Springfield-Hampden County Continuum of Care
2018 CoC Competition – Request for Proposals

Questions and Answers - #1
July 26, 2018

(1) For projects that apply to serve survivors of domestic violence, dating violence, and stalking, is there a definition of who fits in this category? Does there need to be documentation that a person or family meets the definition?

Projects awarded under the DV Bonus may assist households that meet paragraph (4) in the definition of homeless at 24 CFR 573. 3:

> **(4)** Any individual or family who:
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> **(i)** Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
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> **(ii)** Has no other residence; and
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> **(iii)** Lacks the resources or support networks, *e.g.,* family, friends, and faith-based or other social networks, to obtain other permanent housing.

Programs are required to collect and maintain documentation of a household's homeless status. For persons who are homeless due to domestic violence, 24 CFR 576.400(b) (5) provides the following regarding documentation:

> Acceptable evidence includes an oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified and that they lack the resources or support networks, *e.g.,* family, friends, faith-based or other social networks, needed to obtain other housing. If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the individual or head of household; or a certification by the intake worker. Otherwise, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks, *e.g.,* family, friends, faith-based or other social networks, needed to obtain housing

must be documented by a certification by the individual or head of household that the oral statement is true and complete, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.

(2) How are awards paid under the CoC procurement - monthly invoicing, cost reimbursement?

CoC programs must invoice monthly and are paid on a reimbursement basis.

(3) May a domestic violence agency apply for an RRH program under the Bonus Project procurement *and* for a second program under the DV Bonus? If not, is a DV agency applying for an RRH Bonus Project (instead of an RRH DV Bonus Project) eligible for a 3 year award term (versus the 1 year term available to DV bonus requests)?

Yes, a DV agency may apply for an RRH project as a Bonus Project and also apply for an RRH project as a DV Bonus Project. Bonus Projects compete against other proposed Bonus Projects and DV Bonus Projects compete only against other DV Bonus Projects.

Any Bonus Project that provides rental assistance –including a project submitted by a DV provider—can apply for a 1-year, 2-year, 3-year, 4-year, or 5-year grant term. Projects that apply for the DV Bonus may only apply for a 1-year term.

(4) Is a budget or budget narrative (not listed at page 12) a required attachment? If so, is there a preferred format?

There is no required budget information required beyond what is requested in the *esnaps* application. Note that the screens for budgets for supportive services and HMIS require information that is typically included in a budget narrative—specifically, a description and quantity of all costs.

(5) Are HMIS costs an allowable expense for DV agencies under both the DV bonus procurement and the procurement of new, non-bonus projects?

Yes. DV agencies are not permitted to participate in the CoC's HMIS and are required to maintain a comparable system. DV agencies can apply for HMIS funds in any type of grant to enable them to meet this requirement.

(6) Is the shared coordinated entry waitlist maintained electronically? If so, will the cost of that system be borne by the CoC or the applicant?

The shared coordinated entry is maintained electronically. The cost of the system is covered by the CoC.

(7) What may and may not be amended in the budget post-award? For example, if an agency does not expend the entirety of its rental assistance funds, may they be reallocated to supportive services costs already included in the initial budget? To another allowable expense that wasn't initially budgeted?

Project applicants should submit budgets that are expected to be accurate. Toward the end of the grant year, expenses may be moved from one existing line item to another, with written approval from the City of Springfield.

(8) Page 9 of the procurement states, "Rental income received from participants may be counted as match." Does this include rental income paid by participants to non-applicant lessors where the applicant is proposing to provide tenant-based rental assistance?

This question has been submitted to HUD's Ask-a-Question service and will be answered at a later date.

(9) Is excess indirect (the difference between an agency's NICRA and 50% of HUD's allowable administrative funds) permissible match?

No. HUD does not allow this in the CoC Program.

(10) Is it the case that no federal funding may be used as match for a CoC award?

No. 24 CFR 578.73(b) provides that a subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match.

(11) Are applicants required to track and/or submit monthly documentation of leverage, as in prior competitions?

The CoC Program no longer has a separate leverage component. Successful applicants will be required to track and document match funds on a monthly basis. The match does

not need to be a level amount each month, but the total match must be met over the life of the grant.

(12) Are applicants proposing an RRH project limited to serving the number and sizes of units identified in the initial application? Because the application calculates TBRA based on unit size and assumes a full year of funding for each unit, the amount of TBRA budgeted is much higher - and the number of households far fewer - than actually anticipated to be spent/served (i.e., because some households may only require relocation costs and no ongoing rental assistance). Can the TBRA *not spent* on a unit among those identified in the *esnaps* application be applied to increase the total number of households served above what is identified in the proposal?

For RRH projects, the application calls for an estimate of the number of units and number of households served at a point in time. It is expected that these projects will serve more than this number over the course of the grant term as the units turn over.

(13) We want to confirm that there is not a lot to do in the renewal as Part 1 is filled and Parts 2-6 are review only.

Part 1 is for the City to complete, and has been completed by the City. Parts 2-6 are review only, but if you identify anything that needs to be changed in these sections, you can unlock them to edit. Please review carefully and make sure all information is correct.

(14) When we get to view applicant profile, we go to the 2nd screen and there is a question "is this an individual project or a fully consolidated project", is it correct to answer consolidated" because when we do, there are several boxes to complete about Project Identification Numbers and surviving/terminating PINs – and this is confusing because it seems it was already consolidated.

Where multiple grants are consolidated, it is appropriate to respond that it is a "fully consolidated project." The City should have already completed the information about Project Identifying Numbers. For the entity that asked the question the City will go in to the application and make sure this has been done correctly.

(15) Where do we upload the match letter?

The match letter should be uploaded at screen 7A.