



# **EMERGENCY SOLUTIONS GRANT PROGRAM YEAR 2020**

## **PROGRAM AND APPLICATION OVERVIEW**

WEST VIRGINIA DEVELOPMENT OFFICE / COMMUNITY ADVANCEMENT AND DEVELOPMENT  
1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305-0311

# WV Community Advancement and Development Emergency Solutions Grant Program

If you have any questions or require assistance regarding the application process, please contact our office at the following:

**E-mail:** Lee Tabor, Housing Programs Manager [lee.g.tabor@wv.gov](mailto:lee.g.tabor@wv.gov)  
 Shelly Woda, Sustainability Unit Manager [shelly.j.woda@wv.gov](mailto:shelly.j.woda@wv.gov)  
 Jennifer Ferrell, Director, WVCAD [jennifer.l.ferrell@wv.gov](mailto:jennifer.l.ferrell@wv.gov)

**Phone:** (304) 558-2234

**U.S. Mail:** West Virginia Community Advancement and Development (WVCAD)  
 c/o **Emergency Solutions Grant**  
 1900 Kanawha Boulevard East  
 Building 3, Suite 700  
 Charleston, West Virginia 25305-0311

Application Process Timeline	
Application released	June 15, 2020
Program and Application Overview Webinar	June 24, 2020
Form A - Intent to Apply due	July 8, 2020
Technical Assistance Call 1	July 15, 2020
Technical Assistance Call 2	July 22, 2020
Form B - CoC Review and Recommendation due	July 24, 2020
Application submission deadline	August 7, 2020
Notification of applicant award selection	September 16, 2020
Grant Agreements to subrecipients	October 1, 2020

Federal Award Number – E20DC540001  
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# Emergency Solutions Grant Program PY2020 Program and Application Overview

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*Funded By the U.S. Department of Housing and Urban Development.*

# SECTION 1.

## ESG GRANT PROGRAM OVERVIEW

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### INTRODUCTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The U.S. Department of Housing and Urban Development (HUD) administers the ESG program as part of a comprehensive federal strategic plan to prevent and end homelessness. In ***“Home Together: The Federal Strategic Plan to Prevent and End Homelessness”*** published in 2018, stability because of housing interventions and supportive services for the homeless community is clearly stated.

*“We are making this progress because communities are focused more than ever on the ultimate solution to homelessness: Home. And they are doing this work by breaking down silos and working together in profoundly new ways. To help people find the stability of home, communities are embracing Housing First practices, through which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Communities are also developing coordinated homelessness service systems so that people who need help are identified quickly, their needs and strengths are assessed, and they can be matched to the appropriate local housing and services opportunities and social supports. Through housing interventions like supportive housing and rapid re-housing, individuals and families are connected to the tailored array of community services that can help them stay and succeed in their home and pursue economic advancement.”*

***“Home Together”*** is supported by the mandates of the HEARTH Act and recognizes ending homelessness requires collaborative efforts to align collective resources toward eradicating homelessness.

### WHAT IS THE ESG PROGRAM?

The Emergency Solutions Grant (ESG) is a formula grant program. The purpose of the ESG program is to provide homeless persons and those at risk of homelessness with the basic shelter and essential supportive services as well as financial assistance and housing relocation and stabilization services.

West Virginia Community Advancement and Development (WVCAD) administers the Emergency Solutions Grant (ESG) in West Virginia as a pass-through entity of HUD in compliance with the HEARTH Act and other federal requirements.

Eligible recipients are private non-profit 501(c)(3) organizations registered with and operating within West Virginia.

The ESG program provides funding to:

- Engage homeless individuals and families living on the street as well as other uninhabitable areas,
- Improve the quality of emergency shelters for homeless individuals and families,
- Help operate these shelters,
- Provide essential services to shelter residents,
- Rapidly re-house homeless individuals and families, and
- Prevent families and individuals from becoming homeless.

To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination, including:

- Consultation with Continuums of Care (CoC),
- Coordination with other programs targeted to people experiencing homelessness,
- Coordination with mainstream resources (health, employment, education, etc.),
- Centralized or coordinated assessment,
- Written standards for providing ESG assistance, and
- Participation in the Homelessness Management Information System (HMIS), or in the case of domestic victim services providers, a comparable system.

WVCAD will work closely with the CoCs in the State to evaluate how effectively programs meet the needs of those experiencing homelessness within the CoC through review and analyzation of HMIS data and direct consultations. The Emergency Solutions Grant program is designed to meet the needs of those who are experiencing homelessness or at risk of becoming homeless in the State, and resources will be allocated to applicants with the best outcomes for those they serve.

Program emphasis should be placed on providing adequate assessment of program participants' housing barriers with a focus on moving them to permanent housing as soon as possible. The goal is that no one is homeless (living on the streets or in emergency shelter) for more than 30 days.

ESG program participants should connect clients with other mainstream resources to assure the most impact with the least amount of ESG funds used since there are rarely sufficient funds to serve all persons currently homeless or at-risk of homelessness.

## WHAT ARE THE ESG PROGRAM REQUIREMENTS FOR SUBRECIPIENTS?

**Consultation:** Subrecipients must consult with the Continuum of Care (CoCs) operating within the jurisdiction in determining the best use of ESG funds and must reflect the current priorities and goals listed within the CoC's strategic plan.

**Match:** ESG has a *dollar-for-dollar matching requirement*. Match can be cash or non-cash (in-kind). To be considered match, the expense or in-kind contribution must be something that would be an allowable expense to the ESG program if there were enough money in the grant to pay for it. Matching funds will be initially reviewed as part of the application process and later approved by WVCAD as part of the initial budget submission before the actual expenditures of the grant can begin. WVCAD must be notified in writing of any changes to match sources during the program year. Subrecipients are expected to report any match when used as part of the monthly invoicing process.

**Obligation and Expenditure:** Awarded ESG funds must be obligated at the start of the program year (PY) 2020 on October 1, 2020 by submission of an WVCAD approved budget which will also include program outcomes and measures. All grant funds must be expended within 12 months by program year's end on September 30, 2021. Any remaining funds will be recaptured and returned to the State to be reallocated or a grant extension may be issued.

**Written Standards:** State recipients must follow the written standards for administering ESG assistance provided during the award process. These will be included in the ESG program manual released at the beginning of the PY2020 performance period.

These written standards include the following:

- Standard policies and procedures for evaluating eligibility for ESG assistance;
- Standards for targeting and providing essential services related to street outreach;
- Policies and procedures for:
  - admission, diversion, referral, and discharge by emergency shelters, including standards on length of stay, and safeguards to meet the safety and shelter needs of special populations, and those with the highest barriers to housing;
  - assessing, prioritizing, and reassessing needs for essential services related to emergency shelter;
  - coordination among providers of emergency shelter, essential services, homelessness prevention, rapid rehousing assistance; other homeless assistance; and mainstream service and housing providers
  - determining and prioritizing provision of homelessness prevention assistance and rapid rehousing assistance;
- Standards for determining:
  - what percentage or amount of rent and utilities costs each participant must pay while receiving homelessness prevention or rapid re-housing assistance;
  - how long a participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and

- the type, amount, and duration of housing stabilization and/or relocation services to provide, including limits on the homelessness prevention or rapid rehousing assistance each participant may receive, such as:
  - maximum amount of assistance;
  - maximum number of months the participant is able to receive assistance; or
  - maximum number of times the program participant may receive assistance.

**HMIS Participation:** The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS database in the area in which those persons and activities are located in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS (or comparable database for victim services providers).

**Monthly Fiscal Reporting and Invoice Submissions:** On the 15<sup>th</sup> of each month, subrecipients are to submit monthly fiscal reporting and invoicing requesting reimbursement for the previous calendar month of funds expended within the ESG program. During which the documentation is to include a monthly expenditure report, invoice and a backup summary spreadsheet which details each line item charge to the grant. Match must be reported in the month that it is applied to the grant.

**Quarterly Reports and Grant Close-outs:** Each three-month quarter of the grant's performance period, subrecipients are to complete an updated report of current grant funds used and measured outputs and targets which were listed as part of the application and award budget process. This will assist the subrecipient and WVCAD in making sure the program is on track to meet the goals created at the beginning of the program. A grant close-out report will be submitted by the subrecipient upon fully expending their PY2020 ESG grant funds and satisfying program requirements.

**Monitoring:** WVCAD views monitoring as a way to support, evaluate and continuously improve the effectiveness of the programs operated by each subrecipient and not as a process solely geared towards identifying findings.

The monitoring objectives of WVCAD include:

- A consistent and complete analysis of the subrecipient's program performance, including quality and effectiveness of service delivery based on adopted program policies, procedures and guidelines.
- A determination of the level of compliance (to both to state program guidance, subrecipient policy, federal regulations, statutes and grant agreements) by the subrecipient.
- Identification of findings and other areas needing improvement.

- Identifying all training and technical assistance that may be needed or requested to allow for program improvement in terms of service delivery, accountability, and/or cost effectiveness.
- The maintaining of a positive, effective, and professional relationship between WVCAD and the subrecipient.

### **Types of Monitoring:**

WVCAD will conduct the following types of monitoring of subrecipients. The type, frequency, and areas of monitoring will be based on program-specific requirements as detailed in WVCAD program-specific monitoring policy, grant agreements, and Federal program regulations and statutes.

#### **Programmatic Monitoring**

The purpose of an onsite programmatic monitoring is to assess the compliance of the subrecipient with the programmatic requirements of the Federal regulations, statutes, state program guidance and grant agreements.

#### **Fiscal Monitoring**

WVCAD will conduct fiscal reviews to strengthen financial oversight of the awards. The review will include, but may not be limited to, a full review and testing of subrecipient financial/accounting policies and practices, a review of invoicing and monthly expenditure reporting, and the accuracy of related supporting documentation. The monitors will review other financial records as necessary to ensure all funds are maintained and utilized in accordance with all applicable federal regulations.

#### **Other Monitoring**

WVCAD may conduct other types of monitoring dependent upon the specific program to be monitored. An example of 'Other Monitoring' that WVCAD conducts would be field/technical monitoring performed under the Weatherization Assistance Program. Please see program-specific guidance for more detailed information.

#### **Follow-up Monitoring**

If the onsite monitoring reveals serious findings and/or findings are not corrected in a timely manner in accordance with requirements, WVCAD will conduct a follow-up onsite monitoring review and provide training and technical assistance as deemed necessary.

#### **Additional Monitoring**

Additional monitorings are conducted as appropriate. These might include reviews of subrecipients with programs that have had other Federal, state, or local grants terminated for cause. When a subrecipient is experiencing problems with programs other than those administered by this office, WVCAD will conduct additional reviews and maintain close contact with the subrecipient to ensure that state staff members are available to provide training and technical assistance as deemed necessary.

## Desk Reviews

WVCAD also conducts routine in-house desk reviews which include an examination of performance and expenditure rates based on monthly reports submitted to WVCAD by each subrecipient and a review of periodic outcome and performance data.

Desk reviews should be utilized to complete parts of onsite reviews to increase efficiency whenever possible.

## WHAT ACTIVITIES CAN THE WV ESG PROGRAM SUPPORT?

ESG funds may be used to support activities under the following program components:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-housing
- Data Collection (HMIS)
- Administration

*Eligibility requirements for program participants vary by component as indicated in each section below.*

### 1. **STREET OUTREACH (SO)** *Reference 24 CFR 576.101*

Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

**Eligible costs:** engagement, case management, emergency health and mental health services, transportation and services for special populations.

**Eligible program participants:** Individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2.

### 2. **EMERGENCY SHELTER (ES)** *Reference 24 CFR 576.102*

Funds are intended to assist temporary emergency shelters providing shelter to homeless people by supporting the operating expenses and essential services.

**Eligible costs:**

- Renovation (including major rehabilitation or conversion) of a building to serve as an emergency shelter. The shelter must be owned by a government entity or

private nonprofit organization and must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building.

- Essential Services, including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, transportation, and services for special populations.
- Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. May include a hotel or motel voucher where no appropriate emergency shelter is available for a homeless family or individual.

*Note: Property acquisition and new construction are not eligible ESG activities.*

**Eligible program participants:** Individuals and families meeting the criteria of the “homeless” definition under 24 CFR 576.2.

**Additional ES program requirements and considerations include:**

- Shelters should practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who truly but for this assistance would be staying in a place not meant for human habitation.
- Shelters are expected to provide Rapid Re-housing (RRH) to better meet the needs of those they serve. If the site does not provide RHH, then a formal partnership, such as a memorandum of understanding, with the agency providing RRH services to the community must be in place. RRH is the key to moving people from homelessness into housing.
- Shelters should strive to ensure that no one is in their shelter longer than 30 days. This is not a deadline to be used to exit individuals from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.
- Priority will be given to the following documented needs in regard to shelter rehabilitation and maintenance and must be approved by WVCAD before ESG funding can be utilized: Code Deficiencies, ADA Compliance, Health and Safety Issues, Increase in Bed Capacity, and Energy Conservation.
- All shelter funded applicants must follow the *Basic Standards for Shelters* located at 24 CFR 576.403 (b) to receive funding. The State is responsible for monitoring subrecipients to confirm all requirements are met.
- To receive funds, shelters are required to have the approval of the local unit of government in which they will operate. Please refer to **FORM C – Local Government Approval for Shelter Activities**.

3. **HOMELESSNESS PREVENTION (HP)** *Reference 24 CFR 576.103*

Housing relocation and stabilization services, and short-and/or medium-term rental assistance as necessary to prevent individual or family homelessness. Costs are eligible to the extent necessary to help the participant regain housing stability in their current housing or move into other permanent housing and achieve stability.

**Eligible costs:**

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

**Eligible program participants:** Individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

**Additional HP program requirements and considerations include:**

- Financial assistance includes rent and utility assistance in the cases where eligible program participants cannot make the required payments due to a sudden reduction in income; the assistance is necessary to avoid the eviction or termination of services; there is a reasonable prospect that the family will be able to resume payments within a reasonable period; the assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.
- All program participants receiving homelessness prevention services must have household income at or below 30% AMI. Reevaluation of HP program participants must take place no less than once every 3 months. Detailed information on annual median income can be referenced at <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to six months of arrears.

4. **RAPID RE-HOUSING (RRH)** *Reference 24 CFR 576.104*

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help homeless individuals or families (living in shelters or in places not meant for human habitation) move as quickly as possible into permanent housing and achieve stability.

**Eligible costs:**

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

**Eligible program participants:** Individuals and families who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

**Additional RRH program requirements and considerations include:**

- Rapid Re-housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of the individual or family becoming homeless. Programs should be developed to serve those with the highest barriers to housing. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving RRH do not need an income assessment at initial evaluation. RRH participants must be reevaluated at least once per year and do have to meet the 30% of Area Median Income (AMI) threshold at that time. Detailed information on AMI can be referenced at <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to six months of arrears.
- Those applicants requesting funds for Rapid Re-housing will be required to participate with their respective Continuum of Care in the HMIS data collection and will be responsible for participating in the share of those licensing costs per agency. ESG funds may be used for such. Please contact the local Continuum of Care for more details.

**5. HMIS/DV COMPARABLE DATABASE (HMIS) *Reference 24 CFR 576.107***

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area or a Domestic Violence (DV) Shelter comparable database. More information about using an HMIS is available on the [HMIS page on the HUD Exchange](#).

6. **ADMINISTRATION** *Reference 24 CFR 576.108*

Up to 2.5 percent of a subrecipient's total program year allocation can be used for Administrative activities in operation of the ESG program. Allowable costs include, but are not limited to:

- Senior executive management personnel salaries and benefits (unless they are directly involved in program operations), administrative staff travel costs pertaining to ESG related travel only,
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance,
- Board expenses,
- Organization-wide membership fees and dues specific to homeless systems and programs,
- General agency facilities costs (including those associated with executive positions), such as rent, depreciation expenses, and operation and maintenance (as part of the organization's direct or indirect cost allocation plan), and
- Equipment rental/purchase, insurance, utilities, and IT costs that are not program specific but relate to the administration of the agency as a whole.

### General ESG Program Guidance

Documentation of program participant's homeless situation is an essential part of ESG program compliance. File documentation is required to verify need of every program participant receiving shelter, rapid rehousing, and/or homelessness prevention services, as defined on the WVCAD Homeless Certification and WVCAD At-risk of Homeless Certification. These forms can be found on WVCAD's website: <http://www.wvcad.org/resources> under "Emergency Solutions Grant (ESG)." Third-party documentation is the preferred method and can be gathered at the time of referral, intake or orientation to the ESG program. All documentation must be retained in the program participant's file and on HMIS.

All facilities and housing units where program participants move must meet basic habitability standards. This documentation must be included in all program participants' files. A sample habitability checklist can be found on WVCAD's website: <http://www.wvcad.org/resources> under "Emergency Solutions Grant (ESG)."

Fair Housing requirements:

- The applicant must maintain and continuously update a listing of Fair Housing resources and place the Fair Housing logo on all materials relating to their housing programs.
- The applicant must provide Fair Housing information to all clients.
- An individual must be designated as the Fair Housing contact person who will be available during business hours.

- The Fair Housing contact person will maintain a running log to record Fair Housing issues, complaints and distribution of fair housing materials per program requirements.
- The Fair Housing contact person will respond to all fair housing issues and/or complaints.
- The applicant will conduct business and provide emergency housing from a low barrier facility or make a reasonable accommodation for persons with impaired mobility.

Applicants providing Rapid Re-housing or Homelessness Prevention must secure a separate lease agreement between their agency and the landlord for each entity providing rental assistance to a program participant.

Staff costs should be limited to 30% of the overall program budget requested.

Ineligible costs include, but are not limited to:

- Recruitment of staff
- Depreciation for assets that have outlived their depreciable lives
- Costs associated with the agency rather than the specific program
- Any costs associated with advertisements including pamphlets, surveys, etc.
- Unapproved staff training, entertainment, conferences, or retreats (WVCAD approval required)
- Public relations
- Bad debts and/or late fees
- Program participant mortgage and/or debt services
- Mortgage assistance

## **ADDITIONAL RESOURCES**

[ESG Program Components - Quick Reference Guide](#)

[ESG Interim Rule](#)

[ESG Fact Sheet](#)

[ESG 24 CFR Part 576 – Electronic Code of Federal Regulations](#)

## SECTION 2. AWARD INFORMATION

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### FUNDING AVAILABILITY

Grant funding will be awarded on a competitive basis following evaluation of all eligible applications per the ranking and rating factors described in **Section 4. Application Process**. WVCAD anticipates the potential for several awards to be made throughout the State with the total funding available for this project to be \$1,650,273.

Per the WV Consolidated Plan 2020-2024 *Homeless Strategy and Methods of Distribution*, no less than 50% (\$825,136.50) will be assigned to Rapid Re-housing and Homelessness Prevention activities. Remaining funds will be assigned to Street Outreach, Emergency Shelter, HMIS and Administration.

The period of performance for this program year award is October 1, 2020 through September 30, 2021. Dates are predicated on the availability and release of funds from HUD.

Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with WVCAD. Pre-award costs will not be allowable.

### FUNDING PRIORITIES AND CONSIDERATIONS

Per the 2020-2024 WV Consolidated Plan, the following funding priorities and concessions are being made regarding awarded ESG funds by HUD to the State:

- It is the goal of WVCAD to have full state coverage of all ESG activity components and this will be a priority consideration in awarding grant funds to applicants.
- WVCAD will seek to use at least 50% of its total PY2020 award for “Housing Relocation and Stabilization Services” including Rapid Re-housing and Homelessness Prevention activities.
- WVCAD recommends using a “paired program approach” to effectively address and end homelessness within the State. This includes pairing Street Outreach and Emergency Shelter activities as part of agency service delivery. WVCAD recognizes Street Outreach is a necessary component to effective Emergency Shelter activities in reaching those individuals that are unsheltered and/or chronically homeless within the State and connecting them to necessary supportive and housing services to get them off the street and out of the shelter system.

- The pairing of Homelessness Prevention with Rapid Re-housing activities is also recommended. This gives subrecipients a “full service” style approach to connecting individuals and families with stable, safe and affordable housing options whether currently homeless or at-risk of homelessness.
- WV will also give greater consideration in awarding EGS funds to those applicants that target and prioritize providing services to special populations including the chronically homeless, families, children, veterans, elderly, minorities and those living with comorbidities such as the mentally and physically disabled and individuals living with HIV/AIDS and their families.
- Funding provided under ESG is not intended to provide long-term support, nor will it be able to address all the financial and supportive service needs of individuals and families. All activities are to be play a vital role in the process of connecting the homeless and those at-risk of homelessness to supportive services and stable housing within the State while providing a comprehensive approach to eradicating homelessness in West Virginia.

## SECTION 3. ELIGIBILITY AND PERFORMANCE

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### Eligibility

Non-profit organizations are eligible to apply for ESG funding and are referred to as “subrecipients” where funding is received directly from WVCAD.

Every entity that receives federal funds has fiduciary and contractual obligations to:

- Use federal funds to provide the allowable services; **and**
- Track those funds and expenditures in compliance with federal grant requirements; **and**
- Have in place an adequate grant management and financial system supported by robust internal controls with financial oversight.

Eligible applicants must:

- Be a non-profit 501(c)(3); **and**
- Comply with ESG guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws; **and**
- Have established accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and can track agency and program expense by revenue source; **and**
- Demonstrate prior experience serving individuals and families at-risk of, or currently experiencing homelessness; **and**
- Certify that they will fully utilize the Homelessness Management Information System (HMIS), or comparable database system as in the case of domestic violence applicants; **and**
- Participate in the Continuum of Care within the applicant’s coverage area.

### Grant Performance

To ensure program effectiveness and the best outcomes for program participants, WVCAD funding decisions will take into consideration past recipient performance including, but not limited to:

- Progress in meeting projected program goals and outcomes,
- Timely and accurate reporting,
- Past WVCAD monitoring findings of organizational fiscal and programmatic management, and
- Effective and timely use of all available resources to meet the ESG goals and outcomes.

**WVCAD reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event, WVCAD may solicit applications for another provider to serve the area.**

# SECTION 4. APPLICATION PROCESS

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## Application Submission and Timeline

The following is the full schedule for the PY2020 ESG application process:

- Application released: June 15, 2020
- Program and applicant review webinar: June 24, 2020
- Form A - Intent to Apply due: July 8, 2020
- Technical Assistance Call 1: July 15, 2020
- Technical Assistance Call 2: July 22, 2020
- Form B - Continuum of Care Review and Recommendation due: July 24, 2020
- Application submission deadline: August 7, 2020
- Notification of applicant award selection: September 16, 2020
- Grant Agreements to subrecipients and beginning of PY2020: October 1, 2020

**FORM A - Intent to Apply** - Prospective applicants must submit the form stating their intent to apply. The form requests information necessary for the pre-application review process including organizational and fiscal capacity, prior grant management experience with ESG or related programs, contact information and a tentative selection of what program components the organization intends to apply for in the completed application process.

- Form A must be submitted electronically and received by **July 8, 2020**.
- Send to [ESG@wv.gov](mailto:ESG@wv.gov). WVCAD staff will respond to verify receipt of the intent to apply for ESG PY2020 funds. If no response is received by the next business day, please resend.
- **Applications will be considered from applicants that do not submit FORM A – Intent to Apply.**

**FORM B - Continuum of Care Review and Recommendation** – Prospective applicants must notify their respective Continuum of Care of their intent to apply for the Emergency Solutions Grant and request that the Continuum of Care Review and Recommendation form be submitted to the WVCAD on the applicant's behalf no later than **July 24, 2020** by submitting electronically to [ESG@wv.gov](mailto:ESG@wv.gov). The applicant will be notified upon receipt of Form B.

Form B includes the CoC's recommendation and review of the applicant organization including active participation within the CoC, applicant agency goals and priorities in relation to the CoC's strategic plan and how that aligns with the ESG proposed activities, and their recommendation in the applicant's receipt of funding and their ability to meet

the organizational, programmatic and fiscal management requirements to successfully administer the program.

HMIS Data included within the application will also be solicited at this time. The CoC HMIS Lead will provide this data for the reporting period of July 1, 2019 – June 30, 2020. WVCAD will verify HMIS data provided during the application review process.

**PY2020 ESG Application** - Applicants may submit their application at any time prior to the deadline of **Friday, August 7, 2020 by 4:00 p.m.**

- **Applications received after the deadline will NOT be considered for funding.**
- All applications are to be submitted electronically to [ESG@wv.gov](mailto:ESG@wv.gov)
- WVDO staff will respond to verify receipt of the application. If no response is received by the next business day, please resend.

**PY2020 ESG Application** submission should include the following:

- [PART 1. Programmatic and Financial Management Capacity](#) (all applicants)
- [PART 2. Street Outreach and Emergency Shelter](#) (if applicable)
- [PART 3. Rapid Re-housing and Homelessness Prevention](#) (if applicable)
- [PART 4. HMIS/DV Comparable Database](#) (if applicable)
- [FORM C – Local Government Approval for Shelter Activities](#) (if applicable)
- [FORM D – ESG Applicant Certifications](#) (all applicants)
- [ESG PY2020 Program Budget](#) (all applicants)

***Be sure to include any requested attachments requested within the application attached to the corresponding section.***

## **Application Review and Scoring**

All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be considered eligible for PY2020 funding.

All applications that meet the standards outlined above will be scored and evaluated by a ranking and rating committee comprised of WVCAD staff and additional state partner agency representatives with experience serving the homeless and at-risk of homelessness populations.

In order for the applicant to be considered for PY2020 funding, the applicant must receive a score of 75% or higher of the total points possible in **Part 1. Programmatic and Financial Management Capacity**. Additionally, points will be deducted for untimely submission of monthly expenditures and reporting, and previous WVCAD monitoring findings, both resolved and unresolved, for applicants who have received ESG grant funding in prior years.

Remaining application sections (Part 2 – 4) will then be reviewed and scored separately. The applicants will be ranked by scored percentage (*total possible points/total points received*) from highest applicant score to lowest in each of the funding categories listed below:

Part 2. Street Outreach and Emergency Shelter

Part 3. Rapid Re-housing Homelessness Prevention

Part 4. HMIS/DV Comparable Database

Funding will be awarded within each WV ESG program component activity until funding is fully exhausted.

**WVCAD reserves the rights to negotiate with applicants and adjust funding amounts in order to support all well-qualified applicant programs and obtain full state coverage of program activities if possible.**

## **SECTION 5.**

# **Training, Technical Assistance, Q&A**

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### **Program and Application Overview Webinar**

WVCAD is providing a WV ESG Program and Application Overview Webinar for those organizations interested in applying for ESG funds. During the webinar information will be provided on the WV ESG Program, grant regulations and requirements, program management and fiscal requirements, monitoring procedure and the PY2020 application process.

**Program and Applicant Overview Webinar – June 24, 2020 at 2:00 p.m. – 3:30 p.m.**

To register for this webinar, visit <https://tinyurl.com/WVESG>. Upon registration, an email will be sent to you from GoToMeeting with directions on how to connect to the webinar.

*In the event a representative from your organization cannot attend, the webinar will be recorded and placed on the WVCAD website at [wvcad.org/resources](http://wvcad.org/resources) under “Emergency Solutions Grant.” It is recommended that this webinar is viewed before submitting your application.*

### **Technical Assistance Calls**

WVCAD will provide two technical assistance conference calls to all organizations applying for PY2020 ESG funds.

**Technical Assistance Call 1 - July 15, 2020 at 10:00 a.m. – 11:00 a.m.**

**Technical Assistance Call 2 – July 22, 2020 at 2:00 p.m. – 3:00 p.m.**

At the time of the scheduled calls, dial (877) 278-8686 and when prompted enter the participant ID# 117558.

*In the event a representative from your organization cannot attend, calls will be recorded and placed on the WVCAD website at [wvcad.org/resources](http://wvcad.org/resources) under “Emergency Solutions Grant.”*

### **Questions and Answers**

The Emergency Solutions Grant is a competitive grant. Two technical assistance calls are provided so that all questions can be asked and answered in a public forum. Outside of the technical assistance calls, all questions must be submitted to WVCAD in writing, via email to [ESG@wv.gov](mailto:ESG@wv.gov) or by U.S. Mail at WV Community Advancement and Development, c/o Emergency Solutions Grant, 1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305-0311. Responses to any written questions will be provided via email to all agencies that have notified WVCAD of their intent to apply.

# SECTION 6.

## PY2020 ESG Application and Required Forms

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If you have additional questions, need assistance or have issues opening the different sections of the application or required forms, please contact Lee Tabor, Housing Programs Manager, at 304-558-2234 or by email at [ESG@wv.gov](mailto:ESG@wv.gov).

### FORM A – Intent to Apply

To be submitted by all applicants by July 8, 2020. *Must be signed and approved by applicant executive director, board president or equivalent.*

### FORM B – CoC Review and Recommendation

To be completed and submitted by the applicant's Continuum of Care by July 24, 2020. It is the applicant's responsibility to notify the CoC of their intent to apply for ESG funding and of what ESG activities are to be included in the proposed applicant program.

## PY2020 ESG APPLICATION

### PART 1. Programmatic and Financial Management Capacity

### PART 2. Street Outreach and Emergency Shelter

### PART 3. Rapid Re-housing and Homelessness Prevention

### PART 4. HMIS/DV Comparable Database

Part 1 is to be submitted by **all applicants**. Remaining sections (Part 2 - 4) are to be submitted by only those in which the organization is planning to request ESG funds for those activities. The deadline for complete application submission is August 5, 2020.

### FORM C – Local Government Approval for Shelter Activities

To be submitted by applicants requesting Emergency Shelter funds and included with the application by August 5, 2020. *Must be signed and approved by a local government entity for the locality in which the project is located.*

### FORM D – ESG Applicant Certifications

To be submitted by **all applicants** and included with the application by August 5, 2020. *Must be signed by the applicant's chief executive officer or their delegate.*

### ESG PY2020 PROGRAM BUDGET

To be submitted by **all applicants** with the application by August 5, 2020.