**Alameda County Local Application Process
For the 2018 HUD Continuum of Care NOFA
FREQUENTLY ASKED QUESTIONS
From 7/20/2018 through 7/27/2018**

<mark>**Update for all Applicants:** Disregard all printouts of the New Projects Local Application given at the Bidder's Conference as there were typos in the eligible project types. Visit the EveryOne Home website to download a corrected version of the Application uploaded on 7/23/2018.</mark>
http://everyonehome.org/our-work/hud-coc-nofa/

Questions received during Bidder's Conference 7/20/2018:

1) How does the Domestic Violence Bonus (DV Bonus) work?

    A: There are two kinds of bonuses this year— the standard Bonus and the 2018 new DV Bonus, which are both rated and ranked along with renewal projects. The DV bonus is worth just over $1 million, and DV Bonus projects proposed must be Rapid Rehousing (RRH), Joint TH and PH-RRH, or Support Services for Coordinated Entry (SSO-CE). CoCs can submit only one project application for each project type. DV Bonus Projects must be ranked on the new Project Listing of the CoC Priority Listing with a unique rank number.   HUD will award a point value to each project application combining both the CoC Application score and responses to the DV bonus specific questions in the CoC application using a 100-point scale (NOFA, Page 12).   If HUD conditionally selects a DV Bonus project, the project will be removed from the new Projects Rating and Ranking list to be funded from the DV funds, and any applications ranked below the DV Bonus project will slide up one rank position. (See New Projects Local Application Package, Page iii, Section B).

2) How do we apply for an Expansion?
    A: To apply for a new project under Expansion, applicants must check the box under the 2018 New Projects Local Application Package's New Project Cover Sheet on Page 4. In addition, if you are expanding a project and changing its population type, please indicate so on the Cover Sheet. Those submitting a renewal application and expanding need to complete the Renewal and New Projects applications (See New Projects Local Application Package, Page iii, Section A).

3) The DV Bonus component for training and development under Support Services Only for Coordinated Entry (SSO-CE) should be done by EveryOne Home as CoC Lead?
    A: Any applicant that meets the qualifications for DV Bonus projects could apply to the SSO-CE component, including existing CoC funded projects that are seeking to expand services, and any qualified non-CoC funded project that: 1) serves survivors of domestic violence, dating violence, sexual assault, human trafficking or stalking and; 2) has experience with policy and training in the field. CoC funded and non-CoC funded projects are also encouraged to collaborate under this opportunity. (See New Projects Local Application Package, Page iii, Section B.3).

4) Is the CoC looking for one county-wide project for the DV bonus?

A: The DV Bonus allows a CoC to propose in its package up to three (3) different projects under the DV funds, and only <u>one</u> for each project type (RRH, Joint TH and PH-RRH and SSO-CE). For Coordinated Entry, it will be preferable a county-wide project. (See New Projects Local Application Package, Page iii, Section B.)

5) For the CoC part, is the DV bonus only 1-year?

A: It is a one-year fund, and it is eligible for renewal. Usually, HUD adds the awarded bonus into our Annual Renewal Demand (ARD). For the capacity-building part of the grant, it is not clear whether it will need renewable funding given its scope.

6) Would the CoC prefer the DV bonus to be an Expansion or bonus project?

A: Strategic direction from HUD CoC was to consider new projects that could be implemented quickly and Applicants with qualifications and experience in providing housing. That is why we are encouraging Expansion for the proposed RRH and Joint TH and PH-RRH DV Bonus projects. For the SSO-CE project type, it could be a project expanding or a completely new project.

7) Will there be any issues with generating the APR in the new HMIS?

A: We believe that there should not be problems generating APRs under the new Clarity platform, and Projects with prior data from Service Point should have been migrated into the Clarity system. If you are experiencing issues, please contact Everyone Home at info@everyonehome.org and the HMIS team at hmissupport@acgov.org.

8) What is voluntary reduction of funding?

A: Voluntary reduction of funding is any Project with underspending funds, planning to reduce capacity, and/or that is able to support activities with other funding resources, may request a lesser amount of HUD funding in the upcoming grant year. Any project planning to reduce funds in 2019, must complete <u>Section c: Voluntary Reduction of Funding</u> on Page 2 of the Renewals Project Local Application.

9) How does the narrative relate to the additional documentations we provide for Housing First (HF)?

A: There is a full Narrative for all Renewal projects that will be scored by the NOFA committee for up to 4 points. Under that section, Projects could comment about any changes and/or updates of policies or procedures in alignment with Housing First. In addition, renewing projects will be able to add updated or additional documentation according to the instructions (See Renewal Projects Local Application Package, Page 7, Section 1.a.) to potentially increase their HF documentation scores. There is a brief narrative section to describe the updated documents and any other relevant information.

10) On Page 3 of the Renewals Projects Local Application there is a typo for the number of points for Cost Effectiveness. It states 5 points but should be 2 points.

A: There was a typo in the number of points for Cost Effectiveness. The Renewals Project Local Application was updated 7/20/18 on the EveryOne Home website to reflect the change.

11) We have a site-based program, and we didn't use all our money. For Cost Effectiveness, is it total program budget and match divided by persons retaining housing? Is it total program budget, or can we use project based?

A: Cost Effectiveness is measured by the cost per outcome. <u>It's based on the HUD grant award plus the match divided by the number of people that achieve a positive housing outcome.</u>

We are comparing Site-based housing with each other and Scattered-site housing with each other. The other distinction was that newer projects 100% dedicated to chronically homeless individuals and families have higher budgets because they are designed to serve high need, so the allowance is higher for these projects.

12) Can you add a comment box for Cost Effectiveness?

A: There is a narrative for Underspending but not for Cost Effectiveness. The NOFA Committee recommended scoring on what's a reasonable range of cost for different intervention types, and to work in recommending appropriate thresholds for each type for next year. HUD continues to emphasize the cost effectiveness of projects, and we believe our CoC will be impacted if we drop this measure. The difference is that this year, there is only 2 points allocated to this section versus 5 points last year.

13) For Projects that are both Site-based and Scattered-site, how do we complete Cost Effectiveness?

A: Projects with both Site-Based and Scattered-Site should complete the table twice -once for both types. Staff will use the Average of both as the final score.

14) For certain subgrantees, there was an issue around the way of the drawdowns and APRs were scored during the Project Evaluation stage. Has that been resolved?

A: Yes. All score revisions for this section from the Project Evaluation stage have been completed.

15) I have two grants who are not even under contract yet, do I stop on page 5 of the Renewals Local Application?

A: No. Projects that are: 1) not under contract; 2) have less than 1 year of program data, or; 3) elected to transition to Joint TH/PH-RRH in 2017 have elected to carry-forward their 2017 scores during the Project Evaluation stage and should not make any submissions at this time.

16) For non-CoC funded projects, how can we get an Expansion? Can we create an RRH Expansion for an existing pre-natal program which does not provide rapid rehousing services?

A: No. Applicants must expand projects with existing operations and experience for the appropriate project type, such as RRH or Joint TH and PH-RRH to apply for an Expansion.

17) For a family RRH program, could there be a request for money to expand?

A: Yes. A program can expand for the same population or choose to expand to a different population.

18) Under the Checklist of Required Documentation on Page 1 of the New Projects Local Application, how do projects not in HMIS fulfill requirement #1?

A: If Applicant is not an HMIs user, please attach comparable reports from a comparable database.

19) Do Projects currently funded by the CoC need to resubmit documentation for Transition or Expansion (under the New Projects Local Application)?

A: CoC funded projects proposing to expand existing renewal projects serving the same population with the same activities do not need to resubmit documentation (i.e., APR reports, Housing First and Client Eligibility Documentation), and the respective scores from their renewal application will be applied to the expansion new project. Projects that are expanding to a new

population, and those reallocating and transitioning to a new project type, have specific instructions on what documents to submit under the Required Documentation section in the New Projects Local Application Package, Page v and vi. Please read carefully the requirements for the following categories: <u>expansion proposing a different population and conversion to a different project type</u>. Finally, <u>all CoC funded projects</u> do not need to resubmit documents for Grant and Fiscal Management, as they have already under the renewal projects' evaluation stage, and therefore the scores from their renewal application will be applied for this section. All projects will need to describe in a narrative their capacity to serve the population targeted on the proposal (New Projects Local Application Package, Page 15).

20) Can non-CoC projects apply for New PSH or RRH?

A: Applicants currently operating PSH or RRH projects in Alameda County can apply for Expansion of their existing PSH or RRH project and describe how they are currently operating PSH. In situations where services are provided by a different agency than the subsidies, the housing operator should apply as the Lead and the services provider the subgrantee.

21) Clarify—is HUD looking for programs having enough dollars for RRH? For Joint TH and PH-RRH

A: Yes. in 2018 NOFA, HUD requires that for new TH and PH-RRH projects, they provide enough rapid rehousing assistance to ensure that program participants may, at any given time, move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has <u>twice as many resources for the rapid rehousing</u> portion of the project than the TH portion, by having twice as many PH/RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.

22) What are we doing with Consolidation and *e-snaps*?

A: Projects seeking to consolidate must review specific requirements in the NOFA and contact the HUD Field office to verify whether specific projects are eligible for Consolidation. Applicants will be asked to complete an *e-snaps* renewal for each project to be consolidated, and then open a new consolidated application for all projects (up to four allowed). Each project must get funded for the consolidated package to be awarded by HUD. Applicants applying for Consolidation cannot request a Transition grant for any project to be consolidated. (See New Projects Local Application Package, Page iii, Section A).

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Questions submitted via email 7/20-7/27/2018:

1) We are using the project application score for a project because we do not have a full year of data from Oct 2016. We understand that this just requires completing a cover sheet. However, we also want to voluntarily reduce the amount of funding and that information is asked for on pg. 2 of the renewal application, which we will not be completing. Should we complete the cover sheet and attach only pg. 2 of the renewal application to it?

   A: Since Grantees who carried-forward a previous score already submitted a cover sheet during the Project Evaluation stage, Project only needs to submit Page 2 of the Renewal Local Application indicating voluntary reduction information. Your 2019 cover sheet will reflect the new funding amount.

2) The three types of new projects that are listed as eligible in the new projects application package (pg. iii) are Reallocation/Transition, bonus/Expansion, and bonus/DV. We plan to apply for an entirely new grant that does not fall under any of those three categories. It is an Expansion of the grant we are transitioning from TH to TH-RRH but per HUD, a project can not apply to expand and transition in the same application. We would like confirmation that this new project is an eligible application. The checklist of required documentation also does not account for this scenario.

   A: This year, new projects could only be created by reallocation, expansion or DV Bonus. Expansion was discussed as the most effective way to maximize opportunities for existing projects which can ramp up operations quickly and utilize funds. Since HUD is not allowing Expansion and transition at the same time, we have not included this scenario as a potential eligible project in the Local Application. It is unclear whether a project could reallocate and expand without applying for transition funds. An AAQ has been submitted to HUD to answer this last question.

3) The new application cover sheet asks for proposed number of units. Do you really want units, or do you want number of beds/slots? For example, a TH program for singles may have between 1-3 individuals in each unit so number of units isn't a real measure of program capacity.

   A: Applicants should indicate both Beds and Units. The New Project Application Cover Sheet was updated 7/26/2018 to ask Applicants to list both Units and Beds for proposed projects.

4) For TH-RRH projects does the number of units (or slots) include both components?

   A: Yes. In including the number of slots, please consider the instructions for the required amount of resources and budget for the corresponding proposed RRH component (See New Projects Local Application Package, Page 7, Section vi.)

5) The cover sheet asks if the project is applying as a conversion and then separately asks if the conversion is a new project. Under what circumstance would a conversion not be a new project?

   A: All Conversions (or Reallocations) are for New projects. Admittedly, the separate question is redundant.

6) The new application states performance outcomes will be an average of a current APR and an APR for a comparable program. In applying to transition from a TH to TH-RRH program we will submit

the APR from the current TH program. Is the "comparable program" the RRH portion? Can we submit an APR for RRH for a different population if we don't have one for the population being proposed? Or, Can the comparable APR be a few years old to show outcomes for the same population?

> A: The instructions are not specific to which comparable program's APR, but we prefer a current APR for an RRH - even if for a different population, as new projects must demonstrate current performance and readiness to ramp up the new project.

7) Can we use the APR Tool from the Project Evaluation stage to self-score Performance Outcomes A-D?

> A: No, the Project Evaluation's APR Tool is not compatible with the new Clarity system. For the Local Application, EveryOne Home staff will manually score all APR resubmissions. Applicants need only attach their new APR and complete the Narrative section on Page 8. If Applicant would like to self-score prior to resubmission, please see Appendix C- Calculating Performance and Target Populations available one the EveryOne Home website at: http://everyonehome.org/our-work/hud-coc-nofa/

8) I think is an error in the Appendix C handout. For Outcome B (Page 4), in Table Q19a3 the "A" was placed in the "retained income category but had less $ at annual assessment than at start" column. I think it was supposed to be in the next column, "retained income category and same $ at annual assessment as at start".

> A: You are correct there was a typo in the formula. Appendix C was updated on 7/27/18 on the EveryOne Home website to reflect the change.

Q19a3 Client Cash Income Change - Income Source - by Start and Latest Status/Exit

"Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)"	"Had Income Category at Start and Did Not Have It at Annual Assessment"	"Retained Income Category But Had Less $ at Annual Assessment Than at Start"	"Retained Income Category and Same $ at Annual Assessment as at Start"	"Retained Income Category and Increased $ at Annual Assessment"	"Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment"	"Did Not Have the Income Category at Start or at Annual Assessment"	"Total Adults (including those with No Income)"	"Performance Measure: Adults who Gained or Increased Income from Start to Annual"	Average Gain"	"Performance Measure: Percent of persons who accomplished this measure"
"Number of Adults with Earned Income (ie.e, Employment Income)"										
"Average Change in Earned Income"										
"Number of Adults with Other Income"										
"Average Change in Other Income"										
"Number of Adults with Any Income (i.e., Total Income)"			A				C	B		
"Average Change in Overall Income"										