

Informational Session

2020 Emergency Solutions CARES Act Application Process



June 2020

Office of Homeless and Special Needs

CARES Funding Overview

- ❑ \$4 billion has been allocated to all states for the Emergency Solutions Grants Program to cover or reimburse allowable costs incurred by a State or locality before the award of funding to prevent, prepare for and respond to COVID-19
 - \$1 billion was released April 3, 2020
 - An additional \$2.96 billion has been released
 - HUD SNAPS will issue a Notice to further define program requirements.

We will update applicants with any new information that we receive regarding the program requirements.

CARES Stimulus Application Process

- An ESG Stimulus Application will be provided to interested applicants.
- A special contract will be used to pass out stimulus funds due to the urgency or need for funds.
- There will be one application. However, there will be additional organizational documents required for all agencies.
- Upon approval of application, sub grantee contracts will be new sent to applicants along with Program Participation Subcontract Agreement.

Application Requirements



- ❑ Budget Narrative/Plan for Stimulus Funds
- ❑ Budget Dollar Amount for Stimulus Funds
- ❑ This is your opportunity to provide brief but clear summaries about your budget and narrative plan.

Additional Requirements for All Agencies

- ❑ All agencies will need to submit proof of organization capacity and program requirements
- ❑ Organization Capacity Includes the Following:
 - 1) Certificate of Existence with Secretary of State
 - 2) Copy of IRS Letter to state status of determination (501C3, 509a, etc..)
 - 3) Project applicants must submit YTD Financials, most recent 990. For organizations receiving more than \$100,000 in charitable donations or grants, your most recent independent audit must be included. (990 or audit cannot be dated prior to June 1, 2019.)
 - 4) List of Board of Directors

Organizations-Capacity Considerations

DCA is required by state law to perform due diligence around organizational capacity before making awards to nonprofit organizations. Funding decisions for non-profit agencies will be based, in part, on a review of the following:

- ❑ The complexity or nature of the request;
- ❑ Organizational structure, operating processes and capacity;
- ❑ The extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors;
- ❑ Professional management;
- ❑ The consistency of the organization's identity or its mission to the provision of homeless or HIV (as applicable) services;

Organizations-Capacity Considerations

- ❑ The extent to which the organization utilizes networks to avoid duplication of housing and services;
- ❑ Participation in appropriate provider groups and Continuums of Care;
- ❑ Sound operating procedures, accounting policy and controls;
- ❑ The presence and accuracy of financial management systems, accounts, funds, reports, tax returns, etc.;
- ❑ Unrestricted financial resources available to the agency; and
- ❑ Organizational and financial policy, controls, stability and capacity.

Certificate of Existence

- ❑ This document is issued by the Secretary of State at the time of incorporation, certifying that an organization “has been duly incorporated under the laws of the State of Georgia on the effective date....by the filing of Articles of Incorporation in the office of the Secretary of State”
- ❑ You purchase thru Secretary of State website for a \$10 fee. Please refer to this link <https://ecorp.sos.ga.gov/>

***Not applicable for units of local government, quasi-state organizations**

***Not the same as the Annual Registration with the Secretary of State’s office (we will confirm current status with the registration and no action is necessary by the applicant)**

501(c)3 Determination Letter

- ❑ This must be included with the application - without this **final determination** (with the exception below, local governments and quasi-state organizations) organizations will not be considered for funding.

***Not applicable for units of local government, quasi-state organizations**

List of Board Members

- Please provide a list of board members. List the term of office and qualification for each board member. Please list if a board member is homeless or formerly homeless. Use the following details for guidelines:

*"Term of office" is not length of service but rather the stated term in the Articles of Incorporation or the organization's By-Laws for the Board Member

*"Qualification" may include advocacy or expertise related to the Board Member's profession or in the non-profit/homeless arena. An example might be an Educator that is/has been the liaison for homeless children/families in a school system

*"Homeless/Formally Homeless" – Please indicate whether or not a board member is homeless or formerly homeless

Homeless Participation on the Board of Directors or other equivalent policy making entity

- ❑ **§ 576.405 Homeless participation.**
- ❑ (a) Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).
- ❑ (b) If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.
- ❑ (c) To the maximum extent practicable, the recipient or sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

Required Financial Statements

- Organizations should submit the most recent audited financial statements. If you do not have audited statements, please submit the documents below:
 1. Statement of Financial Position
 2. Statement of Activities (including an analysis of sources of revenue)
 3. Statement of Cash Flows
 4. Schedule of State Awards Expended
 5. If annual financial statements are reported upon by a public accountant, the accountant's report must accompany them. If not, the annual financial statements must be accompanied by the statement of the president or person responsible for the nonprofit organization's financial statements:
 - (A) Stating the president's or other person's belief as to whether the statements were prepared on the basis of generally accepted accounting principles and, if not, describing the basis of preparation; and
 - (B) Describing any respects in which the statements were not prepared on a basis consistent with the statements prepared for the preceding year.



Questions?

