

501-FL – Tampa/Hillsborough County CoC

2017 CoC Program Competition Renewals - FAQs

The following questions have been submitted to THHI related to the process for renewal projects in submitting required items for the CoC Scoring and Project Prioritization process. This document will be updated and emailed to all renewal project contacts on a weekly basis.

Questions Submitted 8/23/17

Q: Should there be a “N/A” box for #19 on the Housing 1st/Low Barrier Questionnaire?

A: Yes. Based on a review of the question, which indicates it is only applicable to Street Outreach and Engagement, there should be a N/A box to allow all other project types to state it is not applicable. Please hand write N/A as the answer to the question 19 and score with 1 point if N/A. You will not be penalized for writing this on the form.

Questions Submitted between 8/15/17 and 8/22/17

Q: The instructions say to send electronic file of the completed Performance Score Card - Do you want this in an email file or a thumb drive?

A: We will accept either an email to your THHI staff liaison by the deadline OR on a thumb/flash drive submitted with your original and 2 copies by the deadline.

Q: Can you confirm that the submission is one original and 2 copies?

A: The submission package should be on standard 8X11 paper, single sided with 1 original and 2 copies, secured with a binder clip or staple.

Q, I do not see any place for a signature except the agency match letter- Is there anywhere else a signature is needed?

A. For the renewal applications, the signatures are only required on the Housing First/Low Barrier Questionnaire and the match commitment letter.

Q: For the youth questions, should it not pull from line 3 of the APR and not line 2?

A: Recognizing the following:

- a. Unaccompanied Youth and Parenting Youth are defined as ages 16-25,
- b. Question 3 of the APR, number of children under the age of 18, includes all children in all household types, and
- c. None of the currently funded CoC renewal projects are able to serve an Unaccompanied Youth under the age of 18 (not even the Unaccompanied Youth RRH project)

We determine that the only fair way to score the percent of Unaccompanied Youth and Parenting Youth was to look at the number of Unaccompanied Youth (question 12) and Parenting Youth (13) on the APR in comparison to the total number of adults served (question 2).

Q: What line is to be used in the “Non-Cash Benefit – Annual” scoring line on the Performance ScoreCard for the first number of the calculation?

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- A. Both Non-Cash Benefit questions utilize APR Question 20b. In some views of the Performance ScoreCard it appears that the cell is not expanding enough and the reference to the appropriate APR Question appears cut off. However, please note that the “Annual” and “Exits” use a different APR line for the second number of the equation.

Questions Submitted on or before 8/15/17

Q. It appears formula for measurement that starts on line 94 of scorecard (“hard to serve”) is incorrect. On page 6 of the performance scorecard, the Measurement, “Did the project draw down funds from eLOCCS at least quarterly during the most recent ended grant term?” does not seem to have place to respond yes/no or to add the score. The match question on the excel ScoreCard is different than in the instructions, can you please clarify? It seems there may be an issue with the revised spreadsheet totaling correctly. When I add the scores for each individual page with the total page (page 7) it is off by one (The total reflected is showing one point less than the individual pages total). Maybe this has to do with the 1 point that is rolling over on to page 7 from the update that was made to the spreadsheet. Since the spreadsheet is protected I cannot tell what is creating the issue.

A. THHI appreciates the feedback and apologizes for these errors in this new tool. We have provided updated versions with each of the errors which were brought to our attention. For the purposes of clarity, the final version to be used the one that was revised on 8/15/17. Additionally, the Performance ScoreCard Instructions have been updated with an update dated 8/15/17.

Q: Is this document (Performance Scorecard) protected-It won't allow me to type?

A: Yes this document is protected. It is designed to only allow typing in the designated areas. It will allow typing on column J, and in the green boxes.

Q: Is there a way to type on the Housing First questionnaire? Or do you all want it completed by hand?

A: The Housing First Questionnaire can be completed by hand. Please also note in the instructions: “Do not alter, change or add additional information to this questionnaire. Questionnaires submitted that are altered, changed or have additional comments will be considered void and will receive a score of 0”.

Q: In question 17 which has multiple parts, how do we address verbal threats?

A: The intent of Question 17, on the Housing low/barrier questionnaire, is to analyze if a project will not accept, or remove clients based on client behavior.

Q: Related to question 18 of the Housing First Low Barrier Questionnaire, while we don't like to “prohibit” anyone from our program, our shared housing does not work with all forms of households. Therefore we are limited to the households that can be served by our physical structure. Therefore, does question 18 apply to our project?

A. This question applies to all project types, and if a project is designed specifically for individuals, then it appears as though the structure of the program creates a barrier in who can be served. Therefore, prohibiting/limiting individuals from entering into the program.

Q: The Checklist handed out at the Workshop is different than the one that was emailed out after the workshop, which is the correct checklist?

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A. Yes, the checklists were slightly different – mainly because the listed forms in the first bullet are in fact included in the esnaps processes/application – either in the Project Applicant Profile or Renewal Project Application. The check list that was emailed out is the checklist of items that we need submitted to us for the scoring process and to demonstrate that applications were submitted to the CoC Collaborative Applicant in accordance with HUD’s requirement of no less than 30 days prior to the submission of the CoC Application.

We are not requiring you to submit any documents that are required only on the Project Applicant Profile in esnaps – only a PDF of the Renewal Project Application (completed by not submitted). When you export to PDF, there is an option to select “all formlets” which includes all pages and documents for the Project Renewal Application.

Q: Does THHI want a copy of the Applicant Profile and attachments as part of the renewal application in e-snaps?

A: We only asking for the full “Renewal Project Application FY2017” from the “Before Starting” to the “8B Summary”.

Q: If my project is one of the renewal projects not being scored as it was not operational during between 10/1/15 and 9/30/16, do I need to submit the Performance ScoreCard and related reports?

A: If you project was not operation during the 10/1/15 to 9/30/16 timeframe, you will need to submit the following:

- PDF copy of the completed (not submitted) FY17 renewal application in e-snaps for the project. Application should include all the e-snaps required attachments.
- The Performance Scorecard with only the top section completed, and noting the date the project began operating
- Statement of How Match will be Provided on agency letterhead with at least the following information:
 - Project Applicant Name
 - Project Name
 - Amount of match to be provided
 - Identify the specific source(s) of match the project intends to use and indicate if this is a new match source or a recurring match source
 - Type of match (cash or in-kind)
 - The anticipated dollar amounts from each match source
 - The match will be for the FY17 funded grant term (2018-2019) of the project
 - Signed and dated by the agency’s authorized representative

My understanding from the RFP, is that since our renewal project is currently only partially dedicated chronic that we may not convert any currently dedicated chronic beds/units to dedicated plus. To confirm my understanding, does this then mean that none of the 11 “slots” for chronically homeless individuals we project to serve can be changed to Dedicated Plus? Does this also mean that we could convert the remaining 9 “slots” to Dedicated Plus since they are not currently dedicated chronic?

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Dedicated Plus is for projects that currently are 100% dedicated chronic programs. If a project is not 100% dedicated chronic they would not be eligible to become Dedicated Plus.

Q. Given the above, on the e-snaps application 3C. Dedicated Plus do we answer N/A, if our project is not currently 100% dedicated chronic?

A. If the PSH project does not fit the:

“A 100% Dedicated” project is a permanent supportive housing project that committed 100% of its beds to chronically homeless individuals and families, according to the NOFA section III.3.b.”

As described in 3C. in the E-snaps application, the project would not be considered Dedicated or DedicatedPLUS. Therefore, this is not applicable to the project.

Q: What is the Documentation of Applicant and Subrecipient Eligibility? Is it the agency’s annual certificate from the Department of State?

A. HUD states that “Documentation of Applicant and Subrecipient Eligibility” is required by all project applicants (page 38 of the NOFA). It is my understanding that typically this is documentation that your organization is one of the following eligible applicants per Section V.B -

“B. Eligible Project Applicants (24 CFR 578.15, 24 CFR 5.100). Eligible project applicants for the CoC Program Competition are under 24 CFR 578.15 and include nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.”

Typically this is a copy of the organization’s IRS Determination or Affirmation Letter of 501(c) 3 status. It appears to, through a quick review of the esnaps instructional guide, this document still needs to be attached to the applicant profile.

Q: The HUD instructions state that Form 2880 is now part of the application. To confirm, does that mean we do not need to attach anything separate since this will be part of the e-snaps application?

A: The HUD - 2880 is 1G on the renewal application and has now been built into the application itself. Therefore, an attachment is not necessary.

Q. Our Code of Conduct is on file with HUD. Do you want the HUD print out with our agency listed, our Code of Conduct, both?

A. The code of conduct is not required to be submitted to us – this is a document that is part of the Project Applicant Profile and required by HUD. I focused on it a little more in the workshop because many agencies are not listed on HUD’s list – and failure to have the Code of Conduct on file with HUD will cause an agency to not be eligible to apply.

Q: We have an issue that affects our score for the particular question you mention below. Our eLOCCS was not created until the second term of our contract for past operating year. As you can see below in a snapshot of eLOCCS for our project, eLOCCS was created 7/7. Our project year begins 4/1 and ends 3/31. Consequently, we were unable to draw down funds in the 1st qtr for the subject operating year through no fault of our own. There is no place in the scorecard to explain that

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circumstances beyond our control prevented us from meeting this criteria. Is there a way in which we may have the point offered for this question because of the circumstances?

A: Please attach a narrative with the scorecard submission so that the review committee can take this into consideration. We would also recommend attaching any items from eLOCCS that would help better explain this discrepancy.