  - a. Centralized intake/coordinated assessment system
  - b. Coordination of services
  - c. CoC Plan matches proposed projects
  - d. HMIS Data Quality
  - e. Clients meeting program objectives
2. Quality of Service
  - a. Follow-up with clients after assistance is provided
  - b. Mainstream benefit connection
  - c. % of clients stably housed
3. HMIS participation within the CoC area
4. DCF Funding priorities