

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

Questions and Answers - #3 August 10, 2018

1. **If we use 3rd party billable services (ie. clinical services) received by clients as match, is this considered cash or in-kind match?**

Services provided to clients are an in-kind match. Please be aware that, where there is an in-kind match, the commitment of services must be documented by a Memorandum of Understanding (MOU) between the subrecipient and the third party who will provide the services. The MOU must establish the unconditional commitment by the third party to provide the services, the specific service to be provided, the profession of the persons providing the services, and the hourly cost of the service to be provided. During the term of the grant the subrecipient must keep records documenting the service hours provided.

On HUD's frequently asked question page, there is a question about use of Medicaid as match, and the answer provided may be relevant to your question. HUD answered:

A Project Applicant can use the value of services reimbursed through Medicaid as match if the Medicaid services are contributed to the project directly (e.g., if the project has one or more staff persons who provide services to program participants and those services are funded through Medicaid). If the Medicaid services are not being contributed to the project, meaning they are being provided directly to program participants regardless of their participation in the CoC Program project, or there is not an MOU or contract in place, then these Medicaid services cannot be considered match for the project.

2. **On page 9 (Matching Funds) of the proposal instructions, it states that "rental income received from participants may be counted as match." Are we allowed to use client rent contributions made by clients directly to landlords as match?**

The Springfield-Hampden County CoC has allowed this in the past. We have requested that HUD provide clarification, but the HUD team has not yet responded. The CoC will permit applicants to use rental income paid to landlords on applications submitted by our local DUE DATE OF August 15, 2018. Please be aware that, if we receive a contradictory answer from HUD before we submit our full application package to HUD on September 18, 2018, the CoC may come back to you with a request to find other match to replace rental income if it is not allowed.

- 3. Can submit one set of attachments for two applications (renewal and expansion) or do we have to submit two sets of attachments in two different packages? These are the attachments I'm referring to: -Housing First Self-Assessment, Match documentation, -List of Board of Directors.**

Please submit a separate set of attachments for each submission in esnaps.

- 4. Is there any particular format for match documentation that we should follow?**

There is no specific format. The match must be a firm commitment for the period July 1, 2019 to June 30, 2020. See question 1 for requirements regarding in-kind match.

- 5. I noticed in the 2017 application package, our organization included a form titled, "CoC Program Project Sponsor Certification," but I don't see this form in the 2018 packet. Can we assume that it is not required this year?**

That form is not required this year.