2023 NOFO FAQ

1. Q. Do the projects funded under last year's SNOFO need to renew?
   A. No, those are 3-year grants. Renewal is anticipated to be in 2025.

2. Q. Can projects funded under SNOFO ask for funding from this process?
   A. Yes, and it has to be for an eligible project type, SSOs eligible under SNOFO are not eligible in this NOFO. If applicants want to apply it would be as a new project, not an expansion of your SNOFO grant.

3. Q. How should we develop our DV project budget if HUD has not published the DV bonus amount?
   A. Use the $1.5m listed on slide 17 of PPT as a guide to get started. We expect to have the final amount by 7/28/23. If for some reason the final number is not released until after your local project is due, submit a reasonable, workable budget and have an idea where you can flex the amount up or down should you get selected for the Consolidated Application, and staff or SRT will reach out if refining your budget is required.

4. Q. Can you clarify the points breakdown for HUD and Local Priorities for renewal projects? One slide shows those points adding up to 40 and another shows them adding up to 45.
   A. They should total up to 45 points. The slides have been corrected and posted to the [Help Hope Home website](#).

5. Q. Can you clarify how the SRT or Facilitation Team will determine if a renewal project meets the threshold to apply?
   A. The Facilitation Team will rely upon the Monitoring Report to determine if a project meets the threshold. Any project whose Compliance Monitoring Report is over 80% will be eligible to apply.

6. Q. Can you explain how the bonus points for reallocation can be awarded?
   A. Any renewal project that offers to reduce their budget will be given bonus points in the competition. The reallocated funds will then be available for other applicants to apply for with new project applications. The bonus points awarded will depend upon the amount of funding reallocated. Please see Scoring Criteria (starting on page 6 of the [Application Instructions](#)) for additional detail.

7. Q. I am not able to access the reference documents that are supposed to be downloadable from Zoom Grants. Can you help?

A. This is a temporary problem associated with the Zoom Grants system. It should be resolved shortly. If the documents are still not accessible by the end of July, we will distribute them manually to applicants.

8. Q: The V3 combines income and education as a single score. How is that fair to projects that serve older adult populations, who may be less likely to pursue education?
   A. The V3 does create a scoring discrepancy for programs that serve clients who are elderly, who have extensive or severe disabilities, and/or are young people experiencing homelessness. The Monitoring Working Group has modified how the factor is measured to reduce that disparity, and that adjustment is reflected in the overall monitoring score that will be used for the NOFO local competition. If needed, the CoC will revisit this issue for next year's competition to further address any disparities.

9. Q. As a new applicant, can I apply for funding for emergency response services for our clients including emergency shelter, food, water, clothing, etc.?
   A. Those are very important services and we appreciate the work you do for our community. However, this particular funding source is centered on permanent housing options for clients, so most emergency services are not eligible costs. Here is a list of the allowable supportive services costs under the CoC program. While the emergency services you offer may not be eligible for this particular competition, please consider joining the CoC Community Outreach Working Group. You can find information on all of our working groups here: https://helphopehome.org/working-groups/

10. Q. If I am renewing my application, can I adjust the budget?

    A. In general, the budgeted line-item amounts listed on the updated GIW (scheduled to be posted by HUD on 7/28) reflect the amounts that you'll be applying for in your renewal application. However, you are allowed to move funds between admin and supportive services if they total to less than 10% of the budgeted line item. Any changes over 10% must be approved by your HUD Program Officer. In addition, you cannot reduce the number of units during the competition, unless you are reallocating part of your project.

11. Q. Our organization already submitted our Code of Conduct to HUD but our name does not appear on their list of agencies with approved Codes of Conduct. What should we do?

    A: To satisfy the requirement for the local competition, please upload your Code of Conduct into the ZoomGrants system with your application(s). Please also re-submit your Code of Conduct to HUD in accordance with the instructions found on the HUD website. You will not be penalized for not appearing on HUD's list if you include your Code of Conduct in your ZoomGrants submission(s). *Please note that policies submitted before calendar year 2017 have been deleted from HUD's files and organizations will need to resubmit an updated document.*

12. Q. Our agency has a Federally Negotiated Indirect Cost Rate. Can we use that instead of the 10% rate for Administrative Costs?

    A. If your agency has a Federally Negotiated Indirect Cost Rate, you are allowed to use that rate to request Indirect Costs in your budget. The rate must be applied in accordance to the terms that it was approved (e.g. certain costs may not be included, depending upon your agency's approved rate). However, for renewal applications, the increased rate does not increase your total grant amount, nor will it change the number of people the program must serve. It will likely shift funding from Direct Costs to Indirect Costs. These considerations should be made when budgeting for Indirect Costs. HUD has issued a toolkit that provides a detailed explanation of how Indirect Costs work for CoC and ESG funding, which could be helpful when considering whether to request Indirect Costs.

13. Q: Can you explain what leverage is?

    A: HUD provides bonus points to CoCs that support their homeless system of care with non-Continuum of Care resources, such as services funding from other sources, housing vouchers, and other resources. To obtain those bonus points, the SNHCoC gives points to applicant organizations that leverage non-CoC housing or healthcare resources for their project. If your agency is leveraging non-CoC housing or healthcare resources in support of your proposed project, you can indicate Yes in response to Question(s) 28 and/or 29, as applicable. You will then have to document those commitments in your application attachments.

14. Q: Can you explain what is needed to properly document our match commitment?

    A: Please refer to HUD's guidance for the required elements of match commitments.

15. Q: Can CoC rental assistance pay for security deposits?

    A: Yes. CoC grant funds may be used for security deposits in an amount not to exceed 2 months of rent. In addition, an advance payment of the last month's rent may be provided to the landlord, in addition to the security deposit and payment of first month's rent. Further, it is allowable to use grant funds in an amount not to exceed one month's rent to pay for any damage to housing due to the action of a program participant. This can only be a one-time cost per participant, incurred at the time a participant exits a housing unit.

16. Q: Is there a minimum and/or maximum grant amount that can be requested.

    A: Yes. For the CoC Bonus, the maximum amount that can be requested is $1,150,170. For the DV Bonus, the minimum amount that can be requested is $50,000 and the maximum amount is $1,643,100. Agencies are welcome to apply for less than the maximum for either opportunity.

17. Q: Can you tell me where I can find the Fair Market Rents for the CoC?

A: The FMRs are built into the budget form. You can also look them up through the HUD website.

18. Q: If I am proposing a new Joint TH-RRH project, can you indicate which portions of the Housing Worksheet tab in the budget form that I need to complete?

A: You would complete the portions for Transitional Housing Units, Operating Costs, and Rapid Rehousing Units, unless you did not to intend to ask for funds in all those categories. You would not complete the Permanent Supportive Housing Units section.

19. Q: Could a Rapid Rehousing program pay someone's full rent for 24 months?

A: Someone could receive rental assistance from a Rapid Rehousing program for up to 24 months. However, the amount of rental assistance they receive should reflect the SNH CoC's written standards. It would be very unusual for a program to pay someone's full rent for 24 months, as the purpose of a rapid rehousing program is to gradually increase someone's contribution to rent during their time in the program so that, when they leave the program, they are prepared to pay their full rent.

20. Q: Can you help us understand what the CoC bonus project is?

A. It's an allotment of funds that HUD allows CoCs to request in the Consolidated Application for new projects. This year our CoC can apply for up to $1.15 of Bonus funding, which can support one or more new projects. Eligible project types for CoC Bonus funding per our community's policies and priorities include permanent supportive housing, rapid rehousing, joint transitional-rapid rehousing programs.

The Scoring and Ranking team will rank Bonus Project applications as part of the SRT process. In addition, if funds are reallocated from other programs, reallocated funds will be available to fund new project applications.

21. Q: We are considering proposing a new transitional housing/rapid rehousing project. How would such a project work with Coordinated Entry? Would we be able to move folks from our emergency housing directly into this project, or would we only be able to take/assist those matched to us?

A. All housing projects funded with Continuum of Care dollars must assist people matched to the program through Coordinated Entry. HUD does not require emergency shelters to only accept referrals through CE, but it does for TH-RRH programs.

22. Q: With regard to listing staff positions on the budget forms, do we have to answer the question about whether staff member is a person with lived experience?

A. The budget forms are only required for new projects. The list of staff would be positions to be filled if funded. Please disregard the question about lived experience on the budget form and address any recruitment hiring and training policies/practices you have regarding employment of people with lived experience in narrative question #21. There is no need to identify specific individuals as people with lived experience on your current staff. Instead discuss the percentage or total number who are.

23. Q: The instructions state that we can add additional lines to the budget where needed, but our template is not allowing that function. Is there something we are missing?

A. As noted on the budget form applicants can add lines by unlocking the form with password 123.

24. Q: If rents are expected to be less than the pre-populated FMR amounts in the locked fields, how do we show actual amounts?

A: HUD requires grantees to budget for rental assistance based upon their FMRs. In general, the FMR in Clark County is less than what is needed to cover monthly rents, deposits, housing navigation, HQS inspections and utility expenses, which are all part of the rental assistance category. If you find that your actual rental assistance costs are less than budgeted, you have the option to lease additional units, to move funding between budget lines (up to 10%), or to amend the budget to make more substantive changes.

25. Q: Can 100% of an Administrative (finance/grant manager) position be charged to the grant?

A: It depends upon that position's responsibilities and the overall cost of the position. HUD only funds specific administrative activities (listed here). As noted in those regulations, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. If that position consisted solely of CoC-eligible functions, it could potentially be covered fully by the grant. However, if that position performs any other functions performed that are not CoC-eligible costs (such as supporting other programs, attending general staff meetings, attending trainings not related to the Continuum of Care) that portion of their time could not be charged to the grant, In addition, total administrative costs cannot exceed 10% of the total grant, so there may not be sufficient funds in that category to fully support the position.

26. Q: Please remind me if there's a recommended/required proportion allocation % for Supportive Services vs. Rental Assistance.

A: No, there is no recommended ratio, as each project has its own budgetary needs and financial resources.

27. Q: Can you explain the difference between Leasing and Rental Assistance?

A: Rental Assistance and Leasing costs both support the cost of renting housing units, but they are structured differently. For a rental assistance program, the lease is executed directly between the landlord and the resident/participant. The resident pays their portion of the rent directly to the landlord, and the grantee pays the remainder. For a leasing program (often also referred to as master leasing), the lease is executed between the landlord and the grantee, and the grantee enters into a sublease with the resident/participant. The grantee pays 100% of the rent to the landlord, and the resident pays their portion of the rent to the grantee. In a rental assistance program, the landlord is responsible for key operating costs, like basic maintenance and unit turnovers, whereas those costs are assumed by the grantee in a Leasing program and can be charged to the CoC grant as Operating Costs. Another key difference is that Rental Assistance costs require 25% match, whereas Leasing costs do not have a match requirement. HUD resources explaining the differences between Leasing and Rental Assistance are available here.

28. Q: Is the Dedicated PLUS project category only for providers of Permanent Housing?

A: DedicatedPLUS is generally used with Permanent Supportive Housing projects in the SNH CoC. If you are proposing a rapid rehousing (RRH) or Joint TH-RRH program, this project category would not apply to you. The Dedicated PLUS category was created to allow projects to serve individuals who were chronically homeless at one time but no longer meet HUD's technical definition of chronic homelessness. A DedicatedPLUS program is a permanent supportive housing program where the entire project will serve households that meet one of the following criteria at program entry: 1) Experiencing chronic homelessness as defined in 24 CFR 578.3, 2) Residing in a transitional housing project that will be eliminated and meeting the definition of chronically homeless in effect at the time that they entered the transitional housing project; 3) Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement; 4) Residing in transitional housing funded by a Joint transitional housing (TH) and rapid re-housing (PH-RRH) component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project; 5) Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or 6) Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

29. Q: On the Budget form, are we required to complete the HMIS tab?

A: No, this tab is not required. As part of your funding request, you may include the costs associated with your project's mandatory participation in HMIS, such as the salary and benefits for the time of the staff person who will be doing HMIS data entry. However,

you do not have to request funds for this purpose. The SNH CoC covers the costs of HMIS licenses, so you would not have to ask for funding for that specific item.

30. Q: On the Budget form, can we ask for more than 10% for administrative costs?

A: No. HUD regulations limit the amount of administrative costs in each CoC grant to 10% of the sum of all the other budget line items. As you complete the Admin. Tab, you may show all your administrative costs, but you can only ask for up to the 10% maximum to be covered by HUD.

31. Q: Should we complete the Project Application in e-snaps before completing the local application in Zoom Grants?

A: No. The deadline for the local application in Zoom Grants is August 14. The deadline for e-snaps applications is September 10. Organizations applying for new projects should not complete the e-snaps application unless they have been selected by the SRT for inclusion on the Project Priority List. Those decisions will be made on August 30th.

32. Q: It looks like there is only one required attachment in Zoom Grants for new applications. Is this correct?

A: No. The Zoom Grants portal only shows one required attachment because there is only one attachment that is required for both new and renewal applications. There are other required attachments for new grants that will be listed as "new projects only." Please refer to p. 4 of the Local Application Instructions for a list of attachments. Please be sure you have attached all the attachments requested. The Zoom Grants "submit" button will work even if you have omitted some of the attachments. It is the applicant's responsibility to ensure the application is complete.

33. Q: Can you explain the difference between a subrecipient versus an organization or company we would be paying for goods and services?

A: A subrecipient is an organization that receives a subgrant of funding from the recipient. A subrecipient is obligated to comply with many of the same grants management requirements as a recipient. An example might be if the recipient is a housing provider with a permanent supportive housing (PSH) grant, and then subgrants a portion of the grant funding to a service provider to provide all the needed supportive services to project tenants. For-profit organizations do not qualify as subrecipients and must be treated as contractors. Subrecipients must also have a UEI number.

34. Q: On the budget form, on the Services Tab, can we show services that would be provided by other organizations on an in-kind basis?

A: Yes, you may describe these services in the Calculation field, but do not complete the Cost field as this would add the value of the services to your project request.

35. Q: For new projects, what is the term of the grant request?

    A. HUD allows applicants for new projects to request multiple year requests. However, applicants are strongly encouraged to submit one-year requests for new projects. This ensures that you are able to maximize the annual funding amount. Once a new grant is awarded, the renewal grant period is always one year. HUD does not allow for multi-year renewals. *For the first project period, please consider whether you would be able to fully expend the award within 12 months or if 13 to 18 months would allow for an initial start-up period. HUD does allow for up to 18 months for the first project period.*

36. Q: For a new project, is there a minimum or maximum number of participants we must propose to serve?

    A: No, there is no maximum or minimum number of participants. The project budget will be scored on cost effectiveness, so applicants should consider the total project funding request in relation to the number of participants to be served.