WEST VIRGINIA

DEVELOPMENT OFFICE

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What is the Emergency Solutions Grant?

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.

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.

What activities can the WV ESG program support?

ESG can support the following activities:

- ▶ Street Outreach
- ▶ Emergency Shelter
- ▶ Homelessness Prevention
- ▶ Rapid Re-housing
- ▶ Data Collection (HMIS/DV comparable database)
- ▶ Administration

STREET OUTREACH

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 literally homeless under paragraph (1)(i) of the "homeless" definition under 24 CFR 576.2.

EMERGENCY SHELTER

Reference 24 CFR 576.102

FUNDS ARE INTENDED TO ASSIST TEMPORARY EMERGENCY SHELTERS PROVIDING SHELTER TO PEOPLE EXPERIENCING HOMELESSNESS BY ASSISTING WITH OPERATING EXPENSES AND PROVIDING ESSENTIAL SUPPORTIVE SERVICES.

Eligible costs: Essential services and shelter operations.

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

ADDITIONAL SHELTER REQUIREMENTS AND CONSIDERATIONS INCLUDE:

▶ Shelters should practice diversion for individuals and families who may have other resources.

▶ Shelters should strive to ensure that no one is in their shelter longer than 30 days. Shelters are expected to provide

▶ Rapid Re-housing (RRH) to better meet the needs of those they serve or have a referral process in place.

▶ All shelter-funded applicants must follow the Basic Standards for Shelters located at 24 CFR 576.403 (b) to receive funding.

▶ 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.

HOMELESSNESS PREVENTION

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, financial assistance and services.

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 HOMELESSNESS PREVENTION 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 a household income at or below 30% AMI. Reevaluation of HP program participants must take place no less than once every three months.

▶ 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 rental arrears.

RAPID RE-HOUSING

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, financial assistance and services.

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 RAPID RE-HOUSING 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.

▶ 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 rental 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.

HMIS/DV COMPARABLE DATABASE

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.

ADMINISTRATION

Reference 24 CFR 576.108

UP TO 2.5 PERCENT OF A SUB-RECIPIENT'S TOTAL PROGRAM YEAR ALLOCATION CAN BE USED FOR OVERHEAD ADMINISTRATIVE ACTIVITIES IN OPERATION OF THE ESG PROGRAM.

ELIGIBLE ADMIN COSTS INCLUDE:

▶ 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.

WHAT ARE THE PROGRAM REQUIREMENTS FOR SUB-RECIPIENTS?

" 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. "

CONSULTATION

Sub-recipients must consult with the Continuum of Care (CoC) in the jurisdiction of the organization's catchment area in determining the best use of ESG funds. The program must support the current priorities and goals listed within the CoC's strategic plan.

Additionally, sub-recipients must participate in the CoC's centralized coordinated assessment process.

HMIS/DV COMPARABLE DATABASE

Sub-recipients are required to enter all HUD-required data points on persons served with ESG activities and funding and satisfy all reporting requirements.

- ▶ All client data must be entered into HMIS or DV comparable database *(not just maintained on-site)*
- ▶ Must meet HUD and CoC data quality standards

WRITTEN STANDARDS

▶ Sub-recipients must follow the written standards for administering ESG assistance provided during the award process.

▶ These will be included in the WV ESG program manual released at the beginning of the PY2021 performance period.

The written standards will include the following:

- ▶ Evaluating client eligibility for ESG assistance;
- ▶ Standards for determining assistance, including length and amount provided;
- ▶ Policies and procedures for admission, diversion, referral, and discharge;
- ▶ Targeting and providing essential services related to street outreach and emergency shelter; and
- ▶ Coordination among other homeless service providers and with mainstream resources (health, employment, education, etc.).

WHAT DOES THE MONITORING PROCESS LOOK LIKE?

" 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 or desktop 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 conducts 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 sub-recipient 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.

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 MONITORINGS

▶ 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 may be utilized to complete parts of onsite reviews to increase efficiency whenever possible.

AWARD INFORMATION

FUNDING AVAILABILITY

▶ The total funding available for PY2021 WV ESG is $1,663,194.

▶ The period of performance for PY2021 is October 1, 2021 through September 30, 2022.

▶ Funds are awarded on a competitive basis following an evaluation of all eligible applications per the scoring and ranking process.

▶ Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with WVCAD. Pre-award costs are not 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 PY2021 award for "Housing Relocation and Stabilization Services" including Rapid Re-housing and Homelessness Prevention activities.

▶ A "paired program approach" is strongly recommended with **Street Outreach/Emergency Shelter** and/or **Homelessness Prevention/Rapid Re-housing**.

▶ 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.

▶ WVCAD 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, those living with comorbidities such as the mentally and physically impaired, and people living with HIV/AIDS (PLWH) and their families.

OBLIGATION AND EXPENDITURE

- ▶ Awarded ESG funds <u>must be obligated</u> at the start of the program year on October 1, 2021.
- ▶ All grant funds <u>must be expended</u> within 12 months by program year's end on September 30, 2022.

MATCH

ESG has a dollar-for-dollar matching requirement which can be cash or non-cash (in-kind).

▶ Expense/contribution must be allowable.

▶ Match must be approved by WVCAD along with any changes during the program year.

▶ Match must be reported in the month used.

ELIGIBILITY AND PERFORMANCE

APPLICANT ELIGIBILITY

Non-profit organizations are eligible to apply for ESG funding and are referred to as "sub-recipients" 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;
- 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 and monthly invoicing submissions,

- ▶ 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.

MONTHLY INVOICING AND MATCH REPORTING

Monthly invoicing and match tracking are due on the 15th of each month for the previous month's reporting period.

- ▶ Includes Monthly Expenditure Report (MER), Invoice, Match tracking, and backup summary spreadsheets detailing expenses.

- ▶ Match must be reported in the month it is applied to the grant.

- ▶ Late submissions can result in monitoring findings and reduced scoring during the application process for funding.

QUARTERLY AND CLOSE-OUT REPORTS

Each quarter of the grant's performance period, sub-recipients must complete an updated report of current grant funds used, measured outputs, and any target revisions from original program budget submitted at the beginning of PY2021.

A grant close-out report will be submitted by the sub-recipient upon fully expending their PY2021 ESG grant funds and satisfying all remaining program requirements.

PY2021 ESG APPLICATION PROCESS

APPLICATION PROCESS TIMELINE

The following is the full schedule for the PY2021 ESG application process:

- Program and Application Process Overview webinar: **April 27, 2021 at 2:00pm**
- FORM A: Intent to Apply due: **May 5, 2021**
- WV ESG Technical Assistance Conference Call: **May 11, 2021 at 2:00pm**
- FORM B: Continuum of Care Review and Recommendation due: **May 21, 2021**
- Application submission deadline using WVOASIS VSS Portal: **May 28, 2021**
- Notification of applicant award selection: **July 1, 2021**
- Grant award documents to sub-recipients and start of PY2021: **October 1, 2021**

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 May 5, 2021.

- ▶ Send to **ESG@wv.gov**. WVCAD staff will respond to verify receipt of the intent to apply for ESG PY2021 funds. If no response is received by the next business day, please resend.

- ▶ Applications will **NOT** be considered from applicants that do not submit FORM A by the deadline.

(It is recommended that during this time the applicant discuss with the CoC their intent to apply for ESG and how their proposed program will support and align with their strategic plan to address homelessness.)

FORM B: COC REVIEW AND RECOMMENDATION

The applicant's Continuum of Care will submit FORM B on their behalf following submission of FORM A. The Continuum of Care Review and Recommendation must be received no later than May 21, 2021 by submitting electronically to **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, their recommendation in the applicant's receipt of awarded funds, and an assessment of the applicant's ability to meet the organizational, programmatic and fiscal management requirements to successfully administer the ESG program.)

PY2021 ESG APPLICATION

Applicants may submit their application at any time prior to the deadline of May 28, 2021 by 4:00 p.m. electronically through the WVOASIS Vendor Self Service (VSS) Portal. **Incomplete and/or late submissions will NOT be considered for PY2021 funding.**

The following application parts and any remaining attachments must be submitted as indicated below:

▶ 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)**

▶ FORM E – WVCAD Risk Assessment **(all applicants)**

▶ ESG PY2021 Program Budget **(all applicants)**

HOW TO USE THE WV OASIS VSS PORTAL TO LOCATE THE APPLICATION

STEP 1: Login to your WV OASIS vendor account or start by visiting the link: **www.wvoasis.gov/vss**

STEP 2: Click the **VSS PORTAL** button. (Also, note on this page the training/instructional videos under "Grants" for *Searching VSS for Grant Funding Opportunities* or *Completing a Grant Funding Application*.)

STEP 3: Click **VIEW GRANT OPPORTUNITIES** in the top menu on the page.

STEP 4: Locate **ESG PY 2021 APPLICATION** in the search results and click **RESPOND**.

STEP 5: If you haven't done so already, log in to your WV OASIS vendor account to view the application.

*(**NOTE:** If you do not already have a WV OASIS vendor account set up with the State, please do so by **CLICKING HERE** or contact the West Virginia Purchasing Division-Vendor Registration at (304) 558-2311 for assistance or questions regarding the process.)*

HOW TO USE THE WV OASIS VSS PORTAL TO COMPLETE THE APPLICATION

Upon entering the Grant Funding Application (GFA), you will first complete **TAB 1. SELECT LINES**.

*Select **Commodity Line – Government Aid** (if not already selected).*

*Click **CONTINUE***

HOW TO USE THE WV OASIS VSS PORTAL TO COMPLETE THE APPLICATION

TAB 2. RESPOND TO LINES will then open.

Response Type: Applied

Request Amount: Enter total amount of PY2021 ESG funding requested

Comments: Indicate the ESG activity components in which you are applying for: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, HMIS, and/or Administration)

*Click **CONTINUE***

HOW TO USE THE WV OASIS VSS PORTAL
TO COMPLETE THE APPLICATION

TAB 3. SERVICE AREA AND COMMENTS will then open.

No action or response necessary or required.

Click **CONTINUE**

HOW TO USE THE WV OASIS VSS PORTAL TO COMPLETE THE APPLICATION

TAB 4. APPLICATION DETAILS will then open.

By selecting this tab, it opens the full application to be submitted through the VSS Portal **before the deadline of May 28, 2021 at 4:00pm**. This is where you will answer questions and upload any remaining required forms or documentation as part of the application process. *(Anything with a * is required.)*

As you complete each of the sections of the application listed on the left navigation menu, click the following sections to continue.

HOW TO USE THE WV OASIS VSS PORTAL TO COMPLETE THE APPLICATION

TAB 4. APPLICATION DETAILS *(continued)*.

▶ **PART 1: PROGRAMMATIC AND FISCAL MANAGEMENT CAPACITY** *(ALL APPLICANTS)*

(NOTE: An updated organizational chart and proof of tax-exempt status must be uploaded as attachments within this section along with proof of the following written policies: conflict of interest, whistleblower, and code of ethics/integrity.)

▶ **PART 2: STREET OUTREACH AND EMEGENCY SHELTER** *(for those applying for SO or ES funding)*

▶ **PART 3: RAPID RE-HOUSING AND HOMELESSNESS PREVENTION** *(for those applying for RRH or HP funding)*

▶ **PART 4: HMIS/DV COMPARABLE DATABASE** *(for those applying for HMIS/DV database funding)*

▶ **ATTACHMENTS AND REQUIRED DOCUMENTATION** *(ALL APPLICANTS)*

Required attachments and documentation can be downloaded from this tab for completion and then uploaded to the VSS portal as part of your full application submission. These include: ESG PY2021 Program Budget, FORM C: Local Government Approval for Shelter Activities, FORM D: ESG Applicant Certifications, and FORM E: WVCAD Risk Assessment Questionnaire

Click **CONTINUE**

HOW TO USE THE WV OASIS VSS PORTAL TO COMPLETE THE APPLICATION

TAB 5. REVIEW AND SUBMIT will then open.

This is where you can review and submit your full application. If after you have reviewed your submission and are ready to submit, click **SUBMIT APPLICATION** at the top of the screen. You will be immediately notified that your application has been successfully submitted. *(After you submit your application, you may not submit any revisions or additional versions. Only the original submission will be reviewed and scored.)*

NOTE: If you happened to have missed any questions or attachments that are required, you will be notified at this point in the process what is remaining to be completed. Upon finalizing those last details, you should be able to successfully submit your application.

APPLICATION REVIEW AND SCORING

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

For the applicant to be considered for PY2021 funding, the applicant must receive a score of 75% or higher of the total points possible within the Programmatic and Financial Management Capacity section.

(NOTE: 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.

TECHNICAL ASSISTANCE AND Q&A

TECHNICAL ASSISTANCE

WVCAD will provide a technical assistance conference call to all organizations applying for PY2021 ESG funds.

Technical Assistance Conference Call – May 11, 2021 at 2:00pm

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

In the event a representative from your organization cannot attend, the call will be recorded and placed on the WVCAD website at wvcad.org/resources under "Emergency Solutions Grant."

QUESTIONS AND ANSWERS

The Emergency Solutions Grant is a competitive grant. A technical assistance call is provided so that all questions can be asked and answered in a public forum.

Outside of the technical assistance call, all questions must be submitted to WVCAD in writing, via email to **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.

APPLICATION PROCESS TIPS

▶ Consult with your Continuum of Care regarding your proposed ESG program and the goals and outcomes you hope to achieve.

▶ If you have existing M.O.U.'s with partner organizations for referrals, include information on those partnerships within the application.

▶ Data is super important. Include any relevant HMIS, PIT Count, or related information throughout the application as you feel is necessary to support your funding request.

▶ Don't wait until the last minute to submit your application or required forms.

▶ Be sure to include any requested attachments or additional information pertaining to the application process.

▶ If you have a question, don't hesitate to ask! Please email **ESG@wv.gov**

If you have additional questions or need assistance submitting the required forms or application, please contact us at:

Lee Tabor, Housing Programs Manager, (304) 558-2234
Americo Valdes, Housing Programs Specialist, (304) 558-2234
Shelly Woda, Sustainability Unit Manager, (304) 558-2234

or by email at **ESG@wv.gov**.

Thank you!

WV COMMUNITY ADVANCEMENT AND DEVELOPMENT