Partners Ending Homelessness
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Questions and Answers for the 2019 Local NOFA Applications

- How should I submit my application if my email server does not allow multiple attachments?

    A. If you cannot email your submission, you may provide a thumb drive with the application saved on it.

- Will reviewers be able to see the CoC Project Monitoring form for renewal programs?

    A. Yes, this document will be available to reviewers.

- Does tenant share of rent that is paid by the tenant, DHS or any other source count as match?

    A. Tenant share of rent may be counted as match only if it is paid directly to the program. With rental assistance projects, the lease is with the tenant and the landlord so rent is paid to the landlord not to the project.

- Should the submission be made in one pdf or separate files?

    A. The budget workbook must be submitted as an Excel file, but all other documents may be combined into one pdf.

- If a HUD monitoring report was submitted last year, should it be included in this year's application?

    A. Yes, if the HUD monitoring was within the last three years.

- Is an MoU required for in-kind match?

    A. Yes, for new projects only

- Are there word limits for the narrative sections of the New Project Applications?

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A. No.

- How will DV-RRH programs work with HMIS?

  A. If the organization has VAWA funding, they should clarify with their funder whether they can participate in the community's HMIS system. If the funding is from other sources, it is up to the program's discretion whether to participate in HMIS. If the program does not participate in HMIS, it must have its own comparable database.

- If a DV-RRH applicant chooses not to participate in HMIS, will that impact the program's scoring?

  A. A DV-RRH applicant can't choose not to participate in HMIS. If the applicant chooses not to use our CoC HMIS system or their funding does not allow them to participate in HMIS then they must use a comparable data base which they would need, the cost of which would need to be included in the project budget. Whether the program uses the community's HMIS or they have a comparable data base, there will be no impact on the scoring.

- If you work with other programs in the community, can you include these in the "Community Participation" question?

  A. These programs should be listed in the question regarding community partners.

- Can staff for an existing RRH program be used in a DV-RRH application?

  A. Yes. These staff cannot be charged to both grants, however.

- What is the timeline from approval to funding?

  A. Approximately 1 year.

- Is a specific percentage of the ARD allocated to each program type?

  A. No. Allocation depends on the applications received and their ranking.

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- Can an application be partially funded after being reviewed?

    A. Yes. The CoC will discuss the feasibility of running the program at the partial funding with the applicant.

- The formulated cells in the workbook round up by 10, can you allocate a staff at 5%?

A. For renewals you cannot make any changes to grant amounts that are already allocated in the GIW. Those changes can be made after the programs grant agreement has been executed.

- I understand that we must work off the Grant Inventory worksheet. Are those the salary numbers we must use, or can we put in what staff are actually making and do a 3% Cost of living increases?

A. For renewals you cannot make any changes to any budget line in excess of 10%. You must use the numbers listed for your project that is on the GIW. Changes to budget lines can only be made after HUD executes the grant.

- Under program participants, how should a project that serves both families and individuals answer for the # served from the most recent APR? Do you want the count of total individuals in the row for individuals or do you only want the households with unaccompanied adults ("individuals")? For example, if Project X served 300 households and 89 were families with children and 211 were individuals, is this how we should put in the info? Or, if the total number of individuals served in all households was 562, should we put that in the spot for individuals and simply record 89 households with children on the next row? Do you want households or individuals in this section?

A. There are separate rows for Individuals, Households with Children, and Households with Only Children. The first should be the total number of individuals served. In their example, the first line would be 562 individuals, and the second line would be 89 families with children.

- Can you please confirm that no match documentation is required for renewal projects?

A. Yes, that is correct. You still must give details in the budget workbook in the match tab for each match line item.

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- If a renewal project did not have a monitoring visit, we should leave the answer for the score blank, correct?

A. If the renewal project was first funded in 2017 and has not completed a full year of operations. We will be providing the score based on the system performance measures component of the monitoring form.

- Again, for 2017 renewal projects that have not completed a full operating year, should we leave the cost/household and the cost/successful exit blank (especially if we have not had any exits)?

A. The cost/household and cost/successful exit would be determined by the amount of funds that have been drawn down divided by the number of households served and the number of successful exits or retention respectively.

- When reallocating funds and keeping many of the participants in the program. Any new participants will be coming through the Coordinated Entry waiting list. How do I account for the current participants in my percentage under Coordinated Entry?

A. The percentage coming through Coordinated Entry would be based on new clients entering the new program only.

- For new application submissions looking to serve the Chronic Homeless Population. We will serve any sub-population from the coordinated entry waiting list if there are no chronic homeless applicants on the waiting list. How do we record that on the application under Homeless sub populations; 100%?

A. If requesting funding for a Dedicated Chronic Homeless population you must use 100% for CH. Please provide your best estimate for other sub populations the project plans on serving in addition to being CH, i.e. – MH, SUD, etc. Documentation from Coordinated Entry is provided when referrals are made to Dedicated CH programs and there are no CH on the list.

- I remember a question about capital funding, and if it isn't in place how should a new project procced?

A. If a new applicant does not have capital funding in place or knows when the capital funding will be received we suggest that the new applicant wait until they have most the capital funding

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committed or in place to submit. The CoC does not want awarded money sitting un-used in our continuum for periods which could be over two years.

- It is stated that renewals cannot change any of their budget lines, but we were asked if we are seeking to increase administrative expense (up to 10%). We changed our budget lines (within our total award) to show the new admin amount we're seeking and show what lines we are moving the funds from. Should we not do that?

A. Yes, that is the correct way to show an increase in admin. You adjust the admin up by making adjustments to other lines in the budget. You cannot increase your total ask from HUD.

- In the Renewal application, Section 3, part C about Drawdown efficiency, you're looking for info about grants that ended in 2018, right?

A. Yes, for C1. We are looking at the grants that ended in 2018 using information in your most recent APR.
C4 is looking at your current operating year __/__/2018 through __/__/2019 and how much was drawn down so far.

- What questions in Section 5 do the reviewers give plus or minus points 5 points for?

A. The reviewers will be using the responses to questions 1 – 4 in to determine the plus or minus 5 points for the entire Section 5 questions.

- How is the 10% administrative expense calculated? Is it 10% of the subtotal of all other line items? This is how it appears to be set up in the budget and in esnaps? Or is it 10% of the entire grant amount (including admin)?

A. Administrative expense is calculated on the subtotal of all other lines <u>not</u> including admin

- How do we calculate the % for D-4 (attached) – data entry within 72 hours? I am not seeing a percentage in the HMIS report.

A. The % has to be calculated. Go to Q 6e in the APR.
   a. First get total of Project Start Records
   b. Get total of # of Project Start Records for 0 days and 1 – 3 days
   c. % of data entry within 72 hours would equal b/a x 10

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Updated on 6/5/2019

- I understand new projects need to provide documentation for match. Does the documentation need to be a letter from the organization that is providing the match as well as an MOU or only an MOU?

A. The documentation for Match could be either signed letter from the organization providing the match or an signed MOU from both parties. It does not have be both, but it does have to show proof of the match for the new program.

- If an existing program in the community is applying for CoC funding for the first time, would that program need to provide documentation showing the current funding sources? If not, when would it be necessary to attach "documentation of other funding sources"?

A. If that funding sources is supporting the new project, then yes, we would need to see documentation. This documentation should show what are the current funding levels and sources of the monetary support to the project. If No, then just an overview of other grants and funding sources the organization has to show proof of that organization as a whole being able to work with in and understand federal grants.

Updated on 6/10/2019

- Should we use the exact amount that is awarded to us in our current grant for leasing or can we change the amount slightly? It is hard to make the exact number work with the FMR.

A. The amount in the leasing or any other line can change by no more than 10% without requiring any approval from HUD. If the amount doesn't work with the FMR you could try making it work with using actual rents being paid by the program instead of FMR.

- We can make the exact amount work if necessary, but it will only show us serving 26 households, which is the amount we originally committed to, but the housing mix is not exactly accurate – is that okay?

    A. Yes, as long as the project are serving the same number of Households you told HUD you would be serving. The project cannot decrease the number of households they are serving.

- I assume that we should stick with the number of households that the project originally committed to serving even though in our first year we have exceeded that amount. Is this

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correct? We can just speak to the fact that we are exceeding our goals, rather than committing to serving more households.

A. Yes, you are correct you should stick to the number of households your project originally committed to serving. It is wise to talk about how you are doing and going above and beyond the project's original projections.

- Went running the APR data for projects on 4/30/19 for 10/1/17-9/30/18 to prepare for the NOFA. When I run the same date range today, 6/5/19, the data is different. How am I supposed to give accurate data on my NOFA application when I am getting inconsistent data when I run reports? Should I leave all my data from 4/30/19 or do I need to go and update them all? I understand this may be data the CoC is collecting but I do want to know and show that I am accurately giving the data. What is your recommendation?

   A. If the data is changing the please make sure that person who is updating those projects are doing it within the appropriate project. However, it could be someone changing the data internal in those projects as well.