Notice of Funding Opportunity (NOFO)
Frequently Asked Questions

Q. Hi, when the link to HHA Member Attendance is clicked to review agency attendance at the HHA meetings for the period October 1, 2019 to September 30, 2020, there is nothing attached to download. This is located in the NOFO Application in SAMIS, under ESG HHA Meeting Attendance.

> **A.** There appears to have been a problem with the link that included the HHA membership for the NOFO that has now been corrected.

Q. When uploading the documents, on the right-hand side where it shows all the attachments, there isn't a cover sheet or sub-recipient certification. It showed in the attachments once the CATAct_FY22 was uploaded.

> **A**. The issue has been corrected. Please remember to direct all questions to the PBC-ESGnofo.pbcgov.org email, as we are required to track all questions for the NOFOs and share the questions and responses on our website.

Q. I am seeking clarification on which agency policies and procedures are being requested for us to upload with this grant application.

> **A.** Minimally agencies should submit Policies and Procedures pertaining to the category for which they are applying, fiscal procedures and policies addressing equity, diversity and non-discrimination.

Q. Question 3 on the ESG application (for Rapid Re-Housing only) contains seven bullet points, with only 3,000 characters allowed for response. I believe this issue arose during the technical meeting and there was a willingness to expand the character count on a question with multiple bullet points. Would you consider expanding this field to 5,000 characters, in order that all seven parts of the question may be adequately addressed?

> **A.** The character count for Question 3 on the ESG application has been expanded to 7000 characters.

Q. Does the Financial audit consist of the organization's bank statements? Or would it be the bank account for the CEO of the organization?

> **A**. A financial audit demonstrates accountability through the submission of acceptable financial audits performed by an independent auditor

Q. ESG Grantee Homeless and Housing Alliance (HHA) Certification Form- Will this section be for the organization's information? I don't know exactly what to put down for the HHA committee as well.

A. This section is for the organization's information. The HHA committee section should include what committee's (pillars) the organization participates in. Attachment A indicates that each grant recipients is expected to support one (1) Committee(s) covered by grant activities as they achieve the following standards:

o Meet minimum standards
· HHA meetings & Sub-Committee Meetings
· Participate in coordinated assessment
· Participate in PIT/HIC
· HMIS Entry
· Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing-Focused Case Management)

Q. How will I fill out the Attachment 6 - HMIS (Client Track)/CMIS/ESG CAPER Report/Domestic Violence Comparable Report form?

A. Recipients with HUD funding received through the Emergency Solutions Grants (ESG) Program are required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD annually. Data collection for the ESG portion of the CAPER is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards. To run the ESG CAPER, you must first have an active profile in HMIS. Agencies whose clients are victims of domestic violence can submit a comparable report for the protection of their clients. Agencies who are not in HMIS or DV providers currently will not have CAPER report and should state so on application.

Q. Does the applicant have to attend meetings that were previously held as a requirement?

A. Agencies that are awarded funding are required to participate in coordinated-entry in collaboration with the Palm Beach County Continuum of Care (CoC) - Homeless and Housing Alliance (HHA), and must become members within one month of contract execution. Any agency receiving ESG Program funding is required to adhere to the Standards of Care for their component, as adopted by the HHA. Funded agencies must also become a member in good standing of the HHA within the first year of their project. To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at subcommittee meetings, in addition to other HHA requirements, as defined in the HHA Bylaws, Governance Charter, Article 3, Section 2 found at www.hhapbc.org. There are bonus points for those organizations who have attended at least 60% of the HHA meetings.

Q. Exactly what is the - Monitoring Cover Letter and Report?

A. An ESG Monitoring Report is a report completed after ESG monitoring. If there has been no previous ESG monitoring, the organization may submit the highest level monitoring report completed for your agency by a Federal, State, County or local foundation. New agencies that have never been monitored by any of the above entities will not be eligible for the award of any points in this category.

Q. How is the match form supposed to be filled out?

A. The match funds form should be filled out with information from each source used to satisfy the requirement that the recipient provide matching contributions to ESG.

Q. Does the application have to meet the amount of characters that are beside some of the subjects, i.e. (Performance Improvement Plan (2000 Characters) or can it be under 2000 characters?

A. The application does not have to meet the character count. That number represents the maximum amount of characters allowed.

Q. Also does the portal user have to be the CEO's name of the organization, i.e. I am with an organization but the applicant will be under someone else's name?

A. There is a space for the name of the CEO/ED and there is a space for the agency rep who can be anyone representing the organization such as the program manager, development staff or anyone the agency has selected who we can contact with questions. The portal user does not have to be the CEO of the organization.

Q. Can I also get the meaning of this requirement-Length of time undertaking activity for which funding is being requested?

A. PBC wants to know how long the organization has been currently providing the activity for which they are requesting funding.

Q. Also the organization doesn't have any other federal funding in the past, exactly what do i have to put for this requirement?-Describe your organization's experience with federally funded programs other than ESG. Summarize the past five (5) years of funding, including the source, type of grant, award year, and performance.

A. The answer is that they have never received federal funding and they have no experience with federally funded programs other than ESG. The summary would be N/A

Q. The organization has never entered any information for HMIS and the monitoring report, so how should we answer these questions?

A. Agencies who are not in HMIS or DV providers currently will not have CAPER report and should state so on application.

Q. I am still not seeing the TSA Sub-recipient certification on the uploaded documents side (right side) of the application. Before I submit the application I want to make sure it is showing on your end.

      A. This issue has been resolved

Q. Do we have to send in hard copies of the application or only online?

      A. The applications should be submitted as directed in the application

Q. Also for the financial audit requirement, the organization hasn't had that much activity so should an audit be required if we haven't had much financial activity?

      A. The audit requirement is required but points are given only if there are no findings. This means that you would lose 5 potential points. Please refer to the NOFO for points assigned to each question.

Q. Will points be deducted since we don't have certain documents like HMIS or Monitoring report from the review board?

      A. This requirement would mean that you would lose 10 potential points if you have nothing to submit. Please refer to the NOFO for points assigned to each question.

Q. How much funds would each organization get/ what is the max amount i can put on the application for requested funds?

      A. The amount of funding available is listed in the NOFO. There is no minimum or maximum amount of funding for this NOFO