

ESG-CV Informational Meetings – Q & A

Questions on ESG-CV Application

1. Is there a page limit to the narrative questions?
There is no page limit, but please keep the answers concise. Only answer the questions asked.
2. Can single agencies apply directly? Or must they be channeled through a Lead Applicant?
Single agencies can apply directly with DEHCR or a lead applicant can apply on behalf of multiple agencies. In the case of a lead applicant, DEHCR would contract with them and they would subcontract to the other agencies. Regardless of how applications are submitted, all projects require separate applications and will be reviewed/scored individually.
3. If we're writing, as the lead agency, for one major project, but with multiple agencies, we only need to fill out parts 3 & 4 once, but if we're applying for two separate shelter projects under the same agency, we need to fill out parts 3 & 4 for each project?
There must be one application per project. Each project must be administered by one agency.
4. We submitted a prevention proposal previously and were scored. Do we need to rewrite and resubmit or are we automatically included in this new submission period?
This is a new funding source specifically for ESG-CV projects. A new application is needed.
5. I am confused with Pot #5 - we were told it was for capital projects, but the application lists out many non-capital expenses. Is everything on the application available to be requested in Pot #5?
This ESG-CV application is for specific projects to respond to COVID-19 (new or expanded projects). All ESG-CV eligible expenses are allowable under this application.
6. Are victim services agencies able to apply even though we don't use HMIS?
Victim services agencies can apply as long as they use an HMIS-comparable database.
7. If we do not currently get regular ESG funding and have not applied for that...can we apply for this ESG-CV funding?
Yes
8. Is there a cap on the amount you can request for a one-agency proposal?
The MINIMUM request is \$75,000 with a maximum of \$4 million. If an agency has a small request, they should use the allocated ESG-CV or apply with a lead agency and work as a subrecipient.
9. Is there an advantage to submitting an application through the Lead Agency?
Agencies with requests of \$75,000+ are fine to submit alone. Agencies with requests of less than \$75,000 would have to go with a lead agency. All projects are reviewed/scored individually.
10. The funding table on page one of the application doesn't seem to include all of the eligible project categories (HMIS is left out). And there isn't a separate line for the Admin cost (it's the same line as total request). Can I change this table if I want to request funding for HMIS?
The table shows the option of project types available. Write-in what category you want funding for. You may request HMIS funds if needed.
11. Specific to prevention: Is there a recommendation on how much to allocate per family?
No, but err on the high side for estimates. Allocate 6-9 months per person.

12. Is the "Certification of Local Government Approval" form required for new shelter projects?
Yes, this form will be required for new emergency shelter projects that are funded with ESG-CV prior to contract execution.

Questions on ESG-CV Funding

13. When must all funds be spent?
All funds must be expended by 4/30/2022.
14. When do you anticipate making funding decisions? Relatedly, when can projects begin if awarded?
Applications are targeted to be reviewed/scored by end of January. Contracts will start early February. Retroactive expenses will be allowed since the start of ESG-CV eligibility (4/1/2020).
15. Is there a scoring tool for this application that you can share?
There is a rubric that will follow the application. Parts 1 through 3 determine eligibility. Part 4 is scored by reviewers. Make sure to answer the full question; provide data as much as possible. See Addendum 1 for a draft scoring rubric.
16. How will you handle ties?
There will be at least three application reviewers; final scores will be averaged. The likelihood of a tie is very low. If there is a tie, we can pull from different funding sources or fund applications at less than the amount requested.
17. Can projects be funded at less than requested?
Yes, that is possible.
18. Can you review again all the pots of money available?
"Pots" for Allocation
Round 1
1. State Administration – 3%
2. Formula Allocation – current lead agencies/local coalitions, \$13 million
Round 2
1. State Administration – 3%
2. HMIS Lead Agency
3. Formula Allocation – current lead agencies/local coalitions, \$12 million
4. ESG-CV Special Projects – competitive application, \$7 million
19. When will data be pulled for the second round of formula funding?
Data elements used:
 - **Coordinated Entry HMIS/Non-HMIS – data pulled as of 1/11/2021**
 - **Total Household Served – data pulled as of 1/12/2021 for April through December 2020**
 - **Unemployment Data – Up to November 2020 (per available from DWD)**
20. Is an application needed for the second round of formula funding?
DEHCR will not require an application for the second round of formula funding. Once 75% of current formula funding is expended, agencies will receive a contract amendment increasing their ESG-CV award. Lead agencies/local coalitions can determine how they want to divide the funds; they may require an application from subrecipients.

Questions on Eligible Activities

21. Are we able to use these funds for automatic doors in the shelter?
Yes, under shelter operations.
22. Is shelter security an allowable cost/activity?
Yes, under shelter operations.
23. Is protective payee services eligible? Payee Services -- Case Management with payee services would include the cost of salary, fringes, etc. This could be for clients currently in shelter and continue as they move into housing.
Protective payee services are not eligible under ESG-CV.
24. Is a Sober Living Facility that temporarily shelters individuals in recovery, eligible for ESG-CV funding?
It depends. The facility must meet the definition of an emergency shelter (no occupancy agreement, no fee for services). The facility also cannot require any activity as a condition for receiving shelter/services, such as a breathalyzer or drug test.
25. Do homeless shelters that require sobriety/drug free as condition for shelter qualify for funding?
No, they do not qualify under ESG-CV. No activity may be required as a condition for program entry. Activities include breathalyzers, drug tests, COVID tests, etc.
26. Can services be denied in shelter if someone presents and is clearly under influence or admits to be under the influence? Not testing.
Shelters have the discretion to set their own intake policies, as long as those policies comply with their CoC Written Standards and no activities are required to be performed.
27. Are 3 bids required for renovations?
Procurement requirements apply for all contractors hired with ESG/ESG-CV funds. Federal procurement requirements for ESG programs can be found at the following citations: 24 CFR 576.407(c) and (f) as well as 2 CFR 200.317-200.326.
28. "Second exit in building for fire or other emergency exit" Does each room need an egress or openable window? Or if building has 3 exits is that ok?
This criterion is part of the minimum habitability requirements for emergency shelters. It refers to the need for a building to have multiple exits in the case of a fire emergency. Individual rooms do not need multiple exits.
29. If a client received ESG-CV rent assistance through the round 1 formula allocation, could they get it through this source for a different time period?
Yes. The only restriction is for RRH or Prevention in which a client cannot receive more than 24 months of assistance in a 3-year period.
30. Does 20% of the award need to be spent by 9/30/2021 for renovations as well? Are there certain eligible expenses related to shelter renovations?
There are no specific dates in which a certain amount of funds must be spent. All funds must be spent by 4/30/2022.
Eligible costs under shelter renovation include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into

an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

31. What if the landlord still files an eviction lawsuit for non-payment of rent?
The CDC eviction moratorium is currently in effect until 1/31/2021. Because of that, clients facing eviction due to non-payment of rent are not able to meet the Category 2 homeless definition until 14 days prior to the expiration of the moratorium (1/18/21). This makes them ineligible for ESG/ESG-CV prevention until 1/18/21.
If a landlord proceeds with an illegal eviction, clients should be referred to legal services. If there is a reasonable expectation that a client will be physically forced out of their home within 14 days (even under the moratorium), they CAN be assisted with prevention funds.
32. Will Prevention funding have to pull from the C.E. list?
Yes, coordinated entry is a requirement for all ESG and ESG-CV funds.
33. We are looking to applying for funds for mental health services -- can we use funds for trainings for our mental health therapist? can we use funds to purchase curriculum for our mental health support groups?
Training for the therapist – No
Client support curriculum – Yes
34. Regarding mental health services, can staffing costs be requested?
Staffing for mental health is covered if it is through a licensed professional. This does not include costs for the professional's training.
35. I was a little confused on the RRH. It seems to set it up as a 24 month duration, but all spending must be done by 4/2022 (1 year)
Regulation allows clients to receive up to 24 months of ESG rental assistance in a three-year period under rapid re-housing or homelessness prevention. However, this funding only lasts until 4/30/22. If a client continues in a RRH or prevention program, other funding must be used.
36. Under emergency shelter services/transportation - can we purchase gas cards, bus passes, and vouchers for car repair?
Gas cards, bus passes, taxi vouchers – Yes
Car repairs – No
37. For transportation costs, what documentation is needed?
Keep expense receipts in your fiscal files. Record services provided in client files.
38. Can we request funds for staff time only? We have a substantial amount of Prevention dollars to spend by June, but not really enough capacity to spend at the rate we need to. Is that allowable?
Funding requests for only staff time are allowable.

Addendum 1 – Draft Scoring Rubric*
Note: This is a draft; changes may be made.

Questions	Score
Describe your agency's organizational capacity to administer this project and your history with operating this type of activity.	10 points
Organizational capacity History with this activity	/ 5 pts / 5 pts
Describe your agency's previous performance in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness, especially your experience serving populations at severest risk of complications from coronavirus (e.g., individuals experiencing homelessness over age 50, having particular health issues, minority and indigenous populations).	15 points
Previous performance described using data Has experience serving high-risk populations	/ 10 pts / 5 pts
What is the unmet need being addressed by this project? Use data to demonstrate unmet need(s).	15 points
An unmet need is clearly described and backed up by data	/ 15 pts
Describe how this project promotes independent living, self-sufficiency, and/or housing stability. Provide data on successful outcomes from similar projects you administer.	10 points
Project promotes independent living, self-sufficiency, and/or housing stability Successful outcomes from similar projects	/ 5 pts / 5 pts
Coordinated Entry (CE) is required for ESG-CV funds. Describe your experience with CE and how this project will comply with CE requirements. (Note: A victim service provider may choose not to use the coordinated assessment system.)	5 points
Has prior experience using CE / knowledge of requirements If victim service provider and not using CE, all points.	/ 5 pts
The use of the Wisconsin Homeless Management Information System (HMIS) is required for ESG-CV funds. Is your agency a current user of HMIS? If no, describe how HMIS will be implemented for this project.	5 points
If yes, all points. If no, describes plan to implement.	/ 5 pts
TOTAL	<hr/> <hr/> / 60 pts