Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.

Partners In Care 2019 CoC RFP Question and Answers

Q1. How is the reallocation amount determined?
A. In Section II of the HUD NOFA, there is a list of 6 priorities which helps continuums better support the goal of ending homelessness, looking at how effective agencies are serving the homeless population, if an agency is underperformaing based on the scorecard requirements and evaluators review of project proposals, there is a potential that a program gets defunded partially or fully. Partners In Care decided that they may reallocate up to $460,569, which is equivalent to the amount our CoC is eligible for in bonus monies for the FY19 competition. The evaluators <u>may</u> decide/suggest to reallocate more or less than stated based on their assessment of the proposals.

Q2. What is allowable as match?
A. Both In-kind and cash resources can be used as match. Remember that after hitting 25% additional resources are leverage, not match.

Q3. Do 100% of people coming into the project have to come through CES?
A. No, 100% of the beds do not need to go through the CES. However, please keep in mind, this may effect your overall score from the evaluators. Please see the scorecards, scoring requirements and make sure to answer for any potential deficiencies in your narrative, based on what your project is proposing.

Q4. If they're not receiving housing vouchers do they have to go through CES?
A. No, if a program is not proposing a program with housing vouchers, it does not need to go through the CES.

Q5. What do you mean HUD is shifting focus on Housing First?
A. See specifically item 6 in policy priorities in the NOFA & RFP. HUD still requires a Housing First model, but is allowing service participation requirements once a person is stably housed.

Q6. Where on the website are the resources?
A. Go to www.partnersincareoahu.org; click reports; click 2019 Partners in Care CoC Program Competition. All current year competition resources are included there.

Q7. What are threshold requirements in the scorecard?
A. These are the minimum requirements a project must meet to be considered for ranking. Without meeting these requirements an application will not be reviewed by the review committee or considered for funding. Please review the scorecards for your type of project application, to review threshold requirements.

Q8. Why are there six different scorecards?
A. There are scorecards related to different project types, primarily related to whether it's a renewal, renewal-new, DV, new, SSO-CE or HMIS project. This is done because the

information available for a renewal project is different than the information a new project or a new project that hasn't completed an entire year of service. Additionally certain projects have different requirements, such as the DV additional requirements.

Q9. How can applicants get HMIS data?
A. Please connect to the PIC Data Team at HMIS@auw.org if an agency has questions on how to pull reports in the Caseworthy system. There is a user guide available in the help files for the agency administrative role.

Q10. How do we get system-wide data?
A. Providers may pull their data from the Oahu HMIS, look at the recently released 2019 PIT Count Report, and look at the HPO monthly monitoring reports. Information is also available through the PIC CES Website.

Q11. What is a new project?
A. A new project is a project that isn't currently funded with CoC dollars.

Q12. Is there any emphasis on specific populations?
A. No. This year it's open. Unlike last year, there is no emphasis on chronic homelessness, though projects serving individuals and/or families with the highest needs and long experiences of unsheltered homelessness and/or subpopulations with the greatest challenges in CoC (e.g. veterans, youth, families, individuals experiencing chronic homelessness) based on local data will be scored higher. DV projects must only serve individuals fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Q13. If the agency hasn't closed its books for the most recently concluded fiscal year can we provide the previous year's financials?
A. Please read Page 13 of the PIC RFP. Agencies need to submit financials for the most recently concluded fiscal year including balance sheet and income statement. We are looking to assess your organizations overall financial health. You will need to provide an audit for the previous fiscal year and balance sheet and income statement that is year-to-date for the most recent fiscal year.

Q14. On page 8, where it says, "if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided." What does that mean?
A. If you are not requesting funding for both housing model components you must still explain how you will provide both housing model components. For example, if you already have units that can be used for PH-RRH that you are leveraging for this program so you don't need CoC dollars for that component, but you do need CoC funding for the TH units, you would explain this in your application and provide the number of each type of housing units that will be used for the project.

Q15. Under New Project requirements (p15), it states that audited financials are required, but there's an asterisk on the minimum threshold scorecard. We are scheduled to complete our first financial audit in late October and we can submit

our most recent financial statements and a narrative explaining our situation. Please clarify that this will suffice.
A. Yes, this will suffice. Please clearly explain in narrative portion of application.

Q16. How, and from what entity, do we obtain an eLOCCS financial draw down report?
A. Please see the following link, which gives step by step instructions on eloccs access, agencies will need get information from this system.
https://www.hud.gov/program_offices/cfo/loccs_guidelines and
https://hudapps.hud.gov/login/login_wass_external.fcc?TYPE=33554433&REALMOID=06-b311226d-d082-4c8c-9a0b-3b5bce5ce90a&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=Mjrzczd0eNRFrJTgaRrbXxegs0ZNpVlNKjMOsQI4m9VwS0hjdt3aWIfHkkEMnP25&TARGET=-SM-https%3a%2f%2fhudapps%2ehud%2egov%2fHUD_Systems%2f

Q17. What is the preferred binding method (e.g. binder, three hold portfolio) for hard copy submissions?
A. It is up to your agency. Either by binder or three hole portfolio works well. Folders or a two-hole punch portfolio also works. Please no loose papers clipped together by binder clip.

Q18. Where can we access the current ARD worksheet for our CoC?
A. Please see the following link for PIC's ARD, Page 8:
https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Estimated-ARD.pdf This is also accessible by going to the PIC website at
www.partnersincareoahu.org; click reports; click 2019 Partners in Care CoC Program Competition.

Q19. For DV projects, it initially says survivors of domestic violence, dating violence, and stalking, does that also include family violence? If I had a teen who was being abused by their parent would they qualify?
A. A minor being abused by a parent is eligible if he/she meets the following requirements:

Per the NOFA, page 17, "DV Bonus. A project that is dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3."
Please note that to be eligible for assistance under the CoC Program or ESG Program meeting Category 4 based on the criteria outlined above, the household must be in the process of actively fleeing the dangerous or life-threatening conditions, which has either taken place within the household's primary nighttime residence or has made them afraid to return. Further, a household can meet this criteria for Category 4 ***regardless of where they are currently residing or the relationship they have to the perpetrator*** (i.e., the violence can occur between immediate family members).

Recipients and subrecipients must document a client's homelessness status *at intake* into the project, and should follow HUD's stated preferred order for documentation. Below are the Category 4 documentation requirements, as found in the HEARTH: Defining "Homeless" Final Rule. Please note that the documentation standards for Category 4 are different for victim service providers and non-victim service providers.

- The following applies to **victim service providers**:
  - o An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. The statement must be documented by a self-certification or a certification by the intake worker.

- The following applies to **non-victim service providers:**
  - o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
  - o Certification by the individual or head of household that no subsequent residence has been identified; and
  - o Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Please note that HUD expects intake workers to use their professional judgment to determine that the documentation collected is sufficient based on HUD's recordkeeping standards outlined above while also ensuring the safety of the individual or family is not jeopardized during the intake process.

For information about the eligibility criteria and recordkeeping requirements for the definition of homeless, please review [Criteria and Recordkeeping Requirements for Definition of Homelessness](#).

Q20. For the Emphasis on Employment priority, is that requirement for all programs, including coordinated entry?
A. No, this doesn't apply to HMIS or SSO-CE.

Q21. Does HUD consider rental subsidies or other mean's tested benefits (like EBT/food stamps) to be non-employment cash income?
A. Not all mean's tested benefits programs are treated the same for the purposes of income calculation.

In the CoC Program interim rule, 578.77 b (4) states: Income. Income must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a). Recipients and subrecipients must examine a program participant's income initially, and if there is a change in family composition (e.g., birth of a child) or a decrease in the resident's income during the year, the resident may request an interim reexamination, and the occupancy charge will be adjusted accordingly.

The regulation at 24 CFR Part 5.609 (b)(6) states that annual income includes welfare assistance payments. Specifically, welfare assistance includes the following:
a. Welfare assistance received by the household.
b. The amount of reduced welfare income that is disregarded specifically because the family engaged in fraud or failed to comply with an economic self-sufficiency or work activities requirement.
c. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustments by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare income to be included as

income shall consist of: (i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus (ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

Additionally, 24 CFR 5.609 outlines the requirements for calculating income and includes a full list of income inclusions and exclusions relevant to the CoC Program. 24 CFR 5.611(a) includes the deductions.
Please review this resource "Part 5 (Section 8) Income Inclusions and Exclusions: at https://www.hudexchange.info/resource/5180/part-5-section-8-income-inclusions-and-exclusions/.

Although written for other HUD programs, Chapter 5 Determining Income & Calculating Rent of the HUD Occupancy Handbook is a good source of information for understanding the regular in 5.609 and 5.611.

HUD Occupancy Handbook:
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_35649.pdf
It states: "Among the items that are excluded from annual income are the value of food provided through: a. The Meals on Wheels program, food stamps, or other programs that provide food for the needy; b. Groceries provided by persons not living in the household; and c. Amounts received under the School Lunch Act and the Child Nutrition Act of 1966, including reduced lunches and food under the Special Supplemental Food Program for Women, Infants and Children (WIC)." The Supplemental Nutritional Assistance Program (SNAP) program (the food stamp program) falls within this category.

Q22. Can HUD funds (or HUD funds administered through the City) be used as a match for the project proposals?
A. The match requirements for the CoC Program are detailed at 24 CFR 578.73. Under the CoC Program, funds from any other Federal source (including other HUD funds but excluding other CoC funds), as well as State, local and private sources, may be used for match and leverage, as long as they are not statutorily prohibited by that source. Recipients are responsible for determining if non-program sources are eligible to be used as match for the CoC Program.

If you can identify that these funds are NOT statutorily prohibited from being used as match, they could be used as match for the CoC Program as long as all other match requirements are met.

Match is actual cash or in-kind resources contributed and expended on eligible CoC Program costs for eligible CoC Program populations. According to 578.73 of the CoC Program interim rule, CoC Program recipients or subrecipients must match all grant funds (except for leasing funds) with no less than 25 percent of funds or in-kind contributions from other sources. Matching funds must be used for eligible costs under the CoC Program, but do not have to be used on costs approved in the project budget.
Please note the following distinction between public sources of funding that go to the agency versus the participant:

Under the CoC Program, if rental income comes from a public source directly to your organization (such as project-based Housing Choice Vouchers for which your agency has a contract/agreement with the PHA or with the owner receiving the project-based vouchers), then it can be counted as match or leverage. In this situation, the contract/agreement would need to document that the units receiving project-based vouchers are for exclusive use of the CoC Program-funded project.

If the rental income is provided on behalf of the program participants and does not come through your organization (such as tenant-based Housing Choice Vouchers or tenant-based VASH vouchers), then it cannot be counted as match or leverage.

Additional guidance on CoC Program match requirements and documentation can be found in the following podcast: https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/

Q23. "The Joint TH and PH-RRH component project combines two existing program components..." Please clarify. What level of site control is required with the proposal?

A. First, in prior years, project components included "TH" and "PH-RRH," along with "PH-PSH," "HMIS," etc. When the "Joint" project component was created, it was a combination of the two existing project components.

Second, regarding site control, please review the CoC Program interim rule at 578.25.

•   Link on the CoC Program regulations page, view the "Updated" rule: https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/#regulations

•   Direct link: https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99

Agencies Eligible to Apply for FY19 Funding based on Attendance at REQUIRED Information Sessions:
ALEA Bridge
Aloha United Way (AUW)
Alternative Structures International (ASI)
Community Empowerment Resources (CER)
Child and Family Service (CFS)
Domestic Violence Action Center (DVAC)
Family Promise Hawaii (FPH)
Gregory House Programs (GHP)
Helping Hands Hawaii (HHH)
Hina Mauka
Hawaii State Coalition Against Domestic Violence (HSCADV)
Institute for Human Services (IHS)
Kalihi Palama Health Center (KPHC)
Koolauloa Health Center (KHC)
Mental Health Kokua (MHK)
Parents and Children Together (PACT)
Partners In Care (PIC)
Residential Youth Services and Empowerment (RYSE)
Steadfast Housing Development Corportation (SHDC)
United States Veterans Initiative (US Vets)
Women In Need (WIN)