

ESG LOI – Questions and Answers

As of 10/19/21

- Question:** What is included in Administrative time? Is it 10%?
Answer: Administrative for annual ESG is limited to 7.5% of the total ESG budget. However, Ramsey County (as did the City of St. Paul), is choosing to keep the full 7.5% of the Administrative funds for managing and coordinating the ESG program. Therefore, providers applying for ESG may not apply for Administrative time; Administrative time must be incorporated into provider budgets and/or providers could seek other funds (ie: 100% match) to help cover Administrative time for ESG.

Per the HUD Exchange, the following items are considered Administrative expenses and cannot be billed by providers through ESG funds:

<https://www.law.cornell.edu/cfr/text/24/576.108>

- Question:** Can any eligible HUD expenses (including Rental Assistance, Supportive Services and Operating) be used for match? Can match be a combination of government funding AND in-kind contributions?
Answer: The following link is to the HUD ESG Match requirements per the HUD Exchange: <https://www.hudexchange.info/faqs/programs/emergency-solutions-grants-esg-program/program-requirements/program-requirements-general/what-sources-of-funds-can-be-used-as-cash-match-for-esg/>
- Question:** Since this is federal funding, other federal dollars cannot be used as match, is that correct?
Answer: Once ESG funds are paid towards a program, then the entire program counts towards ESG households being served. Therefore, it depends on the federal program and their statutes about match requirements for other program funds.
- Question:** Could the state program, Family Homeless Prevention and Assistance Program (FHPAP) be used as match for ESG?
Answer: Yes, FHPAP can be used as a match for ESG.
- Question:** Should the 10-page LOI provider response be submitted as a word document? Any other specifications for this document (provider response)?
Answer: Yes, please save as either a Microsoft Word document or save as an adobe (pdf) file. Budgets should be drafted in a Microsoft Excel spreadsheet and then sent as an Excel attachment, or save as an adobe (pdf) file. Font size should be between 10- and 12-point font, single or doubled space.
- Question:** The LOI states that providers need to submit a “Program budget (per each program component)”; can you clarify what this means? Do you want to see our costs and sources of funding ONLY for that specific component? For example, if we applied under the Rapid Rehousing Component, do you want a budget to show only our expenses related to that Component and not the costs/funding for our whole program (of which Rapid Housing is only one component)?
Answer: Ramsey County does not need to see your total provider (ie: organization) budget. Ramsey County wants to see the program budget specific to what you are applying for through ESG funds.

For example, if the provider applies for \$100,000.00 for Emergency Shelter, Ramsey County would need to see a breakdown of how the provider will track/spend the \$100,000.00 over 12 months (annual budget preferred). Providers must also include on the budget a 100% match of the ESG funds being requested. Budget should include total number of households to be served for the 12 months.