2016 HUD CoC NOFA
Frequently Asked Questions #2
August 1st, 2016

The following are questions received via email between July 26th and August 1, 2016

1. Does the CES application have any backup documentation that is required other than Match verification (if applicable) and letters of support? The new and renewal project application indicates proof of 501c3 status and site control etc.,
   a. The CES application does not have any backup documentation required other than match verification (if applicable), a link to which is in the first FAQ document, available on the EveryOne Home website. These documents may be required prior to final submission in *e-snaps*, including from both the lead and the sub-grantees.

2. What are some examples of 'external coordination' as referenced in question 2f of the CES application?
   a. Applicants should provide information about coordination between themselves and their sub-grantees; about the working relationship between their agencies, and coordination between them for financial and programmatic execution of the given contract.

3. In the CES application, what does 'warm handoff' mean if the HRC will not be operating 24/7? What can the HRC do after business hours? Are applicants expected to address this as well?
   a. It is unlikely the HRCs will be operating on a 24/7 schedule. Applicants should think through how they can make the strongest connection between a caller and an appointment to get help. The NOFA Committee and staff do not want to be overly prescriptive about this question; as such potential grantees are encouraged to think creatively about how they would train staff to address this gap and describe this training or program design.

4. How should agencies submitting a CES proposal handle the question of match? Under what circumstances is a match required?
   a. I f an agency is proposing an expansion of services already undertaken as part of the proposal for CES, then existing funds can be part of the match. If the services are new, and not currently undertaken by the project, then the applicant needs to show how 25% of budget is covered by a source other than HUD. For agencies proposing new services, there is a link to a verification of match letter in the first FAQ document which can be found on the EveryOne Home website: http://everyonehome.org/wp-content/uploads/2016/02/FAQ-Questions-1-Bidders-Conference-through-July-25th-2016-FINAL.pdf

5. What are renewing Projects which have been in operation since or before 10/1/2014 to do with the questions concerning start dates on page 6 of the local application?
   a. Projects which have a start date of 10/1/14 or before **and** are renewing should indicate that they are a renewal, and that they have a start date of on or before 10/1/14. All projects, regardless of start date, are still required to supply their start date from the beginning of the program (not simply the program year). For those projects older than five (5) years, the starting month and year of program operation will be sufficient. Any project that is renewing, and has a start date of on or before 10/1/14, should run all reports for the program year (10/1/14 – 9/30/15).

6. There are some items which scattered site PSH projects are not able to provide as part of backup documentation. Please advise scattered site PSH projects on what they can do if they do not have certain items (such as house rules or a grievance policy).
   a. Scattered site PSH project administrators should show evidence of communication with projects that they are required to be low barrier and housing first. The committee is interested in good quality control from the subsidy administrator. Alternatives to the Project Management Documents listed in the application instructions to show evidence of housing first and low barrier include but are not limited to; specific language within the contract agreement, MOU, and/or scope of work, between subsidy administrator and landlords / partner agencies. If the project does not have any of the project management materials, and also has no language concerning housing first or low barrier in their contracts, MOUs, or scopes of work, they should develop these as soon as possible for this or future NOFA rounds.

7. For projects which do master leasing, are all individual leases required as part of evidence of site control?
   a. In instances where agencies have undertaken master leasing in scattered site units, individual unit leases are not required to demonstrate site control. In cases where all units are located in a single building or with a single landlord, the agreement between the agency and the landlord to lease a number of units can be provided. . The proof of site control is required for buildings the agency owns, or spaces within buildings owned by other entities from which the agency leases administrative or operations space.

8. Something is wrong with the answer I get using the equation for Outcome D, for PSH projects. What should I do?
   a. The formula should be corrected as follows:
      Exits to Homelessness: $[(A + B + C + D) + (E + F + G + H)] / I = \%$ of persons who exit to homelessness. The brackets indicate that the addition for the numerator should be completed first. The addition itself has not changed.

9. For Local Application question 4.d, Capacity and Utilization, which date do applicants, use to answer the question of how many households were served during a point-in-time? The APR provides four dates.
   a. Applicants should average the data from the four dates indicated in the APR to calculate the number of households served during a point-in-time.

10. How should the Utilization Rate be calculated? It asks for the annual capacity, which is indicated above in both individuals and households. Which should be used in the Utilization formula?
    a. The utilization rate can be calculated using the total number of households served during the program year, divided by the annual capacity. The annual capacity value should be the households value, entered for that question. An annotated version of that formula is indicated below:
       i. Utilization Rate = # of households served in the program year / annual capacity (in households)

11. Where can I find information about households served in the program year for the Annual Capacity question?
    a. The required information about households can be found in the APR, question 9.

12. For the annual capacity question, how are agencies meant to calculate utilization using households? Use of 'individuals' is not a fair approach either, especially if agencies are only contracted to fill units.
    a. Staff and the NOFA Committee acknowledge that both households and individuals have limitations and challenges. However, for the question of annual capacity, households were chosen because in permanent housing, the housing type most supported by HUD, is often concerned with filling units.

13. What should projects submit for proof of timely submission of APRs if an APR or APRs is/are missing from their list of submissions?
    a. In the case that a submitted APR is missing from your list of submissions, please contact your HUD Program Officer to see about having the problem corrected. If the omission cannot be corrected before the local application due date, written verification of the on time submission from the Program Office to accompany the screen shot of previous submissions will be sufficient.

14. Are other forms of proof of LOCCS draws acceptable? For example, a print out from the time that the draw occurred (opposed to a screen shot of the list of draw down dates?).
    a. Screen shots from LOCCS are the preferred proof of timely submission. If unavailable the print out described in the question may be sufficient, provided it includes a date of draw request and the information in the non-redacted columns on the screen shot.

15. The instructions say to submit proof of two grant cycles of LOCCS. The scoring says it will be looking at 3 grant cycles of LOCCS. Which is the committee looking at?
    a. The committee will be scoring based off the language in the instructions. Applicants are required to submit proof of two (2) grant cycles of LOCCS draws.

16. For existing projects, it appears that the only scoring options are 8 points if everything (APRs and LOCCS) has been on time for the last 3 grant cycles, and 4 points if everything has been on time 75% of the time in the last 3 grant cycles. Which of these point values will applicants be scored on?
    a. The NOFA Committee will be looking at all possible draws and APR submissions, and ensuring that any combination of those were submitted / drawn down on time. If all APRs were submitted and LOCCS draws requested on time, that project will score full points. If a total of 75% of APRs and LOCCS draws were submitted / requested on time, in any combination that will also earn points (4 0f the 8 available).

17. How will projects be scored if APRs have been 100% on time but e-LOCCS draws have not always been done quarterly? Is there a way to differentiate between these two systems?
    a. If a total of 75% of APRs and LOCCS draws were submitted / requested on time, that will also earn points (4 0f the 8 available). The committee will only be scoring on those periods in which an agency was able to submit / request draw downs. For example, if a project was not in contract the first quarter of its program year due to the timing of HUD's awards and contracting please indicate that in your cover email, and your project will only be evaluated on the timeliness of draws / submissions during periods when those were possible.

18. Due to HUD Regional Office delays in processing the grant awards, some grantees receive award letters at the end of the 1st quarter or later. Therefore, the most draws available to those programs are three. Will projects drawing down only three times be penalized in the scoring?
    a. Those projects that were unable to draw down from LOCCS due the timing of your funding cycle should provide evidence of this schedule, and will not be penalized in the scoring process. They will be evaluated only on those quarters in which they were able to draw down.

19. The community was not notified that LOCCS draws would be a scoring criteria, so there was not adequate time to make corrections.
    a. HUD has indicated in both the 2016 (pgs. 24 and 37) and 2015 (pgs 27 and 46) NOFAs that it wants to see quarterly draw downs from LOCCS. It further indicates that projects should be monitored and scored on this factor as well as timely submission of the APRs. In 2015, Alameda County did not score on the issue of LOCCS draw downs; however, feedback from HUD indicated that our scoring process was not objective or rigorous enough. The NOFA and HUD CoC Committees elected to score on this topic this year to have local scoring more in line with that of HUD's priorities in hopes of making the consolidated application more competitive for all projects.

20. The Data Completeness Report Card is indicated in the application as v.15, but is showing up in HMIS as v.16. What is the correct course of action?
    a. At the time the application and FAQs were issued, Bowman had updated this report through version 15. On July 23rd, Bowman updated to v.16. Please proceed running the report using v.16.

21. The Data Completeness Report Card is displaying falsely low grades due to known issues around Disability Verification which Bowman is working to resolve. What can applicants do to avoid a lower score than they warrant?
    a. Please ignore the grades at the top of the Report Card. We are aware of the issue on Bowman's end with the disability verification. We will not be scoring based on the letter scores indicated by the report. Page 24 of the local application provides a formula, and a screen shot of the report which indicates the cells from which data should be pulled to calculate the score. That is the actual 'grade' on which the score for this question will be considered. If there are specific questions about how the report appears to be running beyond the grades indicated at the top of the report, please contact HMIS.