

Wednesday March 28, 2018

## ESG/HOPWA Q & A Session

Q: My only question thus far is **DCA only going to allow only 500 character limits?** I just wanted to double check since the blocks give a lot more room to answer the question

A: The character limits varies. Even though the space might be large only the character limits will be accepted.

Q: I was wanting to confirm whether we needed to have all of the organizational documents uploaded into the system by March 29<sup>th</sup>

A: You have until April 16<sup>th</sup> 2018 to complete the Organizational documents and Applications.

Q: I'm working on the organizational information and usually several of the requested items are N/A for us as a Community Service Board. Do I just upload a statement that says not applicable to our CSB for documentation?

A: Yes, you can upload a statement.

Q: I am completing an application for Outreach. Under the Budget Section, the block for Personnel (Engagement) will not allow me to enter in an amount that will populate to the total. I keep getting an error message. I have tried totally logging out, closing the window, etc., and it still will not let me enter the data. Please help!

A: Thanks for letting us know about the budget data entry issue on page 12 (PROGRAM BUDGET). You should now be able to enter the Personnel amount as needed.

Q: When I log in to the site and open the application...it says application on line and then it has this message across the top "Do not use page for testing only "I started filling out the emergency shelter application but is this the wrong place to do it?

A: No, you are in the right place. The text has now been removed.

Q: I loaded three supplemental documents last week. I've finished the application and went back to double check everything and there wasn't but two documents in the blocks. When I tried to reload it, the other two disappeared and the one I was loading took their place. It keeps doing that, so now I only have one document uploaded. Please advise.

A: The issue with supplemental documents has been resolved. You will need to upload any docs you uploaded previously. You will then see them in the list of docs with the date and time you have uploaded them.

Q: On the budget section 27 it says: Provide a COMPLETE budget below. Include all matching funds in Column b. whether you are seeking DCA funding for that category or not. But on the form it is label c for matching fund and it looks like they are requesting ESG funds in b. please advise

A: Thanks for catching the error. I have changed the instruction to: Provide a COMPLETE budget below. Include all matching funds in Column c. whether you are seeking DCA funding for that category or not.

Q: I received by password and login but I am not able to login. Can you give me guidance?

A: If you copy and paste your login information, you might have to check that you don't have spaces after your login and password.

Q: Do we have to have 501c3 status for a full two years to be eligible for ESG?

A: Yes

Q: I'm working on 2 ESG grants and successfully registered and got passwords for both on Friday. Today, I cannot login to either and am getting a message that having the same email for both may be causing the problem.

A: Because of Security Risks, HSONline only allows a unique email account for each Registration. We have deleted both of your Registrations to clear each NOI, Org\_ID and Contact information. You will have to use a unique email account for each registration

Q: I've uploaded on entered online all of the documentation but I do not see a submit button. Can you help me.

A: We are holding off Submission until after Registration period has ended on March 29. All of your information will be saved as soon as you exit the page you are on.

Q: One of the questions on the online registration asked if we would be applying to be funded for staff costs? We will be requesting ESG funds for hotel/motel vouchers since there are No Homeless Shelters in Gwinnett County.

A: Funds may be used for costs of providing homeless families and individuals with temporary shelter in hotels and motels for the duration of thirty days and associated case management. First and foremost, applicants must demonstrate that NO OTHER APPROPRIATE shelter is available to serve the proposed populations. Further note that all households must be connected to a permanent housing project with a goal of moving from the hotel/motel to permanent housing within 30 days.

Q: I am having trouble copying and pasting from a word document to the online system.

A: Use Control V to paste.

Q: I looked on line and found the 5 supplemental documents however, I am looking for the Site Information Form and the Habitability Standards Form as both of these are requested on the application supplemental documents upload page

A: The Site information form is one of the five supplemental documents. Here is the link to the website with the Site information form (the 4th form) <https://dca.ga.gov/node/4888> Here is the link to access the Habitability Standard checklist <https://dca.ga.gov/node/3070>

Q: On pg 12 regarding Housing Support Standards in past we have listed how we meet the standards, what does "exceptions to Housing Support standards" mean in this year's application?

A: This means proving an explanation of any deviations from the Housing Support Standards.

Q: On pg 15 do we only describe the service if we are requesting DCA funds or do we describe how we provide each service whether or not DCA funded?

A: Please provide an explanation of all services you are providing regardless if they are funded by DCA.

Q: For the RRH application, will you please clarify the information you are looking for on question 13 "What type of tenant-based rental assistance are you applying for?" Thank you!

A: We are looking for the length of time you plan to provide rental assistance. So it can be short term or medium term rental assistance up to the grant period.

Q: Will each agency need to conduct their own "ESG Minimum Habitability Standards for Emergency Shelters and Transitional Housing Facilities" form? If not, who should be contact at DCA to complete this?

A: Yes, each agency applying for Emergency Shelter grant would need to conduct their own Minimum Habitability Standards. There is no Transitional Housing grant available this year.

Q: Do we need to we need to put for staff whose salary we are asking for the grant for how much time they will be spending on the project?

A: Yes

Q: We have Emergency beds in our Transitional Housing Shelter. We want to apply for the Supportive Services Only for Employment and Training under ESG. Are we eligible?

A: Supportive Services would need to be tied to eligible ESG activities. The person(s) served would need to be homeless and meet all ESG applicable criteria.

Q: Just confirming Agency's legal name and project name must match what is in client track?

A: Yes

Q: On the second box asking about the type of tenant based rental assistance, of #13 on the RRH application, are we to elaborate about the type of rental assistance we are applying for?

A: Yes

Q: Just confirming, there is no certification of consistency form needed for BOS counties. Do I need to put anything in supplemental documents indicating this?

A: Correct, no Certificate of Consistence is needed for the BOS Counties and no explanation needs to be uploaded to the Supplemental Documentation page.

Q: I need further clarification on organizational documents required for a municipality's first application. Does DCA require the municipality's Financial Procedures and Financial Statements? Or should the department applying for ESG funding create a separate set of Financial Procedures pertaining to administering ESG?

A: The department applying for ESG funding should not create a separate set of financial Procedures. The general financial procedures for the municipal will suffice.

Q: Where do you show how much time an employee will be spending on project? So, for example, if we have fulltime employees who will spend 25% of time on this project - how and where is this noted?

A: This should be captured on the required Job Description form.

Q: If we have questions after today who do we call(number) or do we email the questions?

A: Questions about the application process can only be answered on the Q and A webinar. If you have technical questions you can email those to [HSONline@dca.ga.gov](mailto:HSONline@dca.ga.gov)

Q: If there is a formerly homeless person that is a part of our Staff Executive meetings and is a part of decision making and policy approval sufficient, if there is no board member that is formerly homeless or do you prefer to submit a separate plan to correct.

A: The preference is to have a homeless or formerly homeless person on your board. So as long as you are working towards this you can still apply for the grants.

Q: Just to clarify: Beyond logging in to get our password, there is nothing else due before the April 16 deadline?

A: The Registration deadline is March 29<sup>th</sup> 2018. The Organizational Documents and Applications submission deadline is April 16<sup>th</sup> 2018.

Q: At registration I enter our organization as Pineland BHDD when it probably should have been Pineland CSB. How can this be corrected?

A: The EIN number will be matched up with the name of the Organization so DCA will be able to correct this.

Q: On Emergency Shelter budget do we just list matching funds or do you want total shelter operations budget.

A: You can list the total operating budget but you do not have to overmatch.

Q: Under the ESG you are asking for 12 months of product data but the time frame only allows for 7 do you want us to go back before July to get to 12 months?

A: We will be running data from July 1<sup>st</sup> 2017 to March 31<sup>st</sup> 2018. If you are a new agency we will run the most recent 12-month data.