

## ESG-CV RFP Application Workshop Q&A

Link to application materials:

<https://www.cityofmadison.com/dpced/communitydevelopment/funding/emergency-solutions-grant-esg-cv/3110/>

**Q: Is there a minimum amount for the funding request?**

*A: No, there is no minimum amount. However, CDD would like to see contracts to be at least \$10,000 considering the significant administrative work involved in the contract management.*

**Q. Can funds be used for costs that were incurred prior to October 12<sup>th</sup>, but are related to COVID?**

*A: No. While ESG-CV funds allow reimbursing costs incurred prior to contract start date going back to the state's emergency declaration date in March, the City of Madison decided not to allow it for this RFP. Currently ESG-funded emergency response services were provided with an opportunity to request additional funding to carry them through the end of September through contract amendment. Such requests were reviewed and approved by the CoC Board of Directors. For new projects that are currently not funded with ESG, there are a lot of documentation and other requirements they would not be able to meet.*

**Q. How much should I budget for HMIS?**

*A: The annual user fee for ServicePoint (HMIS used in the State of Wisconsin) is \$65 per user. Additionally, it's a good idea to have at least one Advanced Reporting Tool (ART) license per agency so you can run data quality reports each month to ensure information is entered correctly. ART license is an additional \$100 per year. If not currently using HMIS, think about those costs and put them in the budget. HMIS trainings are all online. Institute for Community Alliances has trainings and information on their [website](#). Equipment is also an eligible expense.*

**Q: Can I apply for projects that are not listed in the funding priorities?**

*A: Yes, you can propose a project for any eligible activity. The priorities are projects that will be given more weight during the review process. The priorities were set by the Homeless Services Consortium Board of Directors. Priorities are not listed in order of importance, but in order of our Community Plan to Prevent and End Homelessness.*

**Q: Do you know when HUD will release the Federal Register that specify all the rules for the funds?**

*A: No, it has been over four months since the funds were announced. HUD has been saying it will be issues shortly for months now. But as most important questions have been answered by HUD including the date the funding needs to be spent by, we decided to move forward with getting the funds out. If new rules are published after contract is issued, the City of Madison will amend contracts accordingly.*

*But HUD has said they do not expect significant changes from existing ESG rules other than the waiver they have issued.*

**Q: A couple agencies are planning on applying together. Do we have to submit separate agency applications?**

*A: No, you can just submit one agency application for the collaboration. Pick a lead agency and then list partner agencies on the application. You can describe what each agency does.*

**Q: Is this (reviewed at agency workshop) an updated RFP? This is not the same as the one originally sent out to HSC listserv?**

*A: Correct, a draft RFP was sent out on August 6 so that agencies can preview the eligible activities and sign up for the application workshop. The updated final RFP was posted on Tuesday, August 11.*

**Q: What is the contract term?**

*A: The anticipated start date of the contract is October 12, 2020. All eligible expenses must be incurred by April 30, 2022. You do not have to propose through that length but this is max. So the maximum contract period will be October 12, 2020 – April 30, 2022, which is almost 19 months. Your budget should reflect the expenses for the total proposed contract period, not just one year.*

**Q: The RFP states that the overriding goal of the funding opportunity is to “secure permanent housing for persons experiencing homelessness, particularly those at greatest risk from COVID-19”. Is it referring to the risk for infection or risk for serious illness if contracting the virus?**

*A: The Dane County CoC supplemental written standards is prioritizing for rapid rehousing program people at severe risk of illness (age 65+, those with significant underlying medical conditions). But those in congregate shelter settings or unsheltered are also very vulnerable in that they may be at higher risk of contracting the virus. So it can be both, but for rapid rehousing program, people who are at higher risk of severe illness if contracting the virus.*

**Q: The statement in overview section regarding funding priority is appears to be a significant departure from the prior priorities identified by the Board, which included legal services for prevention, like eviction defense. Am I interpreting that correctly?**

*A: No, funding priorities established by the CoC Board of Directors is still listed in document further below. Securing permanent housing for person experiencing homelessness, particularly those at greatest risk from COVID-19 is the HUD’s top priority for this funding. Legal services is still one of the priorities identified by the Board of Directors.*

**Q: My agency is considering a new emergency shelter hotel voucher program. Do we need to submit the Certification of Local Government Approval form?**

A: A new emergency shelter project to be funded by the State ESG-CV funds must submit a certification of local governmental approval form. It is a state funding requirement. It is required for new facility or new hotel voucher program.

**Q: Can a program put parameters around who they use prevention dollars on, for example, only use prevention dollars for people enrolled in their program or past participants?**

*A: No, we need to follow coordinate entry process. If any financial assistance is provided, you must follow the prioritization system described in the Dane County written standards. You cannot propose to serve a certain population in federally protected class (see page 11). Dane County Written Standards do not specify a prioritization tool for prevention services (services-only), but you still have to participate in Coordinated Entry by referring people to Coordinated Entry and taking referrals from Coordinated Entry.*

**Q: Would funds applied for under Rapid Rehousing only be applied to those currently on the priority list?**

*A: Yes, any financial assistance goes through the coordinated entry prioritization. Individuals and families who are eligible can always be referred to the Coordinated Entry Housing Priority Lists.*

**Q: Are those now sheltered in hotels due to COVID considered in emergency shelters? Or are they considered housed?**

*A: Hotel projects are considered emergency shelter. It is a non-congregate shelter.*

**Q: There are specific items that are allowed under street outreach such as blankets, clothes, or toiletries. But those items are needed at the hotels, too. Would those costs be allowed for people staying at hotels?**

A: Those items are allowed under emergency shelter—supplies, if the hotel is funded by government or nonprofit agencies. It would be best that emergency shelter providers request funds for that if needed. You can't request funds for those items under street outreach if they are for non-congregate shelters.

**Q: Can you use prevention funds you are administering to pay on units your agency owns?**

*A: No, one of the contract requirements is conflicts of interest. You cannot pay your own agency.*

**Q: How frequent do case management meetings need to occur for prevention?**

*A: Normally at least once a month case management meeting is required, as long as you are providing rent assistance, but there is currently a waiver.*

## Additional notes

- Carefully review the Contract Requirements section on the City's funding website, which includes instructions and sample forms.
  - DUNS and SAM Registration Instruction - *Registrations for DUNS and System Awards Management (SAM) take some time to complete, so please start the application right away if your agency hasn't done.*
  - Affirmative Action Plans or Exemption Form – *agencies that employ fewer than 15 employees or receiving less than \$50,000 are exempt.*
  - Insurance: commercial general liability, automobile, worker's comp, professional liability, as applicable to the project
  - Sample Contract Language and Monitoring Form
- There will be additional funding. City got both allocations. State only released the first allocation, which is included in this RFP. Dane CoC is expected to get some funding from the second State allocation but we don't know yet how much that will be and when they will determine that. The State is planning on seeing how the first allocation funds are being spent and determine when to release the second allocation.
- Any contact from agencies is welcomed; if you have project in mind, Sarah will help you think through coordinated entry and any other question you have. Please contact Sarah at [slim@cityofmadison.com](mailto:slim@cityofmadison.com).