



## 2021 ESG FAQ's

As of 09-09-21

|    | QUESTION  | ANSWER   |
|----|---|--|
| 1. | Can you give me a definition of a Continuum of Care (CoC) Administrative Entity (AE)?   | <b>(Applies only to the CoC NOFA)</b><br>An Administrative Entity (AE) is a unit of general purpose local government approved by the Department to administer State ESG funds. An AE is selected by their Continuum of Care (CoC). The AE is responsible for administering ESG eligible activities. (Refer to: 25 CCR 8401 and 8403) |
| 2. | How does the rolling Balance of State (BoS) Noncompetitive application take the CoC recommendations into account?   | <b>(Applies only to the BoS NOFA)</b><br>Once a BoS Recommendation Package has been uploaded to eCivis, HCD will have confirmation that the CoC approved the BoS applicant to apply under the 2021 NOFA.   |
| 3. | Who can apply for Balance of State ESG funds?   | All BoS applicants must obtain a recommendation/approval from their CoC to apply for funding. Please contact your CoC for information on their selection process.  |
| 4. | Where can I find my ESG allocation?   | The 2021 ESG Allocations for the BoS and CoC NOFAs are located at the end of each NOFA, Appendix A.  |
| 5. | Will the BoS CoC Recommendation Package also be submitted through eCivis?   | Yes, the CoC must submit the BoS Recommendation Package that identifies the recommended/approved BoS applicant(s) through the eCivis online Grants Network System. (Please note that all applications and documents for the 2021 application process must be submitted in eCivis.)   |
| 6. | Is there a document that gives an overview of all questions on the application? Can we request a PDF copy of the BoS Competitive application from eCivis? | There isn't an overview document of questions. If you would like a PDF copy of a 2021 ESG online application, please contact the <a href="mailto:esgnofa@hcd.ca.gov">esgnofa@hcd.ca.gov</a> inbox.   |



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| 7.  | Should we inflate the dollar amount in all the Resolutions, BoS and CoC?   | It is recommended in <u>both</u> the BoS and CoC Resolution templates that the County or Board approves a dollar amount that is at least double the amount of the application. Award amounts are often recalculated and are subject to change. If your entity is eligible to receive more funds, your Resolution approved dollar amount must cover the increase.   |
| 8.  | Once awarded, when does HCD anticipate the Standard Agreement start and end dates to be?                                       | The start date of a Grantee's Standard Agreement is the date that HCD signs and dates the STD213 (standard agreement). The recipient's grant must be expended for the eligible activity costs within 24 months after the date HUD signs the grant agreement with HCD. The expenditure date for the 2021 ESG contracts will be 8/31/2023. Please see CFR 576.203(b) |
| 9.  | Are Indirect Costs 10% De Minimis or can we use our federally cognizant rates?   | If your agency has an approved federal rate, you can use the higher indirect cost rate. The letter from the cognizant agency must be submitted with your application.  |
| 10. | Under the BoS Competitive application, will DV shelters be compared to other DV shelters or to all emergency shelters?         | For those rating categories that are rated on a curve, only like to like activities are rated against each other. However, DV Shelters and General Population Shelters will be rated against one another.  |
| 11. | Are we required to match the grant administration portion?   | Yes, you are required to match 100% for all the ESG activities applied for, including the grant administration.  |
| 12. | Will HCD accept a previously issued Resolution?  | No, all applicants applying under the 2021 BoS and CoC NOFAs, must follow the 2021 ESG (BoS or CoC) Resolution templates. They are located on the ESG Webpage and in the eCivis Files Tab.   |
| 13. | Is there a requirement of either the CoC, or potential applicants to submit a Letter of Intent to Apply for the 2021 ESG NOFA? | No. The last Solicitation of Interest (SOI) was received in January 2020 and is recertified. SOI's are sent to all CoC's participating in the State ESG program every two years. Please refer to your local CoC or contact the <a href="mailto:esgnofa@hcd.ca.gov">esgnofa@hcd.ca.gov</a> inbox for further information.   |



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| 14. | If I can't get the Resolution signed before the October 19, 2021 application due date, can I upload a draft and provide the executed Resolution at a later date? | If the applicant is unable to get a signed/approved Resolution by the October 19, 2021 application due date, please contact the ESG Team at: <a href="mailto:esgnofa@hcd.ca.gov">esgnofa@hcd.ca.gov</a> as soon as possible.  |
| 15. | Will the ESG Team pre-review our Resolution?   | No. The ESG Team will not be preapproving applicant's 2021 ESG Resolutions. If you (Applicant) follow the mandatory 2021 ESG (BoS or CoC) Resolution template(s), located on the ESG Webpage and in the eCivis Files Tab, the Resolution will meet all requirements of the program. In addition, applicants can also submit a separate Resolution: <i>"If a governing body must prepare a separate Resolution concurrently that conforms to its local standard, it may do so, so long as the AR form provided by HCD is completed in full,"</i> along with a Resolution that follows the template format. (Refer to the 2021 ESG NOFAs) |
| 16. | Does HCD have a Designee Letter template with required language, or can Grantees generate their own?   | HCD does have a sample Designee Letter with the required language that can be used by the Grantee. Grantees can also generate their own Designee Letter. The letter needs to be on Agency letterhead and signed by the Authorized signor.   |
| 17. | Can the Designee Letter name a designee by title, or must the letter specifically designate a person by name?  | The Designee Letter for Non-profits, Corporations and LLCs must provide both the name and title. Governmental agencies can name a designee by title only.   |
| 18. | Will electronic signatures be allowed on the Resolution?   | Yes, HCD will accept Resolutions with electronic signatures. We encourage you to also submit a Resolution from the locality stating that they previously agreed to the use of e-signatures in a Board of Supervisors' meeting. Also, confirming the mechanism that is used in the current contract or Resolution is their vetted way of using the e-signature.  |



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| 19. | Does the Resolution template need to be on the organization's letterhead?   | It is strongly encouraged that you put the Authorizing Board Resolution on the organization's letterhead.   |
| 20. | Is the Resolution template in GMS?<br>Is it a download for wet signature?   | <p>The Resolution templates for both the CoC and BoS NOFAs can be found on the 1.) ESG webpage; and 2.) eCivis online Grants Network System (Files Tab)</p> <p>The Resolution templates are not forms; therefore, you will need to prepare your Resolution and either sign with wet or electronic signatures. HCD requires that the templates be used by all 2021 ESG applicants.</p> |
| 21. | Does the eCivis online budget require line item detail (i.e., position titles and allocations) or just one line item for Emergency Shelter costs? | We encourage you to be detailed to as possible when preparing your budget. (e.g., If you are requesting Emergency Shelter for Essential Services and Shelter Operations. These would be two separate line items since they are different activities under the Emergency Shelter component)  |
| 22. | If a client has an ERAP rejection, can HP funds be used for their rent?   | It would depend on why the client was denied ERAP assistance. HCD would review these situations on a case by case basis.  |
| 23. | What is the email support address for eCivis?   | If you are having issues with eCivis (i.e., forgot your password, site is triggering an error message etc.) please contact <a href="mailto:support@ecivis.com">support@ecivis.com</a> . If you have ESG program questions or concerns regarding the application portion in eCivis please contact <a href="mailto:esgnofa@hcd.ca.gov">esgnofa@hcd.ca.gov</a>                           |
| 24. | Will the 2021 application deadline be extended for counties affected by the wildfires?  | If your organization has been affected by the wildfires, please email the following information to: <a href="mailto:esgnofa@hcd.ca.gov">esgnofa@hcd.ca.gov</a><br>#1: Name of organization<br>#2: Contact Information<br>#3: Area(s) you are located in that are impacted<br>#4: Extended time frame (dates)  |