ESG Funding Process Lead Status Call

Minutes August 3, 2018

ESG Funding Process Leads attending:

- Region 1 – absent
- Region 2 – absent
- Region 3 – Curry Cromer
- Region 4 – Kevin Hege
- Region 5 – absent
- Region 6 – absent
- Region 7 – absent
- Region 8 – absent
- Region 9 – absent
- Region 10 – Mary Mallory
- Region 11 – Lakitra Claude
- Region 12 – Jim Cox
- Region 13 – absent

NCCEH staff attending: Jenn Von Egidy, Brian Alexander, Ehren Dohler

ESG RFA Released

- Regional Application Due by **5:00pm on October 26, 2018** must be received (not postmarked) by the NC ESG Office

- Please note that each Local Planning Area should submit the following in a 3-ring binder(s) no larger than 2 inches each, tabbed according to the checklist in the RFA:

    - One Regional Application

    - One Project Application for each of the agencies recommended for funding

    - One soft (electronic) copy on a flash drive of the complete application.

- Project Application Overview: https://attendee.gotowebinar.com/register/1652432228301298689

- Regional Lead and Fiscal Sponsor Application Overview https://attendee.gotowebinar.com/register/2717405996825470465

- ESG RFA Timeline

September 17, 2018	Fiscal Sponsor Application Due
September 24, 2018	Fiscal Sponsor Notified of Decision
October 26, 2018	Regional Application Due
October 29- November 9, 2018	Application Review
November 26, 2018	Funding Decisions Announced
December 7, 2018	Agency's intent to appeal Due
December 14, 2018	Appeals & Special Consideration Materials Due
December 21, 2018	Fiscal Sponsor Contacts
January 4, 2019	Appeals Answered
January 4, 2019	Contracts Sent Out

- NC BoS CoC Timeline

August 1	Submit the ESG Funding Priorities worksheet with approval from the Regional Committee
September 7	Project Applications are due to Funding Process Committee for review
September 28	Submit full application to NCCEH for review and feedback
October 1-12	Staff calls with Funding Process Leads to give feedback and recommendations
October 26	Complete final review of full application and submit to ESG office by October 26*

Recap

- Previous Benchmarks
  - Designate an ESG Lead Agency
  - Determine who will write the Regional Application
  - Create a Timeline for Activities
- ESG Worksheet and Scorecard due August 1
  - Staff will review the funding priorities and scorecards submitted and provide recommendations or ask questions by August 15.

FPC Current Benchmarks

- Develop a plan to outreach and engage potential applicants and advertise the availability of ESG funds
- Set grantee expectations

Regional Report Outs

- Give a brief status update of where your region is in:
  - Developing a plan to outreach and engage potential applicants
  - Advertising the availability of ESG funds
  - Setting grantee expectations

- **Region 1:** absent
- **Region 2:** absent
- **Region 3:** Curry Cromer- document in final funding announcements, appeals, grantee expectations. Making announcements at Regional and Sub-committee meetings. Utilizing master email list to announce: timeline attached and links to application etc. Grantee expectations: 75% monthly attendance rate: in-person or tele-conference. Each grantee have representation on a sub-committee (Regional or NCCEH level), QPR summary submitted quarterly. Recipients will report funding opportunities and vacancies.
- **Region 4:** Kevin Hege- outreach and engagement: It's been the same 3 applicants. Expectations are for attendance but they have not set a benchmark. Sent out the scorecard to grantees and will have a separate meeting with applicants to discuss. Will discuss spending and data expectations. Considering looking at their quarterly spending. Having weekly calls with the ESG committee.
- **Region 5:** absent
- **Region 6:** absent
- **Region 7:** absent
- **Region 8:** absent
- **Region 9:** absent
- **Region 10:** Mary- Has 6 people on the Funding Committee, 2 are brand new and they are excited to reach the goal of adding members. Released an Intent to Apply and will give them until August 15th. They will let them know if they reached threshold by August 24th. They will expect for current agencies to have a 75% meeting attendance. They aske new grantees to attend at least 75%. They have reached out to their listserve and they have talked with community groups. They have announced the funding at community meetings. Some new agencies are interested.
- **Region 11:** Lakitra- Sent out a mass email to see who is interested. She did not get a response from email, but a Regional Committee participant express interest. They placed a newspaper ad and will be sending a second email. Expectations: Attendance is expected, no benchmark set. Fiscal Sponsors have not been identified.
  - Brian stated fiscal sponsors are not required

- **Region 12:** emailed out the RFA across the Region. They have a Regional Committee meeting on Wednesday and will vote on worksheets. Jim has spoken with new agencies about applying. Expectations: Likes the 75% benchmark for attendance.
- **Region 13:** absent

Brian added that Regions may want to consider an expectation that grantees seek approval before changing their ESG budget or component type. At the very least, grantees should notify the Regional Committee of changes made.

FPC Next Steps

- *August 17th:* Regional applications should be in process
    - Understand the "LPA's Fair Share" and the limits per activity type. Use these limits as guidelines but choose applicants and funding amounts based on the needs and priorities in the community.
    - Answer the question being asked, and when applicable, use the answer to draw the conclusion how ESG funding will assist the Regional Committee to end homelessness.
    - Ensure application reflects local and CoC ESG funding priorities.
    - Fill out tables on the region's coverage completely. When coverage is not complete, be specific about plans and timelines.
- Regional Application Checklist

TAB	Document	
1	Signed, completed Regional Application (Word document)	☐
2	Regional Budget Worksheet (Excel spreadsheet)	☐
3	CoC Policies (in order): • Written Standards	☐

	• Coordinated Entry, including:
	  • The standardized assessment process,
	  • Prioritization policies,
	  • The handling of data collected,
	  • Addressing the needs of households fleeing domestic violence,
	  • Fair housing laws and requirements,
	  • Prevention services,
	  • Grievances,
	  • Privacy policies
		☐

	• Most recent annual evaluation of coordinated entry process (findings & outcomes)	☐
	• Violence Against Women Act Policies	☐
	• Nondiscrimination Policy with Complain Procedure identified	☐
4	Materials used to solicit and evaluate ESG project applications and funding notifications to project applicants	☐
5	Staff Job Descriptions (if applicable)	☐
6	2018 HDX CoC Competition Report	☐

- **The ESG office will evaluate applications based on the following three criteria:**
    - Threshold
    - Requirement

- o Recommendation

Evaluation Criteria	Threshold	Requirement / Special Consideration	Recommendation
	• Application complete and received on time • Adequate Financial Controls • Housing Focused • ESG Policies and Procedures in place for each activity seeking funding • If DV – must have HMIS comparable database • Activity must be fully operational by January 1, 2019	• All HUD finding are resolved / no findings • Within 1 of 3 tiers for prior year spend down • Functioning Coordinated Entry System • Written Standards accepted by the LPA • The applicant collects all universal data elements • The applicant describes an adequate plan to ensure compliance with ESG and HUD requirements • Progressive engagement approach used • Active participation in the LPA • Existing connection between shelter and RRH provider • Following a Housing First approach	• Demonstrated experience and sound understanding of the activity requesting funding • Implementing a Low Barrier Shelter model • RRH and Prevention activities have a landlord recruitment program • RRH has plan for reaching out to the unsheltered

- During this process, the ESG Office also focuses on:
  - o Submission Order: Submit applications in the order requested with only the documentation requested.
  - o Demonstrated Connections: Show connections between emergency response and housing stabilization programs.
  - o Data Questions: Ensure the data provided from HMIS or comparable database is accurate and answers the question.
  - o Check for Signatures: Make sure where signatures are required, the proper individual has signed.

Resources

- All resources are posted on our website: http://www.ncceh.org/bos/esg/

- ESG RFA and Application are posted on their website:

https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities

Next Status Call: Friday, August 10th at 10 AM