

WEST VIRGINIA EMERGENCY SOLUTIONS GRANT

PY 26: 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.

Applicant Name	
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PROGRAMMATIC MANAGEMENT CAPACITY

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

- 1.1 Please list the name, title and years of grant management experience of those individuals who will be working directly with the ESG program.

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- 1.2 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.)**

YES NO

- 1.3 Please list other state, local and federal grant funding sources administered by the applicant's agency in addition to ESG and include program details.

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Organizational Experience

- 1.4. How many years of experience does your organization have managing any type of grant funds? _____
- 1.5. How many years of experience does your organization have managing Federal grant funds either as a subrecipient or recipient? _____
- 1.6. How many years of experience does your organization have managing grant funds administered by WV Community Advancement and Development? _____
- 1.7. How many years has your organization operated the ESG program? _____
- 1.8. How many years has your ESG program manager been in the position? _____
- 1.9. How many years has your most tenured ESG case manager worked in the ESG program? _____
- 1.10. 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

- 1.11. Does your organization have the following written policies?
- | | | |
|-----------------------------|-----|----|
| • Conflict of Interest: | YES | NO |
| • Whistleblower: | YES | NO |
| • Code of Ethics/Integrity: | YES | NO |
- 1.12. Is your organization's Board of Directors (or equivalent) involved in the following review and/or evaluation of:
- | | | |
|--|-----|----|
| • Executive director (or equivalent)? | YES | NO |
| • Management compensation? | YES | NO |
| • Periodic financial statements? | YES | NO |
| • Periodic programmatic accomplishments? | YES | NO |

Risk Assessment and Monitoring

- 1.13. Does your organization have a formal or informal process to identify external risks?
YES NO (If yes, please explain.)

- 1.14. Does your organization have a formal or informal process to identify internal risks?
YES NO (If yes, please explain.)

- 1.15. Does your organization have a formal or informal process for identifying potential areas of noncompliance with grant agreements, program guidance and applicable Federal regulations?
YES NO (If yes, please explain.)

- 1.16. 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)?
YES NO (If yes, please explain.)

- 1.17. Does your organization have an internal control function?
YES NO (If yes, please explain.)

- 1.18. Do processes exist to internally monitor grant compliance throughout the grant performance award period?
YES NO (If yes, please explain.)

FINANCIAL MANAGEMENT CAPACITY

The following questions will assess the applicant's ability to fiscally manage the ESG program effectively.

- 1.19. Did the applicant agency complete a Single audit review during the previous fiscal year? *(If yes, please attach a summary or executive review of the applicant's most recent agency audit review to the completed application submission.)* YES
NO
- 1.20. 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?
YES NO (If yes, please explain why.)

1. 21. Does your organization anticipate carrying over funds for the PY2025 ESG program year? If yes, what is the amount to be carried over?

YES NO (If yes, please explain why.)

Tax-Exempt Status

1. 22. What is the applicant's active Unique Entity ID (UEI) number?

- *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 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.)

1. 23. Does the applicant have a federally approved indirect cost rate?

YES NO If yes, what is the approved rate? _____