

# 2018 NOFA Renewals' Project Evaluation Package

## FREQUENTLY ASKED QUESTIONS

3/30 – 4/6/2018

**Instruction Update for All Projects:** The APR and Target Population Report Tools have been updated from our initial release on 3/30/2018 to correct errors relating to: (1) divisions by zero; (2) calculations for Outcome B for RRH and TAY-TH; (3) file import errors, and (4) rounding errors. **All projects are asked to re-run reports using the updated APR and Target Population Report Tools for submission.**

### PSH Projects

- **PSH projects with zero (0) entries for FY2017** who have been previously advised by EOH staff to indicate **0 entries** in their submission email and omit the Target Population Report Tool, can proceed with the email or re-run reports using the updated Tool as indicated above for all Projects.
- **PSH projects that encounter errors with the Target Population Report Tool:** A couple of projects have indicated issues with running the Target Population Report and reporting “error” messages. EveryOne Home staff has diagnosed that the issue relates to the importing of the Demographics Report into the Target Population Report Tool in some cases.

#### **Projects who encounter errors please do the following:**

- In the Target Population Report Tool, select “No” when asked whether your Project is PSH (cell D9). Then click the “Run Target Population Report” as normal. This will generate the scores for all Target Populations except for Chronically Homeless households.
- Run and download the Project’s Demographics With Details Report as an Excel file, if not already done. **Submit the Demographics With Details report, as an Excel**, along with the rest of application materials to [info@everyonehome.org](mailto:info@everyonehome.org). EveryOne Home staff will verify the project’s score for Chronically Homeless households after submission.

Questions received on 3/30/2018 via ZOOM TA Session:

1. The APR Tool asks how many units and beds are in the Project. The 2017 HIC included with the NOFA materials says 21 units and beds, but, only 13 of those are funded by HUD. Is the correct response on the 13 and 13 or 21 and 21?
  - A. Include only the number of HUD-funded units. In this case, the project should enter "13 and 13" in the appropriate boxes and utilize the Narrative section on Page 2 of the Form to explain that the project contains 21 total beds and units, but 13 are HUD funded and 8 are not, which causes a discrepancy with the HIC. **RRH projects should refer to the GIW for the appropriate number of beds and units.**
2. Do APR files need to be extracted prior to running the Tools, or can they remain in zip file?
  - A. APR files must be extracted prior to running either the APR Tool or Target Population Report Tool. **A zip file will not be compatible.** Projects who need software to extract their files, please refer to Attachment A – Target Population Report Tool Instructions. EOH Staff have provided a link to free website software.
3. Target Population/Demographics Reports and Tool are running for all Project clients, not just new FY17, correct?
  - A. No, both Tools are running for new FY2017 clients.

4. a. If Project did not enter any new clients in previous Grant year, how are points calculated for the Target Population Report?
- A. **If a Project reports no entries**, this question and the associated points will be omitted. For instance, the Project Evaluation Package is worth a maximum of 79 points total. If no entries are reported for the Target Population Report section worth 10 points, this section would be omitted, and the project would have a maximum of 69 points possible, rather than 79 points. **Projects with no entries should indicate so in their Project Evaluation Package submission email.** EOH Staff will use HMIS reports as verification.
- Note:** Projects with no new entries who downloaded the initial version of the Target Population Report Tool will experience an “error” message due to both the numerator and denominator being zero. An updated version of the Target Population Report Tool has been added to the EveryOne Home website as of 4/6/2018 which displays a message indicating the program had no entries in FY2017 rather than an error message. **We are asking all Projects to re-run reports using the updated Tools for submission.**
- b. In the Rating and Ranking process, are the points then translated into a percentage, and the Projects ranked on the percentage, or on the score?
- A. Yes, scores are translated into percentages to allow for fair ranking by score. But in addition to Projects’ total score, NOFA Committee reviewers may use additional factors to break ties, adjust the final ranking to place the maximum dollars in Tier 1, include projects that score below threshold, and/or meet other local objectives for a strong and balanced package that maximizes points for the entire Continuum.
5. Project gets referrals from both Home Stretch and Bi-Name List. What do we include for the Housing First section of the Form?
- A. As of 2017, all PSH projects should be taking referrals from the Home Stretch List, as well as have a Home Stretch MOU on file with HCSA. Projects are asked to submit documents relating to Client Eligibility (ex. must be families with minor children, Veteran, HIV+, etc.) for Home Stretch referrals **and** BNL referrals. For Housing First, please review the Project Evaluation Package’s Checklist of documents which fulfill this requirement for low barrier access, voluntary servicers, and rapid placement and stabilization in permanent housing.
6. To clarify, in total we need to submit 4 reports? The Target Population Report Tool, EOH HUD CoC APR Tool, HMIS APR, and Demographics-- with detail? We don't need to submit the zip files correct? The zip files were only used to complete the excel reports?
- A. The Demographics With Detail report needs to be run to respond to some of the prompts but should **only** be submitted as part of your Package if you are a PSH project who experienced an error message (see under **PSH Projects** on Page 1 above). For every other Project, please only submit 3 reports: Target Population Report Tool, APR Tool, and HMIS APR. Do **not** submit the zip files, as only the Excel reports are needed.

Questions received 4/2/2018– 4/6/2018 via email:

7. We encountered an error message with the Target Population Tool when we tried to run the tool for **a PSH program with no entries** during the project period (10/1/16 - 9/30/17). Please advise what we should do to get the Tool to run in this scenario.
  - A. **For Projects which have no entries for the Fiscal Year** and who downloaded the initial version of the Target Population Report Tool will experience an “error” message due to both the numerator and denominator being zero. An updated version of the Target Population Report Tool has been added to the EveryOne Home website as of 4/6/2018 which displays a message indicating the program had no entries in FY2017 rather than an error message. **We are asking all projects to re-run reports using the updated Tools for submission.**
  
8. I don't see where there is a narrative section where I can add an explanation for changes to the Project Cover Sheet. Where should I add a Narrative? Also, should we be making changes directly to the Cover Sheet?
  - A. Yes, please make changes -such as "Number of Beds" or "Target Population"- directly on the Cover Sheet **and** explain them in the Narrative section. The Narrative is on Page 2 of the Project Evaluation Form, available for download on the EveryOne Home website. A screen shot of this page has been included for reference below.


i. **Project Cover Sheet (Up to 5 points):**

a. **Primary Activity Type (up to 5 points)**

New in 2018, Renewal Projects are required to review a Project Cover Sheet as part of the Project Evaluation Package submission. Given that previous NOFA Local Application's General Section contained some fixed information, Projects will now be able to respond to a simpler evaluation by confirming and/or updating pre-populated responses. The Cover Sheet is pre-populated by EveryOne Home using responses provided in the 2017 NOFA Local Application and sent to applicable projects/agencies via email at the start of the Project Evaluation Package Submission period (3/27/18 - 4/26/18). Newly proposed Projects will be asked to complete a Project Cover Sheet as part of the Local Application Package, coming Summer 2018 pending HUD NOFA release. Please do not make any submissions during the Project Evaluation period.

Consistent with past NOFAs, the Primary Activity Type of each project will be worth up to 5 points. Responses in this section will be verified using the Grant Inventory Worksheet (GIW), the Housing Inventory Chart (HIC), and APR calculations performed by the EOH Target Population Report Tool, the EOH APR tool, and EOH staff.

To complete this section, Applicants are asked to:

- i. Review the Project Cover Sheet forwarded by EveryOne Home for accuracy. For the number of CoC funded units, please refer to the GIW. For the Total number of Beds and Total Number of Units, please refer to the HIC report. To view a redacted version of the 2017 HIC and/or GIW, please see Attachment D - 2017 HIC and GIW.
- ii. Fill in all missing information highlighted in **yellow**. If there is a discrepancy between the reported number of CoC funded units described in the GIW and the number of units in the HIC report, or if you have made any other changes to your Cover Sheet, please explain:  

- iii. Include a photo of the physical exterior of the Project's location, if one has not been provided already (Domestic Violence or human trafficking providers may use Project/Agency logo. Services-only providers may use a photo of their main office space/headquarters within Alameda County).
- iv. Submit an updated Project Cover Sheet in PDF form as part of the Project Evaluation Package.

Projects that are renewing for the first time, not yet under contract, were not in operation for a full twelve months since October 1, 2016, have a start date later than October 1, 2016 AND a year of data, or new joint TH-RRH choosing to keep their previous score NEED ONLY SUBMIT AN UPDATED PROJECT COVER SHEET. They will receive the score awarded when they applied as a new project and be ranked according to that score. Projects that choose to keep their prior score may also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.

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9. We received an error in the APR Tool that says the file for APR Q26 is missing.
  - A. This error was due to a mistake in the code that did not specify the file extension. Some users may be affected by this depending on their system settings. The APR Tool has been updated on 4/6/18 to address that issue.

- 10.** The Project Cover Sheets have a space to enter the Match Amount and Funding Source, but none of the instructions or forms note when we must submit match documentation as part of this year's process. Can you clarify when match documentation is expected?
- A.** Since Match is a threshold requirement, we will ask for documentation as part of the Local Application Package coming Summer 2018, pending HUD release. For the Project Evaluation Package, filling in the Match Amount and Funding Source on the Project Cover Sheet are sufficient.