

Emergency Solutions Grants Program



2012 FAQ and Responses

ID	Reference	Regulation	Question	Answer
1	Mini-Applications		Do all Mini-Applications need to be included or just the ones that are relevant to the project?	Only relevant Mini-Applications need to be included.
2	Mini-Applications		If we are doing TH, do we have to do both the ES Mini-Application and the TH Mini-Application?	No, only the TH Mini-Application would be required. Sub-components are stand-alone Mini-Applications.
3	Physical Address		What is the best way to document multiple locations under one program?	Insert addresses in Mini-Application under Physical Address. If all addresses do not fit, make notation in the physical address and insert on additional sheet. Also keep the numbering as instructed on pg. 8 of the application instructions.
4	Rapid Re-Housing		Is Rapid Re-Housing funding only available for rental assistance?	No. Refer to Appendix C of the NOFA or 2012 Eligible Expense Guide on the ESG program's website.
5	Match	24 CFR § 576.201	Can EHAP-CD funds be used as match?	Yes, Subrecipients may use state or federal sources to meet their match requirement.
6	Application		Could we submit one Application of HP and RR that includes three different eligible cities, or do we submit one application per eligible city? Is there a preference?	Either way is fine. There is no limit on the number of Applications that can be submitted. An application may contain more than one eligible city.
7	Application		If we are able to include different eligible cities in one application for HP and RR activities, could we move funds between those cities during the grant period?	Budget is defined by the activity and not the specific service area. Your agency's application budget allows you to service various service areas.
8	Application		Advantages/Disadvantages to submitting a combined application versus a separate application?	The Department may not provide application recommendations. Eligible applicants should determine their best application approach.
9	Application		On page 3 of the application, does the project type refer to the major budget components?	Yes
10	Subcomponents		For this new grant, we see that TH is a Subcomponent of ES. Can we propose just TH?	Yes
11	Rating and Ranking		Will there be more points given for RR over HP?	No
12	Rating and Ranking		Is there preference given to Short-Term Rental Assistance rather in Medium Term Rental Assistance, because with Short Term you can help more people?	No

Emergency Solutions Grants Program

2012 FAQ and Responses



ID	Reference	Regulation	Question	Answer
13	Rating and Ranking		Will there be points assigned to Section VI-Mini Application Section for HMIS and Administration?	HMIS and Local Grant Administration have no impact on Rating and Ranking, or points assigned. The HMIS requirement is part of a threshold/eligibility review. Please refer to the NOFA for an organization's eligibility criteria.
14	Rating and Ranking		If we apply for more than one major component, e.g., Transitional Housing and Rapid Re-Housing, is it possible that we would get funded for one and not the other? Or is it all or nothing?	It is not all or nothing, partial funding is possible.
15	Rating and Ranking		Please clarify how to receive the 35 points for the state objectives?	The Department's selection of State Objectives shall be based on if a Project targets the Chronically Homeless, Homeless Veterans, or serves the homeless population in an under-served area/s of either Mariposa, Modoc, and Siskiyou Counties. Please refer to pg. 24 of the 2012 NOFA.
16	Rating and Ranking		Do you get additional points if you have documented outcome data for the HP or RR components?	No
17	Rating and Ranking		Are there any rating guidelines or preferences for the Homelessness Prevention & Rapid Re-housing budgets, in terms of the percentage split between program staff vs. direct/pass-through rental assistance funds?	No, there no rating preferences on either Homelessness Prevention & Rapid Re-housing or the percentage split between program staff vs. direct/pass-through rental assistance funds.
18	Outcomes Table		Is the cohort all those who Exited or both those who exited and entered for July 1, 2011 through June 30, 2012?	Yes, use these dates when responding to all questions on the Outcome Tables.
19	Letters of Collaboration		Can the Letters of Collaboration be the same 3 letters for multiple components? Or do we need to get separate letters for each component?	You can submit 3 letters for each Component (Mini-Application) in which you are requesting funding OR only 3 letters for multiple Components (Mini-Applications). If you opt to submit 3 letters for multiple Components, each letter must address 'each' Component in which you are requesting funding. In addition, each letter must include those areas that address the items listed in the question.
20	Letters of Collaboration		Are the key points regarding collaboration demonstrated through letters or is this also a narrative? It looks like just letters, but wanted to confirm.	The number of Letters of Collaboration submitted, in addition to the narrative contained in the Letters of Collaboration are Rated and Ranked.
21	Letters of Collaboration		To achieve maximum points, do we need to address all 5 bullet points in each letter or address them collectively between the three letters?	Include those areas in your letters that address the items listed in the question. These are not letters of support, but rather letters that show a higher level of partnership in the community. Please refer to page 24 of the ESG NOFA.

Emergency Solutions Grants Program

2012 FAQ and Responses



ID	Reference	Regulation	Question	Answer
22	New Program Allocation		If we are a prior Grantee applying for multiple components and one of the components would be new, then should we categorize the whole application as new?	No. The New Programs Allocation applies to Projects that have been operating for less than two years from the date of the applicable NOFA, and the Applicant Organization has not received FESG/ESG or HPRP funding from HCD in its previous two funding rounds (i.e., 2010 and 2011 Rounds 1 and 2).
23	Rent	25 CCR § 8406 (a) (1) (J)	Can we charge rent to those in our TH Program?	Yes. An applicant proposing to provide, or a Subrecipient providing, transitional housing, may charge rent only if a minimum of ten percent of all rent collected for each program participant is reserved to assist that program participant in moving to permanent housing. The rental amount would be identified in your "Program Participant Rules" along with any other Program Participant requirements.
24	Rent	25 CCR § 8406 (a) (1) (J)	When a client is moving out of a Transitional Housing to permanent housing, does the check (the 10% of total rent collected) go to the client or to the landlord?	Your agency should create written procedures on how you want to ascertain that the program participant moved to permanent housing.
25	Additional Sheets		How do we submit support documentation?	Additional pages must include extended page numbers. For example, if additional pages are needed on Page 7, the extended page number will be Page 7-1, 7-2, and so on.
26	Eligible		Can ESG funds be used in areas outside the Subrecipient's boundaries?	The Subrecipient may use ESG funds outside its boundaries as long as the Subrecipient's residents also benefit from the awarded funds.
27	Funding limitations		If applying for ES and another component such as homelessness prevention, could you still apply for the maximum grant amount of \$230,000?	Yes, as long as the maximum amount for the ES component does not exceed \$150,000 per application.
28	Funding limitations		If we apply for both an ES project and a TH project does the \$150,000 cap apply to both applications?	No. In this case, your agency will split the \$150,000 budget for both your ES and TH projects. Alternatively, your agency may separately apply for each project up to the \$150,000 maximum.
29	Funding limitations		ES Maximum is \$150,000. If we wanted to submit a separate application for HP and RR, would the Maximum for that application be \$230,00 or would it be \$80,000?	If you wanted a separate application for HP/RR, your agency can apply for each component up to the \$230,000 maximum, per application. However, if you submit an application with an ES and HP/RR components, you may apply for the ES \$150,000 maximum and remaining \$80,000 could be used for your HP/RR components.
30	Funding limitations		Is the Street outreach component subject to the \$150,000k cap?	No, you may apply up to \$230,000 grant maximum.

Emergency Solutions Grants Program



2012 FAQ and Responses

ID	Reference	Regulation	Question	Answer
31	Funding limitations		We are applying for the ES component which is limited to \$150K. Should the HMIS and Admin allocations be part of that amount can we add them on top of the \$150K?	Yes, your agency may apply for \$150K for the ES component; upto \$15k for HMIS; and up to \$2,250 for the Administration component.
32	Supporting Documentation		Where must supporting documentation be placed for the outcome tables?	Supporting documentation should be included with the outcome table page and include the extended page numbers. For example 19-1, 19-2 and so on.
33	Attachment C - Certification of Local Approval		Who signs the attachment for a County? Chief Administrative Officer or the Head of the Housing Authority?	Seek the signature of the Authorized person who can approve the operation of your Project/s in the eligible city.
34	Attachment C - Certification of Local Approval		If I am serving multiple cities in a rural county, should I get the certification signed by my county or the individual cities?	Your agency must obtain the certification of local approval from an eligible city that you are providing services from. However, if you provide services in an unincorporated area, then you must obtain approval from your county.
35	Occupancy/Lease Agreements	24 CFR § 576.2	Can you sign occupancy or lease agreements for transitional housing program participants?	If a transitional housing project received an HCD award of FESG funds from 10/19/2010 thru 11/4/2010 the project may still continue to require leases or occupancy agreements. For all other TH projects that do not meet this criteria, they cannot require occupants to sign leases or occupancy agreements.
36	Occupancy Agreements		What is an Occupancy Agreement?	An occupancy agreement is a contract between the grantor (person who gives the right to occupy) and an occupant (the person who is given a right to occupy).
37	Attachment N - Payee Data Record		Who signs the Payee Data Record?	The authorized signature of the applicant or the person authorized by the resolution.
38	Organization Rating and Ranking		Should an organization list all the housing contracts awarded since 2008?	Yes
39	Program Description		Is one page sufficient for a project description?	Yes
40	Attachment R		We are applying for TH a subcomponent of ES, do we still need to fill out Attachment R?	Yes
41	Budget worksheets		Does the Administrative staff also have to be providing Direct Services? Our Admin staff who works on data entry, reporting, invoicing, etc. does not provide direct services, but are an integral part of the grant.	No, your administrative staff person does not have to provide direct client services. However, you should include their position under Attachment S on the ESG detailed breakdown of individual staff cost worksheet.

Emergency Solutions Grants Program



2012 FAQ and Responses

ID	Reference	Regulation	Question	Answer
42	Budget worksheets		What reporting period should an applicant submit on the current budget worksheet?	You should input your data from your organization's current budget year.
43	Budget worksheets		Are there instances where HMIS and Admin staff are considered as Key staff?	Yes, when your Admin and HMIS staff provide "Direct" client services.
44	Eligible Expense Guide		Are audit costs eligible?	Yes, under the administration component.
45	Attachment J - Service Provider Agreement		If an agency does not use any outside service providers, do they still need to provide any service provider agreements?	Service provider agreements are required for all on-site and off-site supportive services that are provided by entity other than the applicant.
46	Obligation of funds	24 CFR § 576.203	If you received ESG Round II funding and want to apply for the 2012 ESG funds; how long can you delay spending 2012 ESG funds, if awarded?	A Subrecipient should provide satisfactory documentation evidencing that they have obligated funds within 120 days from the date the Department made the grant amount available.