PART 1.  
Programmatic and Financial Management Capacity

**Programmatic and Financial Management Capacity** addresses the applicant’s ability to successfully administer the ESG program.

**All applicants are to complete PART 1 by answering applicable questions below.**

# PROGRAMMATIC MANAGEMENT CAPACITY

The following questions will assess the applicant’s ability to organizationally manage the ESG program effectively.

1. Please list the name, title and years of grant management experience of those individuals who will be working directly with the ESG program.
2. Is there an up-to-date organizational chart that defines the areas of responsibility for those involved/to be involved with the administration of the ESG program including position description and the line of reporting? **(If yes, please attach to the completed application submission.)**
3. Please list other grant funding sources administered by the applicant’s agency in addition to ESG and include program details. *(Such as CoC, CSBG, CDBG, DHHR, DV, SSVF, permanent supportive housing, recovery, etc.)*

## Organizational Experience

1. How many years of experience does your organization have managing any type of grant funds
2. How many years of experience does your organization have managingFederal grant funds either as a subrecipient or recipient?
3. How many years of experience does your organization have managing grant funds administered by WV Community Advancement and Development?
4. How many years has your organization operated the ESG program?
5. How many years has your ESG program manager been in the position?
6. How many years has your most tenured ESG case manager worked in the ESG program?
7. How many years has your organization operated the following ESG funded programs?  
     
   Street Outreach:  
   Emergency Shelter:

Rapid Re-housing:

Homelessness Prevention:

HMIS/DV Comparable Database:

### Internal Control Environment

1. Does your organization have the following written policies?  
     
   Conflict of Interest:

Whistleblower:

Code of Ethics/Integrity:

1. Is your organization’s Board of Directors (or equivalent) involved in the following review and/or evaluation of:  
     
   Executive director (or equivalent)?

Management compensation?

Periodic financial statements?

Periodic programmatic accomplishments

1. Does your organization have a formal or informal process to identify external risks?
2. Does your organization have a formal or informal process to identify internal risks?
3. Does your organization have a formal or informal process for identifying potential areas of noncompliance with grant agreements, program guidance and applicable Federal regulations?
4. Does your organization have a formal process for tracking all audit and monitoring findings through to resolution? And is the progress towards resolution communicated to the Board of Directors (or equivalent)?
5. Does your organization have an internal control function?
6. Do processes exist to internally monitor grant compliance throughout the grant performance award period?

## FINANCIAL MANAGEMENT CAPACITY The following questions will assess the applicant’s ability to fiscally manage the ESG program effectively.

1. Did the applicant agency complete an A-133 audit review during the previous fiscal year? **(If yes, please attach a copy of the applicant’s most recent agency audit review to the completed application submission.)**
2. Did your organization carry over funds past the original grant performance period within the past three years resulting in a grant extension or recapture of funds?
3. Does your organization anticipate carrying over funds for the PY2020 ESG program year (October 1, 2020 – September 30, 2021)?

### Tax-Exempt Status

1. What is the applicant’s active Federal Employee Identification Number (FEIN)?  
     
   *All private nonprofit organizations must document their status as a 501(c)(3) tax-exempt entity.  
   Expired advance rulings from the IRS are not acceptable.*

*Local nonprofit affiliates of a state or national nonprofit may submit documentation if the agency is a subsidiary of a parent organization. Local nonprofit affiliates must provide a copy of the page listing your agency as part of the larger organization in the documents filed with the IRS.*

*Verification/documentation of tax-exempt status will be requested at the time of award notice.*

**(Please include proof of status as an attachment for review.)**

### SAM Registration

1. Does the applicant have an active SAM registration?

Verification documentation of active SAM registration must be provided at the time of award notice.

More information can be found at www.sam.gov

1. Does the applicant have a federally approved indirect cost rate?  
   If yes, what is the approved rate?
2. **Total ESG Program Budget**:List the total estimated funds requested for the applicant’s ESG program proposal.

PART 2.  
Street Outreach and Emergency Shelter

**Street Outreach and Emergency Shelter** addresses service delivery and effectiveness of applicants with regard to each program component and/or the combination of both ESG activity components.

**If requesting ESG funds for Street Outreach and/or Emergency Shelter activities, answer corresponding questions below for which the applicant is requesting funding.**

# STREET OUTREACH **Directions to complete the following chart:**

*Place an “X” in each box below for the services related to each component the applicant will provide directly, and the services/resources for which the applicant will refer participants to others.*

|  |  |  |
| --- | --- | --- |
| **DIRECT SERVICE AND REFERRALS** | | |
| **Street Outreach** | **Direct Service** | **Referral Only** |
| Engagement |  |  |
| Case management |  |  |
| Emergency health treatment |  |  |
| Mental health services |  |  |
| Transportation |  |  |
| Services for special populations |  |  |

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1. Briefly describe your outreach program.
2. How does your outreach program connect unsheltered individuals to available targeted supportive services?
3. Describe the applicant’s capacity to immediately house unsheltered persons encountered on the street or connect them to shelter?
4. Describe how the applicant will use Emergency Shelter funds to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.
5. using diversion?
6. What rapid re-housing services are available on-site? (If the applicant does not provide on-site rapid rehousing services, describe how those services are provided through another agency including any existing memorandums of understanding.)
7. What is the average length of stay for a person sheltered in the facility from ***July 1, 2020 - May 1, 2021***?
8. What is the total number of homeless persons sheltered from ***July 1, 2020 - May 1, 2021***?
9. Of the total number of homeless persons sheltered in during this time period, how many of those moved into a permanent housing destination?
10. Of the total number of homeless persons sheltered from ***July 1, 2020 - May 1, 2021***, how many returned to the streets or exited to an unknown destination?

PART 3.  
Rapid Re-housing and Homelessness Prevention

**Rapid Re-housing and Homelessness Prevention** addresses service delivery and effectiveness of applicants with regard to each program component and/or the combination of both ESG activity components.

**If requesting ESG funds for Rapid Re-housing and/or Homelessness Prevention, answer corresponding questions below for which the applicant is requesting funding.**

# RAPID RE-HOUSING

**Directions to complete the following chart:**

*Place an “X” in each box below for the services related to each component the applicant will provide directly, and the services/resources for which the applicant will refer participants to others.*

|  |  |  |
| --- | --- | --- |
| **DIRECT SERVICE AND REFERRALS** | | |
| **Rapid Re-housing** | **Direct Service** | **Referral Only** |
| Rental application fees |  |  |
| Security deposits |  |  |
| Utility deposits |  |  |
| Utility payments |  |  |
| Moving costs |  |  |
| Housing search and placement |  |  |
| Housing stability and case management |  |  |
| Mediation |  |  |
| Legal services |  |  |
| Credit repair |  |  |
| Short-term rental assistance |  |  |
| Medium-term rental assistance |  |  |
| Payment of arrearages |  |  |

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1. Describe how the applicant will use Rapid Re-housing funds to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain that stable housing once ESG assistance ends.
2. How are referrals or intakes prioritized?
3. How does the applicant locate and identify individuals for rapid re-housing services?
4. Specify the average time between client intake and the start of service delivery.
5. Specify average time from intake to placement in permanent housing.
6. Specify average length of stay (enrollment to exit) in the RRH program.
7. Does the applicant conduct intakes within the shelters?

# HOMELESSNESS PREVENTION

1. Describe how the applicant will use Homelessness Prevention (HP) funds to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing once ESG assistance ends.
2. Describe in detail how the applicant’s HP program is targeting these resources in a way that reaches those who “but for” this assistance would end up homeless.
3. Describe the criteria the applicant uses to determine if the household is at-risk of homelessness.

PART 4.

Homeless Management Information System

(DV Shelter Comparable Database)

**Homeless Management Information System (HMIS)/DV Shelter Comparable Database** addresses service delivery and effectiveness of applicants with regard to this ESG activity component.

**If requesting ESG funds for HMIS/DV Comparable Database, answer the following questions.**

1. Briefly describe the equipment and/or personnel costs associated with this request for funding.
2. How many HMIS/DV Comparable Database positions are funded in the applicant’s agency? Please include position titles.
3. What portion or percentage of the HMIS/DV Comparable Database costs are paid for by CoC funds? Please explain.
4. What other funds are available to support HMIS/DV Comparable Database? Please explain funding sources and total funding available to applicants.