

**Alameda County Local Application Process  
For the 2017 HUD Continuum of Care NOFA  
FREQUENTLY ASKED QUESTIONS  
8/14 - 8/20/2017**

19. I ran the EveryOne Home HUD Target Population Report for our PSH project and it only computes the numbers for two of the clients. I can see these were either the new entrants or exits for the year. Is that correct? I don't see how just getting the numbers for those two clients would represent the target population.
- A.** Projects must also submit an APR for the reporting period 10/1/15-9/30/16. Question 5a, the Report Validation Table, accounts for all persons served and includes age, household type, chronic status and veteran status. Those reports will also be utilized in validating 2. target populations.
20. I cannot seem to get the Report 0701 – Returns to Homeless to run. I just get an empty report.
- A.** If no clients exited to a Permanent Housing destination within the reporting period of the Returns to Homelessness Report, the report will show up as having no data. In this situation, attach the blank report as part of documentation. We will reduce the total possible score by 8 points (the maximum value of Outcome D). For example, if the project scored 77/100, with a blank report, it would now score 77/92.
21. I cannot find the EveryOne Home HUD Target Population Report.
- A.** The EveryOne Home HUD Target Population Report is posted on the EOH website: [here](#). Instructions on how to use the tool are also located on the EOH website: [here](#).
22. Can a narrative section be added to the Reports and Invoicing (Section b. i. and b. ii., page 23) so applicants have an opportunity to explain any delays in their APR or Draw submissions (i.e. significant delay in HUD uploading APRs)?
- A.** Please submit documentation from HUD confirming your submission of an APR or LOCCS draw on time if it was a HUD error/delay in uploading to *e-snaps* or LOCCS the record of your submission. An email from your Program Office to you attached to the application will be sufficient.
23. The application paragraph makes it sound like if we have 12 months of program data that we "should" run the data and submit a full renewal application. Could you clarify that we can elect to not submit a renewal even if we have a first year of data?
- A.** Yes, per page 2 of the local application: "Projects with a start date later than October 1, 2015 and one full year of program data **may** elect to receive the score awarded when they applied as a new project, or submit a full local application based on data from their start date to twelve months later. Only those projects electing to submit a full local application should check box on Page 8 and should run data from the start date to 12 months later. Those renewals that started after 10/1/15, with 12 months of data but electing to maintain the score awarded as a new applicant, can indicate that by putting the phrase "keeping our score as a new project" after their start date in the first box of Question f. on page 8 of the application.

24. I'm writing to report a possible error with the scoring tool for the NOFA: HMIS Data Quality (#5a) The formula asks us to provide the average % of error rate and divide, but it seems like it should either be using the \*error count\* to do this calculation instead of the error percentage.

Ex: A 2% error. The formula calculates this as "2+0+0+0+0 / 5", so we get an "average percentage score" of 40% when in fact it should be more like 0.4%. Can you please review and advise how you wish us to score this factor ASAP?

**A:** If the project has a 2% error rate in one of the five data categories, as per the example above, the formula would result in the answer .4%, meaning an average error rate of 4 tenths of 1%, not 40%. .4% is the answer that should be filled in for this question. Similarly, if the project has an error rate of 2% in all 5 categories, the formula would result in the answer 2%, which is what should go in answer box.

25. We have had the same residents in our PSH units for 4-5 years. When I run the "2017 – NOFA – Program Entry Report" it comes back with no resident data. I removed the date range and was able to get all the residents we have housed during the 10/1/15-9/30/16 reporting period, and copied that information into the tool. Is there another method or option to address the error?

**A.** For PSH projects the Target Population Report was designed to identify persons who entered the project during the reporting period to validate that turnover is being filled by chronically homeless persons even if the project was not originally dedicated to that population. Projects must also submit an APR for the reporting period 10/1/15-9/30/15. Question 5a, the Report Validation Table, accounts for all persons served and includes age, household type, chronic status and veteran status. If you have had no turnover, the APR will also be utilized to validating target populations.

26. There is a separate application for HMIS projects. Can you please clarify what the HMIS projects are and if we need to complete this as part of our Local Application response?

**A:** The HMIS Application is only to be completed by the HMIS team. All other projects must complete the 2017 Local Application. Costs for participating in HMIS are an allowable project cost, and can be included in your project applications in *e-snaps* as they have been previously.

27. In the application, the following are listed as required documents:

- Proof of submission of the last three APRs, including due date and date of submission.
- Proof of LOCCS draws, including date of draw request, for the last two complete grant cycles.

Do you want them as attachments and not in the body?

**A.** Yes, please include all required documents as attachments with your application submission. The list of required documents is on Page 5 of the 2017 Local Application.

28. We submitted our APR with our other documentation ahead of time. Do we need to re-run the APR using the new format, as reflected in the Local Application instructions? Or can I use the same numbers from the older version of APR that we already submitted?

**A.** Back in June 2017, Projects were given the opportunity to submit back up documentation ahead of the local application process. The instructions for running reports referenced that the updated APR should be submitted. Projects should be sure that the APR they submitted is in HUD's most recent format, and use the data

from that report to complete the local application. If it is not Projects should rerun the APR and submit the correct version.

29. I am a provider not in HMIS, and will draw the data points for HUD EveryOne Home Target Population Report from my own data system. How should I go about this and is there any suitable backup documentation I need to attach?

- A. Applicants not on HMIS can submit reports from a comparable database. Please look at pages 15-16 of the updated EveryOne Home Target Population Report Instructions for details of what is calculated for each data point. Your organization will need to submit tables with these data in lieu of the provided excel file. For backup documentation, please submit a report--generated by your comparable database--of a list of new program entries within the period of 10/1/15-9/30/16, with personal confidential identifying information redacted. The generated report needs to include all demographics information needed to calculate the EOH Target Population Report.