



**CARES ESG
Application FAQ
Document
Version 1.0**

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2021

The intent of this FAQ document is to address inquiries submitted from registered potential applicants for FY2019 funding from Augusta Housing and Community Development under the CARES ESG Application Grant. All inquiries should be submitted in writing to HCD via Askhcd@augustaga.gov. An updated version will be released after final T/A deadline of January 25, 2021.

**Q and A
from
CARES
ESG
Application
Applicants**

AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT CARES ESG APPLICATION GRANT APPLICATIONS – FREQUENTLY ASKED QUESTIONS (FAQ’S) AND ANSWERS

OVERVIEW

Augusta Housing & Community Development Department is pleased to submit this “Frequently Asked Questions and Answers” component to our CARES ESG Grant Application Process. As additional questions are submitted, this document will be updated weekly. The document will be located on the department’s main webpage.

With Rapid Rehousing, do I understand it correctly that funding is to be requested for clients served between March 1 and August 31, 2021

In the Program Design manual – page 4, section 4 on Rapid Rehousing, it states that “Programs can offer up to 12 months of additional rental support” which we do and plan on expanding our scope based on funding.

Since this additional 12 months is outside of the contract period, are any of those expenses eligible for reimbursement? Alternatively, do we limit our budget to expenses in the March 1 – Aug 31 period and save the additional budgeting for the balance of the funding application on June 8th?

If an Applicant is proposing to provide medium term rental assistance, please keep in mind that your grant term will be for a period of 6 months from which we are able to reimburse eligible expenses. As such, the additional 6 months of rental assistance that you may intend to provide will not be reimbursable under this agreement. You may propose any program however, you must be able to expend funds and report on all goals within the defined grant period. Anything beyond that period can be addressed should a subsequent award be made under a different agreement.

During the CARES Act Funding workshop on 1/13/2021, I recall being told to fill out just one application for multiple request. In the HCD ESG Cares Act Program Design Executive Summary given to us, it says on page 7 as part of the requirements, “Separate Applications for Separate Projects.” Care we supposed to fill out one application for ESG and RRH or two separate applications for each.

The referenced section on Page 7 of the Program design should have read for “Separate Project Sponsors.” Sorry again for the confusion caused by this typo, the Program Design Manual has been updated to reflect the correct statement.

On the contact information page of the grant (page 4) is ask for “Program Name.” since we will be applying for funding for multiple programs in one application, what should we put for program name? A combination of all the programs we are requesting funding?

Also on page 10 regarding the program budget, would this be the combined programs budgets for the March 2021 – August 2021 six month period, or 2021 fiscal year, or budget for the entire reimbursable period of March 2020 through August 2021?

An Applicant’s program name can be anything that identifies their program in the system. The program budget should reflect the funding you are requesting for all programs based on the proposed term of the agreement. If Applicants would like to include the full year in your budget, just make sure that the ESG requested reflects what can be spent during the grant agreement term. The only retroactive part of your budget should be shelter operations, which can include March 2020 – August 2021 that has not already been covered under other funding programs.

On Part D - Performance Measurement, is this performance measurement for the 2021 fiscal year or for just March 2021 through August 2021? If, for example, we are reporting meals - we need to go to March 2020 until August 2021. Therefore a combination of actual statistics plus projections?

The shelter operations goals would include your actuals (based on reimbursement) from March 2020 forward.

RRH and Prevention cannot be dated backwards. These will only be costs incurred during the grant term of March – August 2021, therefore Applicants would provide this data as projections.

Does Neighborly Software allow copy/paste functionality from Word, Excel, etc.?

Neighborly Software will allow you to copy paste from Word and Excel, however with Excel applicants can only copy/paste from one individual cell at a time (e.g. can't paste a range of cells)

Can the entire application be printed to help prepare responses?

Yes, within the Application, there is an option for Print Application.

Can the application be saved as a word document so we can work on it off-line?

In the Neighborly Software, the Print Application feature only supports (.PDF) format, but the PDF can be downloaded for offline reference.

Please know that you still have the ability to ask additional questions **until January 25, 2020** at the following email address: AskHCD@augustaga.gov.

The application submission deadline is January 29, 2020 (5:00:00 PM EST).

We are working to make this process as easy as possible for everyone involved, we appreciate your inquiries and feedback.

Thank you.
Augusta Housing & Community Development Department