



## ESG Request for Applications FAQ

Revised 3/30/2020

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### **1. Would health centers be eligible to apply under the “Emergency Shelter: Outpatient Medical Services?” or “Street Outreach”?**

Under the Emergency Shelter component, outpatient health services are an eligible activity if they are provided in an emergency shelter. Additionally, ESG funds may be used for these services to the extent that other appropriate health services are unavailable within the community. Healthcare services would be eligible under the Street Outreach component if they are provided in a street outreach setting (i.e. street medicine).

### **2. Our agency is not currently on HMIS. If we are awarded funding, how do we get that set up to comply for reporting?**

The City will get you set up on HMIS if you are awarded funding. Domestic Violence providers are exempt from the HMIS requirement but have to maintain data in a comparable database for reporting purposes.

### **3. How many awards to you expect to grant?**

The number of funding awards issued will depend on the number of applications received and the amounts requested. The City will award at least one Homelessness Prevention program and at least one in the Street Outreach/Emergency Shelter program (this could be either Street Outreach or Emergency Shelter).

### **4. What sort of documentation is required to show client income levels (30% or less AMI), homelessness and/or Pasadena residency?**

For homelessness prevention, the client would need to show a lease or utility bill to document residency. For street outreach and emergency shelter, Pasadena residency can be verified with a homelessness verification form that can be completed by staff or a third party. We also spot check in HMIS to verify that other records support that the client is experiencing homelessness in Pasadena. Income can be verified with SSA or DPSS letters and copies on pay stubs. The City can provide TA on how to document more complicated sources of income such as self-employment or under the table work.



**5. Should applicants be requesting the full amount for the category we are applying?**

Agencies should only apply for the full amount available if they are able to support that amount with 100% match.

**6. Are applicants able to include indirect costs in our budget? And if yes, is there a maximum percentage amount?**

Yes, applicants are able to indicate if they plan to bill for indirect costs within the application. Indirect costs may only be charged to eligible cost categories listed under each project line item. Indirect costs are not eligible for admin or HMIS under any project type. All applicants are able to bill for the 10% de minimis indirect cost rate if desired and applicants with a previously approved federal indirect cost rate may bill against this negotiated rate pending proper documentation of the approval submitted with the application.

**7. Is the total funding pool available for all applicants \$105,838 (ES and SO) + \$57,330 (prevention), or is this the maximum available per applicant?**

The City is making available funding in the total amount of \$163,168. This funding opportunity is open to any organization that provides direct services to people experiencing homelessness. Agencies may submit applications for one or more program types.