



PROGRAM YEAR 2022

EMERGENCY SOLUTIONS GRANT

PROJECT OVERVIEW AND REQUEST FOR PROPOSALS

WV COMMUNITY ADVANCEMENT AND DEVELOPMENT (WVCAD)

A division of the WV Department of Economic Development

1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305

WV Community Advancement and Development (WVCAD) Emergency Solutions Grant (ESG)

Thank you for your interest in the Program Year 2022 WVESG program! If you have questions or require assistance during the project proposal submission or selection process, please contact us by utilizing the following methods:

- Email:** ESG@wv.gov
- Phone:** (304) 558-2234
- U.S. Mail:** WV Community Advancement and Development
c/o **Emergency Solutions Grant**
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[Jennifer Ferrell](#), Director

ESG PY22: Application Process and Award Selection Timeline	
Form A: Intent to Apply due	July 08, 2022
WV ESG Technical Assistance Conference Call/Oasis	July 15, 2022
Form B: CoC Review and Recommendation due	July 22, 2022
Application submission deadline	August 09, 2022
Notification of applicant selection and tentative awards	September 01, 2022
Grant award documents sent to subrecipients	October 1, 2022

Additional ESGPY22 Dates of Importance	
WV ESG PY22 sub-recipient training	TBD
ESG PY22 performance period begins	October 1, 2022
ESG PY22 performance period ends	September 30, 2023



Federal Award Number: E-22-DC-540001
CFDA Number: HUD 14.231

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PY 22 WVESG Application Submission Checklist

FORMS	
Form A. Letter of Intent to Apply <i>(Previously submitted)</i>	
COC Letter of Recommendation <i>(Submitted by CoCs)</i>	
Form B. ESG PY22 Proposed Budget	
Form C. Local Governance Approval for Shelter Activities <i>(Emergency Shelter only)</i>	
Form D. Application Certification	
Form E. WVCAD Risk Analysis	
APPLICATION	
Part 1. Fiscal Capacity Measurement	
Part 2. Street Outreach and Emergency Shelter	
Part 3. Rapid Rehousing and Homeless Prevention	
Part 4. HMIS or Comparable Database (DV Shelter)	
ATTACHMENTS	
Most Recent Independent Financial Audit <i>(Executive Summary)</i>	
Most Recent Publicly Reported Form 990	
Proof of Current 501(c)3 Status	
ESG PY22 Proposed Budget	
Organizational Chart	
Indirect Cost Agreement <i>(If applicable)</i>	
Cost Allocation Plan	



Funded By the U.S. Department of Housing and Urban Development

SECTION 1. WVESG PROGRAM OVERVIEW

INTRODUCTION *What is the Emergency Solutions Grant?*

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The U.S. Department of Housing and Urban Development (HUD) administers the ESG program as part of a comprehensive federal strategic plan to prevent and end homelessness. In ["One HUD For ALL: The 2022-2026 Strategic Plan"](#) published in 2022, stability because of housing interventions, Housing First Principals, and supportive services for the homeless community is cited from the [Interagency Council on Homelessness' 2014 definition:](#)

"The U.S. Interagency Council on Homelessness defines Housing First as an approach and framework for ending homelessness that is centered on the belief that everyone can achieve stability in permanent housing directly from homelessness and that stable housing is the foundation for pursuing other health and social services goals. Implementing Housing First involves both project-level and community-level dimensions. Implementing Housing First at the project level, including in permanent supportive housing models, means having screening practices that promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services. At the community-level, Housing First means that the homelessness crisis response system is oriented to help people obtain permanent housing as quickly and with as few intermediate steps as possible."

"**One HUD For ALL**" is supported by the mandates of the HEARTH Act and recognizes ending homelessness requires collaborative efforts to align collective resources toward eradicating homelessness.

GRANT PROGRAM SUMMARY *What is the purpose of the program?*

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.

West Virginia Community Advancement and Development (WVCAD), a division of the West Virginia Department of Economic Development (WVDED), administers the ESG program in West Virginia in compliance with the HEARTH Act and other federal requirements and is the pass-through entity of this HUD funding allocation.

The ESG program provides funding to:

- Engage individuals and families experiencing homelessness while living on the street as well as other areas not meant for habitation.
- Improve the quality of lower-barrier emergency shelters for those individuals and families experiencing homelessness.
- Assist in the operation of these shelters.
- Provide equitable and zero-barrier access to essential services for shelter residents;
- Rapidly re-house individuals and families experiencing homelessness; and
- Prevent families and individuals from becoming homeless.

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, including:

- Consultation with Continuums of Care (CoC).
- Coordination with other programs targeted to people experiencing homelessness.
- Coordination with mainstream resources (health, employment, education, etc.)
- Centralized or coordinated assessment.
- Written standards for providing ESG assistance.
- Participation in the Homelessness Management Information System (HMIS), or in the case of domestic violence services providers, a comparable database system.

WVCAD will work closely with the CoCs in the State to evaluate how effectively programs meet the needs of those experiencing homelessness within the CoC through review and analysis of HMIS data and direct consultations. The Emergency Solutions Grant program is designed to meet the needs of those who are experiencing homelessness or at risk of becoming homeless in the State, and resources will be allocated to applicants with the best outcomes for those they serve.

Program emphasis should be placed on providing an adequate assessment of program participants' housing barriers resulting in a housing stability plan with a focus on moving into a permanent housing option as soon as possible. The goal is that no one is experiencing homelessness, whether living on the streets or in emergency shelter, for more than 30 days.

Additionally, ESG subrecipients should also connect program participants with other mainstream resources to assure the most impact with the least amount of ESG funds used since there are rarely sufficient funds to serve all persons currently experiencing homelessness or at-risk of homelessness.

ESG COMPONENTS & ALLOWABLE ACTIVITIES *What can the ESG program do?*

ESG funds may be used to support eligible activities within the following program components: ***STREET OUTREACH, EMERGENCY SHELTER, HOMELESSNESS PREVENTION, RAPID REHOUSING, HMIS/DV COMPARABLE DATABASE, and ADMINISTRATION***

(Eligibility requirements for program participants vary by component as indicated in each section below.)

STREET OUTREACH (SO) 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 program participants are: Individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2.

Eligible costs include: engagement, case management, emergency health and mental health services, transportation and services for special populations.

EMERGENCY SHELTER (ES) Reference 24 CFR 576.102

Funds are intended to assist temporary emergency shelters providing shelter to individuals and families experiencing homelessness by supporting operating expenses and the equitable provision of essential services.

Eligible program participants are: Individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2.

Eligible costs include:

- **Renovation** includes major rehabilitation or conversion of a building to serve as an emergency shelter. The shelter must be owned by a government entity or private nonprofit organization and must serve those experiencing homelessness for at least three or ten years, depending on the type of renovation and the value of the building.
- **Essential Services** includes case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, transportation, and services for special populations.
- **Shelter Operations** includes routine maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. It may also include a hotel or motel voucher when no appropriate emergency shelter is available for individuals or families experiencing homelessness.

*(Note: Property acquisition and new construction are **not** eligible ESG activities.)*

Additional ES program requirements and considerations include:

- Shelters should practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who are truly experiencing homelessness, and without this assistance would be staying in a place not meant for human habitation.
- Shelters are expected to provide Rapid Rehousing (RRH) to better meet the needs of those they serve. If the site does not provide RHH, then a formal partnership, such as a memorandum of understanding, with the agency providing RRH services

to the community must be in place. RRH is the key to moving people from homelessness into housing.

- Shelters should strive to ensure that no one is in their shelter longer than thirty days. This is not a deadline to be used to exit individuals from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.
- Shelters must provide equal access to all individuals. *The age of a child under age 18 must not be used as a basis for denying any family's admission to an [emergency shelter](#) that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.*

Reference [24 CFR 576.102(b)]

- Shelters must not involuntarily separate families. Reference 24 CFR 576.102(b)]
- 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.
- All shelter funded applicants must follow the Basic Standards for Shelters located at 24 CFR 576.403 (b) to receive funding. The State is responsible for monitoring subrecipients to confirm all requirements are met.
- To receive funds, shelters are required to have the approval of the local unit of government in which they will operate. Please refer to **FORM C – Local Government Approval for Shelter Activities**. *Reference § 576.202 (2)*

HOMELESSNESS PREVENTION (HP) *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 program participants are: 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.

Eligible costs include:

- **Rental Assistance** (rental assistance and rental arrears)
- **Financial Assistance** (rental application fees, security and utility deposits, utility payments, last month’s rent, moving costs, etc.)
- **Services** (housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, etc.)

Additional HP program 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 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 household income at or below 30% AMI. Reevaluation of HP program participants must take place no less than once every 3 months. Detailed information on annual median income can be referenced at <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- 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 arrears.

RAPID REHOUSING (RRH) Reference 24 CFR 576.104

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals and families experiencing homelessness (living in shelters or in places not meant for human habitation) move as quickly as possible into permanent housing and achieve stability.

Eligible program participants are: 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.

Eligible costs include:

- **Rental Assistance** (rental assistance and rental arrears)
- **Financial Assistance** (rental application fees, security and utility deposits, utility payments, last month’s rent, moving costs, etc.)
- **Services** (housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, etc.)

Additional RRH program requirements and considerations include:

- Rapid Rehousing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within thirty days of the individual or family becoming homeless. Programs should be developed to serve those with the highest barriers to housing. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving RRH do not need an income assessment at initial evaluation. RRH participants must be reevaluated at least once per year and do have to meet the 30% of Area Median Income (AMI) threshold at that time. Detailed information on AMI can be referenced at <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- No program participant may receive more than 24-months of assistance in a 3-year-period. This includes a one-time payment for up to 6 months of arrears.
- Those applicants requesting funds for Rapid Rehousing 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. ESG funds may be used for such. Please contact the local Continuum of Care for more details.

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. It is important to note that ESG funds only the portion of HMIS usage and administration associated with the ESG and ESG-CV programs.

ADMINISTRATION *Reference 24 CFR 576.108*

Up to 2.5 percent of a subrecipient's total program year allocation can be used for administrative activities in operation of the ESG program.

Allowable costs include, but are not limited to:

- 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.

Ineligible costs include, but are not limited to:

- Recruitment of staff.
- Depreciation for assets that have outlived their depreciable lives.
- Costs associated with the agency rather than the specific program.
- Any costs associated with advertisements including pamphlets, surveys, etc.
- Unapproved staff training, conferences, or retreats (**WVCAD approval required**).
- Public relations.
- Bad debts and/or late fees.
- Program participant mortgages, mortgage assistance, and/or debt services.

ADDITIONAL RESOURCES

[ESG Program Components - Quick Reference Guide](#)

[ESG Interim Rule](#)

[ESG Fact Sheet](#)

[ESG 24 CFR Part 576 – Electronic Code of Federal Regulations](#)

SECTION 2. WVESG PROGRAM REQUIREMENTS AND STANDARDS

PROGRAM REQUIREMENTS FOR SUBRECIPIENTS

Consultation: Subrecipients must consult with the Continuum of Care (CoCs) operating within the jurisdiction in determining the best use of ESG funds and must reflect the current priorities and goals listed within the strategic plan of the WV Balance of State CoC, Northern Panhandle CoC, Cabell-Huntington-Wayne CoC, or the Kanawha Valley Collective CoC. This includes utilizing the appropriate coordinated entry/intake system appropriate to the service area and participating in official collaborative discussions.

Match: ESG has a **dollar-for-dollar matching requirement**. Program match can be cash or non-cash (in-kind). To be considered match, the expense or in-kind contribution must be something that would be an allowable expense to the ESG program if there were enough money in the grant to pay for it. **Matching funds will be initially reviewed as part of the application process and later approved by WVCAD as part of the initial budget submission before the actual expenditures of the grant can begin.** If the subrecipient cannot match the total PY22 award amount, the award amount will be reduced to the amount of approved match put forth by the subrecipient. WVCAD must be notified in writing of any changes to match sources during the program year by submission of a **Match Amendment Request Form**. Subrecipients are expected to report any program match in the month it is used as part of the monthly invoicing process.

Obligation and Expenditure: Awarded ESG funds must be obligated at the start of the program year (PY) 2022 on October 1, 2022, by submission of a WVCAD approved budget which also includes revised program outcomes and measures to match the final award amount. **This budget must be received and approved by WVCAD before actual expenditures of the grant can begin.** All grant funds must be expended within the 12-month performance period before program year's end on September 30, 2023. Any remaining funds after this date will be recaptured and returned to the State to be reallocated or a grant extension may be issued in the event of an unforeseen circumstance out of the subrecipient's control. However, the performance period remains the same.

STANDARDS AND EXPECTATIONS

Written Standards: Subrecipients must follow the written standards for administering ESG assistance provided during the award process. These will be included in the ESG program manual released at the beginning of ESG PY2022.

These written standards include the following:

- Standard policies and procedures for evaluating eligibility for ESG assistance.
- Standards for targeting and providing essential services related to street outreach.

- Policies and procedures for:
 - Admission, diversion, referral, and discharge by emergency shelters, including standards on length of stay, and safeguards to meet the safety and shelter needs of special populations, and those with the highest barriers to housing.
 - Assessing, prioritizing, and reassessing needs for essential services related to emergency shelter.
 - Coordination among providers of emergency shelter, essential services, homelessness prevention, rapid rehousing assistance; other homeless assistance; and mainstream service and housing providers
 - Determining and prioritizing provision of homelessness prevention assistance and rapid rehousing assistance.

- Standards for determining:
 - What percentage or amount of rent and utilities costs each participant must pay while receiving homelessness prevention or rapid re-housing assistance.
 - How long a participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
 - The type, amount, and duration of housing stabilization and/or relocation services to provide, including limits on the homelessness prevention or rapid rehousing assistance each participant may receive, such as:
 - Maximum amount of assistance,
 - Maximum number of months the participant is able to receive assistance,
 - Maximum number of times the program participant may receive assistance.

HMIS Participation: The recipient must ensure that data on all persons served, and all activities assisted under ESG are entered into the applicable community-wide HMIS database in the 7-areas in which those persons and activities are located in accordance with HUD’s standards on participation, data collection, and reporting under a local HMIS (or comparable database for domestic violence service providers).

Monthly Fiscal Reporting and Invoice Submissions: No later than the 10th of each month, subrecipients are to submit monthly fiscal reporting and invoicing requesting reimbursement for the previous calendar month of funds expended within the ESG program. During which the documentation is to include a monthly expenditure report, invoice, and an Expenditure Detail Sheet (backup) spreadsheet, which details each line-item charge to the grant. Match must be reported in the month that it is applied to the grant. Budget Amendments are due to WVCAD by the 5th of each month following the month being invoiced. (For example, Budget Amendments are due on the 5th of June, if necessary for May invoicing).

Quarterly Reports and Grant Close-outs: Each three-month quarter of the grant’s performance period, subrecipients are to complete an updated report of current grant funds used and measured outputs and targets which were listed as part of the application and award budget

process. This will assist the subrecipient and WVCAD in making sure the program is on track to meet the goals created at the beginning of the program. A grant close-out report will be submitted by the subrecipient upon fully expending their PY2022 ESG grant funds and satisfying program requirements.

GENERAL ESG PROGRAM GUIDANCE

Documentation of program participant's homeless situation is an essential part of ESG program compliance. File documentation is required to verify need of every program participant receiving assistance through street outreach, emergency shelter, rapid rehousing, and/or homelessness prevention services, as defined on the WVCAD Homeless Certification and WVCAD At-risk of Homelessness Certification made available within the upcoming PY22 WVESG State Program Manual. Third-party documentation is the preferred method and can be gathered at the time of referral, intake, or orientation to the ESG program. All documentation is required to be retained in the program participant's file within HMIS / DV Comparable Database.

All facilities and housing units where program participants move must meet basic habitability standards. This documentation is also required to be included in all program participants' files within HMIS / DV Comparable Database.

Fair Housing requirements:

- The applicant must maintain and continuously update a listing of Fair Housing resources and place the Fair Housing logo on all materials relating to their housing programs.
- The applicant must provide Fair Housing information to all clients.
- An individual must be designated as the Fair Housing contact person who will be available during business hours.
- The Fair Housing contact person will maintain a running log to record Fair Housing Issues, complaints, and distribution of fair housing materials per program requirements.
- The Fair Housing contact person will respond to all fair housing issues and/complaints.
- The applicant will conduct business and provide emergency housing from a low barrier facility or make a reasonable accommodation for persons with impaired mobility.

Subrecipients conducting housing activities within Rapid Rehousing or Homelessness Prevention must secure a separate lease agreement between their agency and the landlord for each entity providing rental assistance to a program participant. (This is separate from the lease agreement signed between the program participant and the landlord.)

Violence Against Woman Act (VAWA):

It is also required that this lease agreement include the VAWA addendum and any additional forms per HUD regulations. (<https://www.hud.gov/sites/documents/91067.doc>). The HUD Final Rule states that it:

“Retains the provision of HUD’s regulations implementing VAWA 2005, for those HUD programs covered by VAWA 2005, which states that the HUD-required lease, lease addendum, or tenancy addendum must include a description of the specific protections afforded to the victims of VAWA crimes. (See § 5.2005(a)(4).)”

Program Expensing:

Any subrecipient program purchase (within the activities of Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, HMIS/DV Comparable Database, or Administration) totaling \$1,000 or more requires a WVESG Purchase Authorization Form to be completed and approved by WVCAD before said purchase can be invoiced for reimbursement. **Retroactive requests will not be processed or approved.** This applies to all shelter repair, maintenance, conversion, or rehabilitation. Shelter projects above \$5,000 require a WVESG Shelter Project Request Form.

It is required that all staff costs, including those related to essential services, be limited to 30% of the overall program budget and that during the program year this limit not be exceeded. **Any overages of staffing beyond the 30% will not be reimbursed by WVESG.**

Subrecipient Program Monitoring

Monitoring: 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 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 conduct 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 subrecipient 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 grant program 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 Monitoring 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 should be utilized to complete parts of onsite reviews to increase efficiency whenever possible. Desk Reviews may be conducted during invoicing periods, so as to ensure ongoing compliance and assess the need for programmatic or fiscal technical assistance.

SECTION 3. AWARD INFORMATION AND ELIGIBILITY

FUNDING AVAILABILITY

Grant funding will be awarded on a competitive basis following evaluation of all eligible applications per the ranking and rating factors described in Section 4. Preparation and Submission Process. WVCAD anticipates the potential for several awards to be made throughout the State with the total funding available for this project to be **\$ \$1,670,508**.

Per the WV Consolidated Plan 2020-2024 Homeless Strategy and Methods of Distribution, no less than 50% (\$835,254) will be assigned to Rapid Re-housing and Homelessness Prevention activities. Remaining funds will be assigned to Street Outreach, Emergency Shelter, HMIS and Administration.

The period of performance for this program year award is October 1, 2022, through September 30, 2023. Dates are predicated on the availability and release of funds from HUD. Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with WVCAD. Pre-award costs will not be allowable.

To provide for more equitable distribution of funding, the ESG 2022 Program Year will have a minimum award of \$25,000 and a maximum award of \$150,000.

APPLICANT ELIGIBILITY

Non-profit organizations are eligible to apply for ESG funding and are referred to as “subrecipients” 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; **and**
- 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 a comparable database system as in the case of domestic violence program applicants; **and**

- Collaborate with the Continuum of Care/Coordinated Entry efforts within the applicant's coverage area.

SUBRECIPIENT 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.
- Data accuracy and implementation of HMIS for client record keeping and case notes.
- **Timely** and **accurate** reporting and monthly invoicing submission.
- Past WVCAD monitoring findings of organizational, fiscal, and programmatic management.
- 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.

SECTION 4. PREPARATION AND SUBMISSION PROCESS

SUBMISSION CALENDAR

The following is the full schedule for the PY2022 ESG application process:

NOFA Released/Official Email/ with Intent to Apply.....	June 28, 2022
Application Open in OASIS.....	July 05, 2022
Form A: Intent to Apply Due.....	July 08, 2022
WV ESG Technical Assistance Conference Call.....	July 15, 2022
CoC Letters of Recommendation Due.....	July 22, 2022
Application Submission Deadline.....	August 09, 2022
Selection Process.....	August 22, 2022-August 31, 2022
Grant Award Documents Sent to Subrecipients.....	(no later than) October 01, 2022

REQUIRED FORMS:

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: July 08, 2022
- Send to ESG@wv.gov. WVCAD staff will respond to verify receipt of the intent to apply for ESG PY2022 funds within 1-2 business days.
- **Applications will NOT be considered from applicants that do not submit the FORM A – Intent to Apply.**

Continuum of Care Review and Recommendation – We have discontinued the Form B for the 2022 funding year in favor of a letter of recommendation. Subrecipients are not responsible for this document submission, as the Intent to Apply will go directly to CoCs this year.

WVCAD will provide notice to each CoC to complete the letter of recommendation on behalf of those applicants participating in the application process, with submission to WVCAD being no later than July 22, 2022 and sent to ESG@wv.gov. The applicant will be notified of the receipt of this **submission** within 1-2 business days.

PY22 ESG Application (ONLINE APPLICATION PROCESS) – Applicants must submit a complete application including the required attachments (listed below) electronically using the WV Oasis Vendor Self Service (VSS) online portal at <http://www.wvoasis.gov> before the deadline of **August 09, 2022 by 11:59 p.m.** This packet will include all of the below items and attachments. Applicants may upload a single, one document scan. **Applications cannot be submitted after this deadline as the application will have expired in OASIS.**

(Applicant organizations must be registered as a vendor with the state of WV and have access to the WV Oasis VSS portal to complete the application submission process. If your organization is not currently registered as a vendor with WV and needs to do so, [CLICK HERE](#) or email WVCAD ESG program staff at ESG@wv.gov for assistance.)

The online submission process will be reviewed in full step-by-step detail during the Application Process Overview webinar held on **July 15, 2022**. Additional instructional training videos for VSS are located at <http://www.wvoasis.gov/VSS/Default.aspx> and include additional details regarding how to search for grant funding opportunities and how to complete the grant funding application in VSS. The remaining required attachments can be found within the online ESG application on the VSS portal and include:

FORM C: Local Government Approval for Activity (Emergency Shelter Only)

To be submitted by **those applying for ESG Emergency Shelter funding**. *(Must be signed by a local municipality or county representative, usually a mayor, city council chairman, or a City Manager.*

FORM D: ESG Applicant Certifications

To be submitted by **all applicants**. *(Must be signed by the applicant's chief executive officer or their delegate.)*

FORM E: WVCAD Risk Assessment Questionnaire

To be submitted by **all applicants**. *(Must be signed by the applicant's chief executive officer or their delegate.)*

ESG PY2022 Program Budget

To be submitted by **all applicants**.

PY22 Part 1: Programmatic and Fiscal Management Capacity

To be submitted by **all applicants**. This form assesses that the agency has the basic capacity to manage and implement ESG programming.

PY22 Part 2: Street Outreach and Emergency Shelter

To be submitted by **only those applicants seeking to operate Street Outreach and/or Emergency Shelter** under ESG.

PY22 Part 3: Rapid Rehousing and Homeless Prevention

To be submitted by **all applicants**. Rapid Rehousing is a required component for ESG Funding. Those opting out of Homeless Prevention may leave that section blank.

PY22 Part 4: HMIS or Comparable Database (DV Shelters)

To be submitted by **only those funding an HMIS or data/entry program that is used to enter ESG client data**.

Attachments: [\(To be uploaded with your application\)](#)

Most Recent Independent A-133 Financial Audit
Most Recent Filed/Complete Form 990
Proof of 501 (c)3 status

Informational Webinars & Technical Support

A webinar will be held to provide an overview of the application submission process and the WV ESG program. During the webinar WVCAD housing programs staff will review the ESG program, review the application timeline and on-line submission process, and answer any questions by attendees.

Application Process Overview and Technical Assistance Webinar – July 15, 2022,

To register for the webinar and receive notifications, visit the following link:

meet.google.com/krp-xxcy-tau

WVCAD will provide a technical assistance conference call for any organizations applying for PY2022 ESG funds that has questions or needs assistance. *(Attendance is not required, and a recording of the call will be sent to all organizations participating in the application process.)*

QUESTIONS AND ANSWERS

The Emergency Solutions Grant is a competitive grant. One 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. The preferred method of contact for the ESG program is by email.

In the event your organization cannot attend the overview webinar and/or technical assistance call at the scheduled times listed above; recordings will be made available on the WVCAD website at wvcad.org/resources under “Emergency Solutions Grant”.

SECTION 5. PROJECT RATING AND SELECTION

REVIEW AND SCORING

All project proposals that meet the standards outlined above, including stated deadlines, will be scored, and evaluated by a ranking and rating committee comprised of WVCAD staff and additional state partner agency representatives with experience serving the homeless and at-risk of homelessness populations.

Points in this section may be deducted for:

- (a) untimely submission of monthly invoicing,
- (b) invoicing submissions that lack regular proof-reading and formatting issues,
- (c) any previous WVCAD monitoring findings, both resolved and unresolved, for applicants who have received ESG grant funding in the last five years.

The other sections of the application include the specific ESG eligible programs: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS. These sections will 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 with each of the grant activities 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.