

2017-2018 ESG Application Questions for the week ending 3-17-2017

1. Can you match the ESG Grant with other Federal Funds?

Yes, the ESG Grant can be matched with other Federal funds (24 CFR 576.201(b)(2)) as long as:

1. The laws governing the other Federal funds do not prohibit those funds from being used as match for the ESG grant (24 CFR 576.201(b)(2)(i)) ;
2. ESG funds are not being used to satisfy the matching requirements of another Federal program, funding from that program may not be used to satisfy the matching requirements under this section (24 CFR 576.201(b)(2)(ii));
3. The federal funds are used to match the ESG Grant are not being used to match another program. (24 CFR 576.201(c)(5).

2. What items or fund are NOT allowable to be used as match?

The following are **not** allowable to be used as match:

1. SNAP benefits (food stamps), because the funds are being used to cover the program participant's costs;
2. Housing Choice Vouchers, because the funds are used to pay

the PHA's obligations under its Housing Assistance Payment contract with the owner; and;

3. The tenant's portion of the rent.

3. Do match have to be provided 1:1 to for each ESG activity?

The matching funds are provided based on the **total grant amount** and do not have to be provided on a component-by-component basis. For example, if a sub recipient is spending \$10,000 on HMIS, they do not need to find \$10,000 in data collection funds from another source to use as match.

4. To whom should the letter to confirm the matching funds be addressed to?

The matched funding letter can be addressed to me (Dale Hansen) when it submitted as part of the back-up.

5. Are Administrative Fund Separate from HMIS?

Yes.

6. What is the cap on Administrative Expenses?

The cap on administrative expenses is 2.5% of the direct costs being requested.

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All sub-recipients need to apply for administrative expenses.

The State of Nevada encourages state agencies to maximize the use of federal administrative funds whenever possible.

7. Assignment of food cost and food donations in the budget.

Direct food costs: such as the food purchases, labor costs for meal preparation and meal service, transportation for the delivery of meals are allowed as well as allocated or direct costs for utilities, rent, maintenance and insurance associated with the operations of a kitchen facility to feed the homeless. These costs are classified as Shelter Operations.

Note: No more than 10% of the total grant amount can be used for labor costs associated with Shelter Operations.

The value of donated foods should not be counted as a budgeted item for the ESG grant award, but can be counted as in-kind match to the ESG Grant. Sub-recipients will need to identify the source of the expected food donations that are being used as in-kind match.

FEMA's Emergency Food and Shelter Program's mass feeding per meal allowance to budget or account for food costs is not allowed by the HUD ESG Grant. HUD does not have a per meal allowance for mass feeding.

8. The past couple of years it was indicated that Homeless Prevention was not a priority of ESG. That Re-Housing was the priority and Homeless Prevention request ran the risk of not getting funded. Is this still the case?

The emphasis of the ESG grant is on finding permanent solutions for housing stability and this includes reducing first-time homelessness. Homeless Prevention is an essential part of the continuum of care for homelessness since the goal is to minimize homeless in our service areas. Homeless Prevention proposed activities will be funded based on demonstrated need and plan of action.

The only funding cap on ESG activities is that no more than 60% of ESG funding can go toward shelter and outreach activities.

9. Is there an exception to the case management time frame of 30 days for homeless individuals enrolled in the ESG Rapid Re-Housing Program?

Yes, there is. HUD has stated that: "If the program participant needs more than 30 days of housing stability case management assistance while they are sleeping in an emergency shelter or on the street (or other place not meant for human habitation), it must be charged either to Emergency Shelter- essential services or Street Outreach:-case

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management, as appropriate. The costs are then subject to the cap on these components.

So if you anticipate or know on average that the rapid re-housing case management is exceeding 30 days in your service area then you may want to budget for additional Emergency Shelter-Essential Services funds or additional Street Outreach Case Management funds in your budget for the 2017-2018 grant.

10. Do I answer the General Narrative questions as part of the Plan of Action?

No, the Plan of Action narrative is a separate section from the General Narrative section questions 1-8.

11. For the Personnel & staffing #2. you ask for the ESG program total full time employees, number of paid staff, etc- is this the number of FISH full time employees that work on ESG OR employees that are FT time but only allocated to ESG?

That refers to full-time employees who work on ESG.

12. Table 6- the total annual budget % is of FISH's total annual budget not our total annual programs budget?

Yes, that applies to your total annual budget and not your total ESG budget.

13. Table 7- we have no problem showing our in-kind match. I just wanted to clarify that the amount we request for funding is no more than 50% of the total program budget.

Yes, for budgeting purposes that amount you apply for should not be more than 50% of your program budget. Once the grant is awarded you can overmatch the grant during the term of the grant.

14. When you are asking about match amount and source on your budget spreadsheet- do you want our in-kind match value and the source or the actual cash expenditures (like the \$150,000) that make up the ESG program budget?

The applicant needs to show the source of match for both in-kind and cash as well as show the matching amount.

15. Lastly, on the budget narrative you have personnel costs- can I assume that is for case management and for hmis? meal prep costs would be operational costs? Admin costs is under which category?

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Personnel costs refer to all personnel costs. In this case we are referring more generic categories of expenses. Personnel costs would include all personnel/labor costs. This would include meal prep cost in this case. If admin cost include labor they would fall under personnel costs as well.

16. When you say admin(2.5%) and labor (10%)are capped, are they capped on the \$ amount of our request for funds or the amount of the total project budget?

The 2.5% is a cap and 10% caps are on the request for funds.

17. The Statement of Certification that was an attached to be included in the proposal has the word "DRAFT" in a watermark across the pages. Are you fine with me printing and signing that one?

Yes, go ahead and sign the watermarked copy of the Statement of Certification.

18. Is there an area in the grant or a form for goals and objectives?

There is not a spot for the agencies goals and objectives. I excluded it from this year's application since we know you are all doing good work.

19. Our 990's Taxes are 37 pages. Do you want the WHOLE

thing or will the first page which has all the information do?

Yes, the complete 990 form needs to be attached.

20. Please define "Partnership". I.E. We have/had interactions with all the resources listed; and probably 25 more in each community we serve. Do you want all groups listed?

A partnership would be any formal or informal arrangement that you have with another entity to provide services to your homeless clients. Yes, for the purposes of this grant application we do want all the partnerships listed.

21. Is the above documentation, in addition to the IRS 990, sufficient? Or should we actually list it by individual donor? We have thousands of donors each year and only a very few would reach a single percentage point.

For the grant application, you do not need to list out your donations by individual donor. You do need list out your grants individually.

22. Please qualify the perspective of prioritizing program funding. Does this refer to the competition of clients for beds? Does this refer to how we, as an organization, allow for expenses between programs? Is this referring to how we prioritize expenses within the

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program? Is this talking about how we decide what we get reimbursed for?

Prioritizing program funding during intake refers to what steps you take to determine which program this client will be assigned to. Or, in other words, how do you determine which clients get assigned to the ESG program and which ones do not?

23. Are you referring to the administrative functional hours 9-5 Monday through Friday, the hours that clients are generally allowed in the home (5pm till 8AM), unless ill or the fact that we provide shelter services 24/7?

Hours of operation refers to your business hours. However, qualifying statements or additional explanations about your hours of operation are just fine.

24. Where should Street Outreach Case Management be allocated on the ESG Budget worksheet for the grant application?

You can go ahead and either add the section to the budget spreadsheet or add another spreadsheet showing your street outreach budget. Nobody had applied for Street Outreach in the past so I left it out this time.