



SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE BOARD  
Continuum of Care Application Process

## FREQUENTLY ASKED QUESTIONS (FAQS)

**Q: When developing a new project or bonus, do all the current cash match and leverage percentages remain the same? I'm curious if a demonstration project or pilot project that is new to the CoC would have the same requirements as a "tried and true" project.**

**A:** *The cash match and leverage percentages are the same for new and bonus projects as renewals, unless specifically defined in the NOFA when it is released.*

**Q: Can we use other HUD dollars for matching, such as our IWG and TBRA grants??**

**A:** *Other HUD dollars can be used for match as long as:*

- *The funds are not being used for match for another program or contract;*
- *The funds from the source are not statutorily prohibited to be used as a match; and,*
- *It is not Continuum of Care program funds.*

*Please refer to HUD Regulation 24 CFR 578.73 for complete information on matching requirements and guidance.*

**Q: Our program benefits annually from community partners that help us meet our 150% leveraging amount. Due to the short turn around for applications to be submitted, can the applying agency (myself) draft a leveraging letter committing my agency for the full 150% amount. Should my application be selected for funding I can confirm actual commitments from community partners?**

**A:** *Leveraging are those additional resources, both cash and in-kind, for the project raised by the agency or used by the program to benefit clients in the program. Whatever leveraging information your agency chooses to provide in the application, it must be a written commitment documented on letterhead stationary, signed and dated by an authorized representative, and must contain the following elements:*

- *The type of contribution (e.g. Cash, child care, case management, etc.);*
- *The value of the contribution;*
- *The name of the project and its sponsor organization to which the contribution will be given;*
- *The date the contribution will be available.*

*To clarify, you cannot submit leveraging commitments on behalf of other agencies. The commitments must come directly from them following the standards outlined above. Your agency is responsible to provide the 150% leverage that is acceptable as long as it also follows the standards outlined above.*

**Q: What is the monitoring period for the desk audit?**

**A:** *The monitoring period for the desk audit will be from 5/1/15 through 4/30/16.*

**Q: With our program just beginning, we don't have an APR for rapid rehousing for last year. Which APR should we submit?**

*A: Since they are just starting their program, they will not have an APR to submit.*

**Q: In the narrative section do new Rapid Re-housing applicants answer # 3, 4 and 7 questions?**

*A: While question #3 references permanent housing, you will want to explain how you will work toward increasing the percentage of participants that remain in housing for at least six months to 80% or more. Rapid Rehousing is actually a type of Permanent Housing under HUD, so this would apply. However, for question #4, you could answer as "N/A – RRH program", since this question is specific to Transitional Housing. For question #7, you will want to answer this, since an increase in self-sufficiency is a goal for all project types. This has to do with the SOAR process and helping clients get connected to non-cash benefits such as SSI, SSDI, Medicare, etc. Question #20 is based on individuals.*

**Q: We are a new program so not sure how we will increase things since we have no stats to improve on. Are there other questions that we don't answer?**

*A: For Question #3: What we're looking for is how a program will work toward having clients stay in the program for six months or more; the question speaks to an overall community outcome associated with helping people obtain and remain in permanent housing. So you will basically want to talk about your strategies to enable clients to remain in housing for six months or more. For Question #4: N/A or the RRH Program, For Question #7: you'll want to talk about your strategy to help clients obtain mainstream benefits by program exit.*

**Q: Question #20 is the ratio requested to # of families or individuals?**

*A: Question #20 is based on individuals.*

**Q: I have a question regarding question 13 in the Project Summary section of the local CoC application - the question on how our project meets one or more of the action steps in the HELP HOPE HOME Regional Plan to End Homelessness and the 2015 Gaps Analysis. In the instruction manual, it states: "Specify the action steps, action step # and what the project will accomplish. Enter Direct Links to [www.helphopehome.org](http://www.helphopehome.org) website". As both the Regional Plan and the Gaps Analysis are PDF's found on the Help Hope Home website, I'm confused as to what links we're supposed to include? There are no links to individual action steps, just to the Regional Plan document as a whole and the gaps analysis document as a whole? Please advise.**

*A: The bullet point of 'links' should actually not have been carried over to this year's application instructions, so we will work toward removing that as to not create confusion for others. By documenting the Action Step Number, the Action Step, and identifying what the project will accomplish, applicants can sufficiently answer question 13 in the Project Summary section of the ZoomGrants application.*

**Q: Question #30 we will be doing families and as far as I know Coordinated Intake will not be referring families in FY 17. Can you please define “involvement” in this question?**

*A: Simply include “N/A and provide that as your explanation, as families are not yet applicable to the CI process”.*

**Q: I need some help with the Project Participant Summary...it’s not adding numbers up correctly after I make revisions.**

*A: It appears to be refresh issue. Once you refresh the pages, the totals corrected themselves. Please be sure to refresh the page after you make changes.*

**Q: How are participant files selected for review?**

*A: Files for participants who were/are active at some point during the monitoring period (5/1/15-4/30/169) can be subject to random case file review.*

**Q: There are totals within the Project Information section under Project Participants – Details that make our numbers appear much greater than they are. Is this correct?**

*A: Because participants may have multiple characteristics, the Total column does not necessarily provide an accurate reflection of true totals. This column will be removed in next year’s application.*

**Q: There are totals within the Project Information section under Performance Outcomes that make our numbers appear much greater than they are. Is this correct?**

*A: There should not be a line to total the sums of target numbers, universe number, or target percentages. This row will be removed in next year’s application.*

**Q: On question #38 regarding indirect cost rate... does this mean are we asking for salaries in the grant?**

*A: Question #38 is asking if the project proposes to allocate funds according to an indirect cost rate. If an agency intends to allocate funds according to an indirect cost rate, they would need to have submitted an indirect cost rate proposal to HUD; an agency would need to have a copy of a federally approved indirect cost rate proposal in order to be able to do this. So if you do not have this, then you probably can answer ‘no’ to this question.*

*However, even if you don’t have an indirect cost rate proposal, you can still allocate up to 10% of modified total direct costs as indirect costs. (Please see the info below from the Interim Rule for more info.)*

**Indirect Costs**

**578.63**

**Funds may be used to pay indirect costs in accordance with OMB Circulars A-87 or A-122, as applicable. Indirect costs may be allocated to each eligible activity, so long as that allocation is consistent with an indirect cost rate proposal developed in accordance with OMB Circulars A-**

**87 or A-122. The indirect costs charged to an activity must be added to the direct costs charged for that activity when determining the total costs subject to any expenditure limits.**

*With regard to your specific question about asking for salaries, the only salaries you can request are those providing direct service to clients. If they are not, then you can allocate up to 10% for admin.*

**Q: Under performance Outcomes it says Permanent and Transitional and we are neither so I assume that is N/A how about the two measures after that? Are they all for permanent and transitional?**

**A: HOUSING MEASURE**

*This question is asking for the percentage of persons that are exiting your program to permanent housing. For example, are they renting, owning or residing with family.*

**INCOME MEASURE**

*This question is asking how your program helps the client improve their sustainability by helping the client improve or maintain income through various cash-income sources such as employment, SSD/SSI, etc.*

**ADDITIONAL PERFORMANCE MEASURES**

*This question refers to your program's ability to assistance clients with overcoming other issues relating to sustainability by providing mental health treatment, substance abuse treatment, addressing chronic health issue, etc.*