

2016 Homeless Housing Operations and Services RFP

Frequently Asked Questions- updated 9/18/15

9/18/15

Question: The application states that: EACH PROJECT requires a separate attachment for the following:

- Supplemental Project Application
- Proposed Performance Template
- RFP Budget Worksheet
- RFP Budget Narrative

How would you like us to submit a separate budget and budget narrative for each project? The ZoomGrants application only has one space available for the budget and one space for the budget

Answer: Zoom Grants allows multiple documents to be uploaded for each category. Each file must be uploaded one at a time. Please note: if uploading multiple budgets please name the file with the individual project names so they can be easily identified.

Question: Should I submit one budget and budget narrative that includes all my projects?

Answer: No. Each project you are applying for must have four attachments uploaded in Zoom Grants. These attachments include; Supplemental Project Application, Proposed Performance Template, Budget Worksheet, Budget Narrative.

Question: My agency operates two emergency shelters serving different populations. Can I combine these asks into one application since they are the for the same project type?

Answer: No. Each project needs to be applied for separately. Although the two shelters are providing the same service they are serving different populations, have different budgets, outcomes and performance. For this reason a separate application needs to be submitted for each project.

Question: Do you have a scoring matrix available for applicants to review.

Answer: Because each project type has a varying number of questions and the scoring matrix is tailored to the number of questions. So we have a different scoring matrix for each project type. Overall, the scoring will consist of 100 total points- 55 from the review committee and 45 from the staff assessment. Page 20 of the NOFA details the breakdown and process. The supplemental application includes a General Question section which will be worth up to 33% of the total points, and a Project Specific section that will be work up to 67% of the total points.

Question: On the Risk Assessment Document, under the Audit Reports and Findings section there is a question referring to federal grant fund expenditures. In a fiscal year our agency not spend over \$750,000 in federal grant funds however the question asks for a 24 month period. Should we respond yes since the combined years do exceed that amount or is it a typo in the question?

Answer: The intent of this Risk Assessment question is to determine whether the applicant expends \$750,000 or more in federal grant funds during the applicant's fiscal year (rather than a cumulative amount over 24 months). So if your agency does not expend \$750,000 or more in federal grant funds during the fiscal year, your answer to the question would be "no".

Question: What is the maximum % allowed for general admin in the applications?

Answer: The city will reimburse administrative/indirect costs up to the maximum extent possible depending on the source of funds for any awards made through the 2016 Homeless Housing Operations and Services RFP. Grantees will be notified of any applicable caps during budget negotiations.

Please note, all applicants are advised to submit budget proposals using one of the following three options for recovery of administrative/indirect costs:

1. A federally negotiated indirect cost rate (if this option is selected, the letter from your federal cognizant agency approving the rate must be attached to your application).
2. A de minimis rate of 10% of modified total direct costs.
3. An indirect cost plan developed in compliance with 2 CFR Part 200, Subpart E and Appendix IV. Indirect cost plans are subject to city review and approval and must be updated annually. Note that under this option a complete copy of the updated plan, including a cost policy statement signed by the Executive Director or other designated official with the organization's signature authority must be attached to your application. A sample cost policy statement is available on the CHHS webpage.

Under options 1 or 2, no further documentation of administrative/indirect costs is required with monthly grant invoices. For additional information, see the *2016 Homeless Housing Operations and Services RFP Funding Notice*, page 31 (available on the CHHS webpage).

Question: The HEN supplemental asks about assisting households in identifying appropriate rental housing within 30 days? Can you clarify what *identifying* includes?

Answer: HUD's goal for communities is that clients will be placed into housing within 20 days of homeless identification. If you look at the Key Assumptions on page 15 of the NOFA it states: *Projects funded to provide Rapid Re-housing will work collaboratively with the Coordinated Assessment to ensure streamline processes that will result in household's homeless episode ending in 20 days or less;*

Also, one of the performance measures HEN and the other RRH programs will be help to is the number of days from identified eligibility to housing placement. So, I would say that in this question the word *identify* should be used interchangeably with housing placement.

9/17/15

Question: Our agency is applying under both the Homeless RFP and the Consolidated RFP. I understand that a risk assessment only has to be provided once but the risk assessment and all the attachments are required in each of the Zoom Grants applications and I can't submit the application unless all the required attachments are uploaded. Do I need to submit the risk assessment and the attachments twice?

Answer: If you are submitting under both RFPs the Risk Assessment is only required to be submitted with one application. To meet the Zoom Grants attachment requirement you can upload a document that states that the Risk Assessment has been submitted under the other RFP.

Question: Some of the documents needed for the risk assessment are quite large. Do all attachments need to be provided in Zoom Grants or can we bring hard copies into your office.

Answer: No hard copies will be accepted. All attachments must be uploaded with your application in Zoom Grants.

Question: Is the single agency audit the same as our HUD audit?

Answer: No--the single agency audit would be an independent audit most focused on agency-wide financials, internal controls and policies/procedures.

Any HUD audit would likely be specific to a particular to a specific program.

9/11/15

Question: should the budget detail worksheet reflect the total project budget or just the funds we are asking for in this RFP?

Answer: The budget detail worksheet should reflect the total project budget, including city and non-city funds, in the single column. Then, the budget narrative should explain the split (if any) between city and non-city funds for each section. Any ineligible expenses should also be called out in the budget narrative.

Question: The attachment size limit for 4mg could cause some issues with some attachments required for the risk assessment. If the document is over 4mg what how can I upload it into Zoom Grants.

Answer: The option to increase the attachment size limit is not available. You may attach more than one document for each required component. If possible, break document that is too large into several documents that are within the 4mg size limit and upload them into zoom grants. Please ensure if you do this each document is labeled with a similar name and document number. If this option is not available and you need further assistance please contact Rob Crow at CHHS rcrow@spokanecity.org for further assistance.

Question: We would like some clarification on question 8. Do you want specific measures like you detail in the logic model, or do you want strategies in how we will meet those expectations? We're not clear what you are asking.

Answer: Question 8 of the Supplemental Application is requesting strategies you will be using to meet the performance measures you state in the proposed performance template.

Question: In regards to the transitional housing grant, is it for chronically homeless population?

Answer: No, there is no requirement that the population be chronically homeless. Transitional housing is prioritized for the following homeless populations: fleeing domestic violence, independent youth, and those exiting mental health or chemical dependency treatment who were homeless prior to entry and meet the 90 day or less requirement.

9/10/15

Question: What is the maximum % allowed for general admin in the applications? I'm having a hard time finding the easy answer to this.

Answer: The city will reimburse administrative/indirect costs up to the maximum extent possible depending on the source of funds for any awards made through the 2016 Homeless Housing Operations and Services RFP. We do not yet know what the cap on recovery of administrative/indirect costs will be pending the state's release of information on the CHG program. Historically the CHG program has capped administrative costs at 8%, and 6.25% for HEN. Grantees will be notified of any applicable caps during budget negotiations.

Please note, all applicants are advised to submit budget proposals using one of the following three options for recovery of administrative/indirect costs:

4. A federally negotiated indirect cost rate (if this option is selected, the letter from your federal cognizant agency approving the rate must be attached to your application).
5. A de minimis rate of 10% of modified total direct costs.
6. An indirect cost plan developed in compliance with 2 CFR Part 200, Subpart E and Appendix IV. Indirect cost plans are subject to city review and approval and must be updated annually. Note that under this option a complete copy of the updated plan, including a cost policy statement signed by the Executive Director or other designated official with the organization's signature authority must be attached to your application. A sample cost policy statement is available on the CHHS webpage.

Under options 1 or 2, no further documentation of administrative/indirect costs is required with monthly grant invoices.

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9/4/15

Question: We are applying for a new project type and need some guidance on how to determine baseline data.

Answer: Since this is a new project type we wouldn't be able to pull any baseline data from HMIS. Are there other DV programs who have done this work before? If so, I would try and pull some information regarding results and outcomes from them.

Question: Please clarify the statement from the RFP regarding allowing additional attachments.

Answer: In the Application Instructions section of the funding notice states:

The following attachments (located on the attachments page of the ZoomGrants application) are required:

- City of Spokane CHHS Applicant Pre-Award Risk Assessment. Complete once for the agency regardless of the number of projects proposed.
- The following **attachments must be included separately for each project**:
 - o Supplemental Project Application
 - o Proposed Performance Template.

- o RFP Budget Worksheet.
- o RFP Budget Narrative.

If you are partnering with another agency on this project, please detail that on question three of the General Questions. **Each agency in the partnership requesting funding must complete a separate application.** Please ensure the applications have the same project name. Please be concise in your responses and use nothing smaller than 11 point font. Answers to the General Questions should be no more than 2 pages in length and answers to the Project Specific Questions should be no more than 3 pages in length. **No additional attachments will be accepted for this RFP.**

To clarify, attachments required for the CHHS applicant pre-award risk assessment are required attachments. For each project type a supplemental project application; proposed performance template; rfp budget worksheet, and rfp budget narrative are also required. Other attachments like brochures, MOUs, letters of support, etc. will not be accepted as part of the project application.

9/2/15

Question: If we need to make adjustments to our application after it is submitted is that possible and what would the process be?

Answer: Edits are saved to a submitted application automatically. Since we will not be collecting the applications until after the deadline, you would be able to submit it and continue to make edits up until the deadline of 9/25/15- 11:59 p.m.

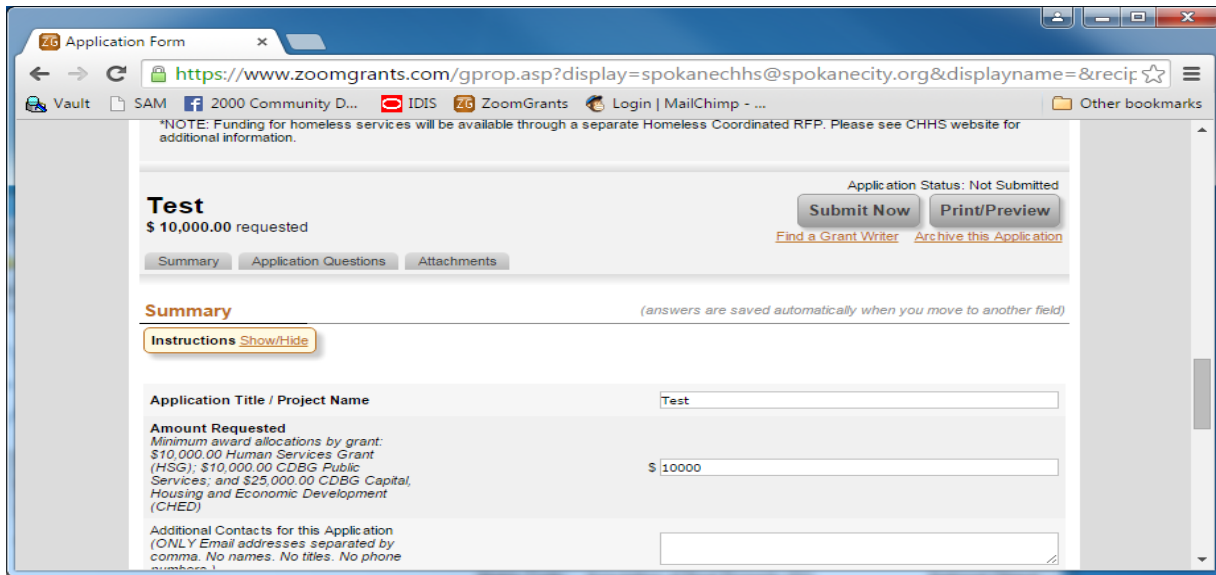
Question: My email address (below) as the organizer and submitter auto-populates the email field of "applicant information". But I'm not the applicant. After this is submitted, you'll want to correspond with the project leader, not me.

Answer: ZoomGrants is working on the ability to add/edit the contact section. Since it is not ready yet, we added question #1 asking for the Program Contact and Financial Contact.

8/31/15

Question: Is there a form online that I can print and fill out before I start the online process so I can be sure I have all the required information in front of me before I begin? Thank you for your assistance.

Answer: Once you have started your application, there is a Print/Preview button following the Funding Priorities section. This will generate a copy with any of the information you have saved to that point. My admin account is different so I created a test account to see what the application will look like from your perspective. Please let me know if it does not look the same as below for you and I will call you to walk you through it.



Question: Can we submit one application for two projects that provide support services to households in permanent housing.

Answer: It is possible to combine projects for the support services for PH project type if you are serving the same population, will have the same service model, the same partners (if applicable) and can measure outcomes consistently across both projects.

Question: Since we need to download a word document for one of the eligible project types it appears that we might need to submit all our TH programs on one word document. Is that correct? I hope this makes sense.

Answer: Different transitional housing projects should be considered separate projects. This is because they are serving a different population, could have different outcomes and have their own budget. You need to submit a separate packet for each project. Here is the language from the funding notice- page 18.

The following **attachments must be included separately for each project:**

Supplemental Application Project.

Proposed Performance Template.

RFP Budget Worksheet.

RFP Budget Narrative.

8/20/15

Question: I am not certain if I should be applying under the Homeless Housing Operations and Services RFP or the Consolidated RFP- can you clarify?

Answer: The Community, Housing and Human Services Department has designated a portion of the Human Services Grant and CDBG Public Services to support non-homeless public services as part of the 2016 Combined RFP. This non-homeless designation has resulted in a question regarding which RFP an agency should apply under. The following summary is intended to offer clarity to interested applicants.

Non-homeless public services are intended to support programs/agencies who primarily work with low and moderate income individuals and families. Projects serving **exclusively** homeless individuals and families **and** providing an allowable activity (described in appendix A of the Homeless funding notice) are encouraged to apply under the Homeless Housing, Operations and Services RFP.

Examples of Non-Homeless Providers/Projects

- Community Centers
- Healthcare
- Senior Centers
- Youth Centers
- Domestic Violence Advocacy Projects
- Economic Development
- Food Banks
- Education

Examples of Homeless Projects

- Emergency Shelters serving all populations, including victims of domestic violence
- Transitional Housing program for homeless households
- Rental Assistance for literally homeless households
- Homeless Outreach Projects
- Coordinated Assessment Projects
- Diversion Assistance Projects
- Permanent Supportive Housing for formerly homeless and chronic homeless households
- Support Services for Permanent Housing serving formerly homeless and chronic homeless households

All funding estimates under both RFP's are just that – estimates. Final funding allocations will be based on amounts awarded to the City of Spokane, as well as demonstrated need and competitiveness of applications. Human Service Grants and CDBG Public Service Grants may be awarded under either RFP.

8/18/2015

Question: Is it possible to get a copy of the attachments without signing up for ZoomGrants? I'll be happy with a read-only version.

Answer: All the attachments are available for download and review in ZoomGrants and that is how we are encouraging applicants to access the documents.

Question: I'm a little confused by the funding allocation schedule. Also, is it your expectation that funding will be place when the program year begins on January 1, 2016 or did I miss a disclaimer somewhere?

Answer: The funding allocation for all awards (except SHCA) will be from 1/1/16-6/30/17- no matter which funding source is used. SHCA will be funded for 1/1/16-12/31/16. Once funding recommendations are approved by City Council we will begin the contracting process. Contract will cover the entire period of performance. CHHS and our GMFA department are committed to getting contracts processed as soon as the funding is approved by City Council. I can't however guarantee the contract will be executed prior to the period of performance.

Question: Can you send me a copy of the scoring matrix?

Answer: When the scoring matrix is finalized by the RFP committee it will be posted on our website.