

FY 2025-2027 FAA Housing and Homelessness NOFO
Frequently Asked Questions
April 19, 2024

CSD-810-Datura

Will these slides be available to us after the meeting?

from Jenn Rey to Everyone

10:23

RESPONSE: Yes, the Technical Assistance Conference PPT will be posted on the FAA NOFO webpage:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

Is the May 20, 2021 block on the timeline in the NOFO an error and being removed in the amendment?

from Jenn Rey to Everyone

10:24

RESPONSE: The typo has been corrected in [Amendment 1 FY 2025-2027 Housing and Homelessness NOFO Guidance Doc](#)

There's also a May 9, 2021 block on the timeline in the NOFO...may need to be removed on amendment

from Jenn Rey to Everyone

10:37

RESPONSE: The typo has been corrected in [Amendment 1 FY 2025-2027 Housing and Homelessness NOFO Guidance Doc](#).

with inclusion of word "

from Jenn Rey to Everyone

10:38

sorry, wrong button...with word "permanent" included in outcome required, would it be ok if percentage is significantly lower than current contract?

from Jenn Rey to Everyone

10:44

RESPONSE: Yes, as applicable.

Or does "permanent" housing include things like moving in with family, relocating out of state to another DV Shelter, or other options survivors of DV choose during the process of navigating safety from an abusive partner?

from Emily Gorman to Everyone

10:51

RESPONSE: For this NOFO, permanent housing is defined by HUD HMIS Data Standards, and includes permanently staying with family or friends locally or in another geographic location. For households served via Emergency Shelter / Domestic Violence, exits to a safe and violence free situation is the primary focus and is the required outcome. **NOTE:** The has been clarified in [Amendment 1 FY 2025-2027 Housing and Homelessness NOFO Guidance Doc](#).

If the MOU is ongoing, do we need to get a new one?

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from Jenn Rey to Everyone
11:00

RESPONSE: The effective term of the referenced MOU / Partnership Agreement, should be clearly articulated in the MOU / Partnership Agreement in relation to the proposed program. If the start end date and/or the proposed program is not articulated, the MOU / Partnership Agreement must be dated within twelve (12) months of April 22, 2024.

could you review again the conversation about direct assistance like rent being paid through OSCARS not pass through our agency? What does that look like for process to access those funds when helping clients? Do they need to apply through OSCARS? What does that mean for finance staff in managing grant?

from Jodi MacNeal to Everyone
11:03

Would you please repeat the NOFO invitation code?

from Jenn Rey to Everyone
11:13

RESPONSE: FAA2025 is the NOFO code

from Jenn Rey to Everyone
11:14

page 9

from Emily Gorman to Everyone
11:14

1. Can we discuss the PSH vs PSH supportive services only?

from Emily Gorman to Everyone
11:15

RESPONSE: Discussed in the Technical Assistance Conference.

2. How does OSCARSS work with HUD match when some programs match their full FAA grant to HUD?

RESPONSE: The amount of FAA funds utilized (spent) for HUD match eligible activities for respective HUD funded projects via OSCARSS will be provided to FAA funded Agencies to meet their match documentation requirements.

3. In outcome 2 for Homeless Prevention, it is worked that client will not return to homelessness within 6 months... This seems to suggest that the prevention client was originally homeless, but they wouldn't be served in prevention if this was the case. Please clarify.

from Emily Gorman to Everyone

RESPONSE: This has been corrected in Amendment 1 to the NOFO Guidance Document.

Is the deadline to submit the proposal 4/15 or 4/16 because today's presentation referenced 4/15 but the SAMIS portal says the deadline is 4/16?

from Emily Gorman to Everyone 11:24

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RESPONSE: The deadline has been extended to 12:00pm, April 22, 2024 in Amendment 1 to the NOFO Guidance Document.

4. In the PSH Outcome 2, it says that clients will not return to homelessness 6 months from program enrollment. Should that be 6 months from program exit? The same as the PSH housing focused case management?

RESPONSE: Yes, it should be from program exit, and has been corrected in Amendment 1 to the NOFO Guidance Document.

from Jenn Rey to Everyone

11:40

Does identifying client information get put into OSCARRS or just the agency and landlord/vendor info?

RESPONSE: CSD will ensure that the compliance with applicable laws and privacy requirements for Category 4, Fleeing or attempting to flee domestic violence households.

from Shaundelyn Emerson to Everyone

11:44

After opening up the SAMIS applicaiton the due date is listed as 4/16/2024 at 12:00 pm but you all indicated 4/15/2024 deadline..just an FYI

RESPONSE: The deadline has been extended to 12:00pm, April 22, 2024 in Amendment 1 to the NOFO Guidance Document.

from Lyndsey Morrell AAF to Everyone

11:48

Based on your explanation of the difference for PSH Housing and PSH Support Services, it sounds like we will need a separate program set-up in HMIS to reflect this. Is that correct? In my experience with HMIS, there would be a separate program enrollment for support services only if it is a separate program (sometimes a different agency) supporting a housing program. Currently our FAA funding supports our HUD funded PSH project, it is not a separately operated program.

RESPONSE: If an agency that was previously awarded FAA funding which matching and/or leveraging a HUD project, and the FAA program was configured appropriately in CMIS/HMIS, and is awarded funding in this NOFO, there will not be a change to way the program is configured in HMIS.

from Lyndsey Morrell AAF to Everyone

12:03

For the new Continuous Quality Improvement strategy, where/how should we include this in our budget? On the breakout of funding strategies, it is listed as a separate amount, indicating it would be a project type to apply for, but in reading the NOFO it appears that it is a required piece of all projects. If we apply for a PSH project, would our budget reflect both the requested amount

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available in the PSH strategy and then an additional amount (up to 5%) that would come out of the CQM strategy line?

RESPONSE: CQM is a specific required activity for all awarded agencies to perform. The maximum available CQM amount is 5% of the FAA awarded amount for the program. The requested CQM amount must be included as a separate line item in the requested budget and is added to proposed program budget. As an example: Total FAA Program Budget request is \$100,000; CQM is 5% of \$100,000 or \$5,000; and added together, the total FAA Program Budget is \$105,000.

Also, is there any scoring attached to the MOUs/parent letters specifically?

Emily Gorman, AAF, via email

RESPONSE: MOUs pertain to Question 29 Collaboration, and are scored within the Section V. Partnerships, Resources And Collaboration. This section has a total score of 20 points.

Attachment 7 (the Internal Controls Questionnaire available in SAMIS) has errors, starting with lines instead of a chart at the top of Page 7 and continuing with numbering errors on both sections of Page 8. I am writing to make you aware of this and to ask if we can submit the attached document, which contains the identical information but does not have the errors. This was submitted as part of our most recent ESG application.

Jodi MacNeal, AAF, via email

RESPONSE: Attachment 7, Internal Controls Questionnaire, has been updated in SAMIS.

Question 14 on Homeless Prevention makes no mention of the Continuous Quality Management / Improvement Project. How are we to address this requirement in a homeless prevention application? Is the Exhibit 2 form/attachment still required?

Jodi MacNeal, AAF, via email

RESPONSE: Provide a description of your proposed CQM activity in your response to Question 14.

Please clarify this definition from Page 32, on Homeless Prevention Services: "... Rental/Utility Assistance payments must not exceed \$4,000 months of payment within a fiscal year."

Jodi MacNeal, AAF, via email

RESPONSE: The \$4,000 Rental/Utility Assistance maximum is limited to senior households.

The due date in SAMIS is still showing as 4/15/24 not the updated date in the amended NOFO of 4/22/24. Can that be adjusted?

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Jennifer Rey, via email

RESPONSE: The closing date has been updated to reflect April 22, 2024 in SAMIS.

Does an agency, who as part of their current grant/program provide Case Management services in addition to Permanent Supportive Housing, need to submit two separate proposals, one in the *Permanent Supportive Housing (b)* category and one in the *Supportive Services Only (a)* category?

Andres Torrens, Families First

RESPONSE: No, an applicant does not need to submit two (2) separate proposals. How an applicant proposes to use the FAA funds determines the strategy type that they are submitting a proposal under. If the Applicant is requesting FAA funds to match and/or leverage a HUD CoC Permanent Supportive Housing project to pay leasing costs, or rental assistance (project based, or sponsor-based, or tenant based), supportive services, and/or operations, it falls under the Permanent Supportive Housing strategy. However, if the applicant proposal is limited to the provision of supportive services, it falls under the Supportive Services Only strategy.

I think this Q has been asked, but just in case, if we are requesting rent/utility assistance, does that requested amount still count in the 15% Admin calculation?

Emily Gorman, AAF, via email

RESPONSE: Yes, it counts in the 15% Admin calculation.

Also, is it OK to add the rent/utility assistance in the main budget (as opposed to the bottom or a different tab)? The NOFO says it must have a separate budget line item, and to me, this fits.

Emily Gorman, AAF, via email

RESPONSE: Yes.

Would it be possible to add the most current CoC-HHA standards for Coordinated Entry, RRH, PSH, and Housing Focused Case Management to the FAA NOFO website?

Emily Gorman, AAF, via email

RESPONSE: Yes.

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Under Eligibility, Homeless Prevention Services, p. 7, it seems to state that eligible folks are families with 1 adult and 1 child and seniors who are at or below 200% of AMI. Definitions section on p. 32 states senior or family at or under 200% AMI. First, is this 200% of Federal Poverty Level instead of Area Median Income? 200% of AMI is pretty high income. Or, I guess the equivalent to 200% of FPL is 50% of AMI. Please advise.

RESPONSE: The reference to 200% of Federal Poverty Level (FPL) has been updated to reflect 50% of the Area Median Income (AMI).

Second, is the income restriction only for seniors or is it for families with children as well? I think we are currently serving families earning 80% and below AMI, so just want to be sure of the target population and if we need to adjust.

Emily Gorman, AAF, via email

RESPONSE: The 50% AMI limit applies to both seniors and families.

Another budget-related question, will we include our rent/utility ask amount in unit cost of service?

Emily Gorman, AAF, via email

RESPONSE: The actual cost of rent and/or utility assistance will be paid via OSCARSS. Use estimated assistance amounts when developing your program budget to arrive at projected number of unduplicated households (clients) to be served.

In SAMIS, there is a drop down to select target population and the two options are:

Homeless Individuals

Homeless Families

We currently have one FAA contract to provide Permanent Supportive Housing to homeless individuals AND families. Is there a way to create a drop-down option so both types can be selected or a drop down that says Homeless Individuals and Families?

Ray Morse, The Lords Place, via email

RESPONSE: The dropdown has been updated to add a Homeless Individuals and Families option.

This question is in the NOFO. If we are proposing to a PSH program, should we write N/A in the field, since it looks like some entry is required in SAMIS.

14. FAA Homeless Prevention Services *

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Describe the unique challenges these focus populations face with housing. How will you provide services in the homeless prevention program for the focus populations to address these challenges and be diverted from experiencing homelessness? (8,000 Characters)

Ray Morse, The Lords Place, via email

RESPONSE: Yes, enter N/A.

In the NOFO in SAMIS, are we required to complete the CQM exhibit form in Section VIII before submitting our application, or do we submit this exhibit **AFTER** we have been awarded a contract and we work with CSD to formulate the CQM project?

Ray Morse, The Lords Place, via email

RESPONSE: CQM Exhibit, Section VIII, will be completed after the proposal has been recommended for funding via contract negotiations in coordination with CSD staff.

In SAMIS, under the Program Type drop-down, there is no option for "Emergency Shelter/Parks 2 Work" even though that is an eligible category. Can you please update the system to include this option? I am including a screenshot below:

The screenshot shows a web application interface for a grant application. On the left, there are several required fields: '1. Program Type *', '2. Client Population *', '3. Clients/Population to be Served (1500 Character) *', and '4. Number Served (500 Characters) *'. The '1. Program Type *' dropdown menu is open, displaying a list of program categories. The first option is highlighted: 'Housing and Homelessness - Homeless Prevention Services for Families with at least one (1) adult and one (1) child under the age of 18, Seniors aged 60+ and Group Home'. Other options include 'Housing and Homelessness - Permanent Supportive Housing with Housing-Focused Case Management', 'Housing and Homelessness - Rapid Rehousing with Housing-Focused Case Management', 'Housing and Homelessness - Emergency Shelter / Domestic Violence- with Housing-Focused Case Management', 'Housing and Homelessness - Permanent Supportive Housing - HUD Matching', 'Housing and Homelessness - Permanent Supportive Housing - Non-HUD Matching', 'Housing and Homelessness - Supportive Services Only - HUD Matching', 'Housing and Homelessness - Supportive Services Only - Non-HUD Matching', and 'Continuous Quality Management / Improvement - applicable to all projects'. On the right side of the form, there is a 'SECTIONS' panel showing a progress bar at 0% and two sections marked with a red 'X': 'Proposals' and 'General Contact Information'. At the bottom right, there are two sections marked with a red 'X': 'Collaboration (20 Points)' and 'VI. Budget (20 pts)'.

Ray Morse, The Lords Place, via email

1. Is there any way to add the section in, including details on the verbal presentation Michael gave surrounding the MOUs/letters of support? We have some MOUs that are open-ended/ongoing that don't end unless XX amount of written notice is provided.

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- a. This was answered in the FAQ published April 3.
- b. **We asked a follow up question on April 4 via email: We have an MOU that was created in 2016 that includes a clear start date and has been in continuous use but is open ended. We want to be sure that a new MOU is not needed in this instance. (MOU attached)**

RESPONSE: Yes, the MOU described in your question, meets the requirements of the NOFO.

Email from Emily Gorman, AAF

1. Homeless Prevention Services Outcomes - Outcome/Indicator 2 says "Clients served will not return to homelessness within 6 months of receiving assistance." Should that change to "will not experience homelessness" or "will not enter the homeless system" since those persons were not experiencing homelessness when they exited the program?
 - a. **This was marked as corrected in the posted FAQ but it is not corrected as of Amendment #2**

RESPONSE: This has been corrected in Amendment 3.

2. Program Type on page 21 and page 35 does not match the Program Type choices in SAMIS

RESPONSE: This has been corrected in SAMIS/WebAuthor.

Email from Emily Gorman, Thursday April 4 10:57 am

1. The Quality Management section on page 57 of the amended NOFO states that expenses for Continuous Quality Improvement activities are administrative and may be budgeted up to 5% of the contract amount. Is this 5% part of our 15% admin budget or is this an additional 5% to our 15% admin request?

REPONSE: No, it is not an additional 5% added to the 15% admin cap. Awarded agencies can receive up to 15% of the additional CQM allocation. Admin cannot exceed 15% of the total requested.

2. Are we supposed to prepare and submit the CQM Project PDSA Form in its entirety for this grant application? P. 57 in the NOFO says training and templates will be provided by CSD staff. I looked through all of the documents and couldn't find an example of what a completed PDSA form would look like. Would you be able to share something like that with the agencies?

RESPONSE: No, applicants are not expected to submit the CQM Project PDSA in their proposal. CQM Exhibit, Section VIII, will be completed after the proposal has been recommended for funding via contract negotiations in coordination with CSD staff.

3. Are we supposed to have one CQM project for each program we are submitting a funding application for, or can we have one PDSA project for the entire agency?

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RESPONSE: CQM projects are program, not agency specific. Therefore, each program/project funded via this NOFO will have a CQM project.

Lyndsey Morrell, AAF, via email

In the NOFO in SAMIS, are we required to complete the CQM exhibit form in Section VIII before submitting our application, or do we submit this exhibit **AFTER** we have been awarded a contract and we work with CSD to formulate the CQM project?

Ray Morse, TLP, via email

RESPONSE: No, applicants are not expected to submit the CQM Project PDSA in their proposal. CQM Exhibit, Section VIII, will be completed after the proposal has been recommended for funding via contract negotiations in coordination with CSD staff.

Do we include the CQM 5% in our unit cost of service?

Emily Gorman, AAF via email

RESPONSE: No, CQM will have a separate hourly unit rate.

I have the following question for you regarding Agency Financials vs Agency Audit. We have an agency audit that was completed and our agency financials are part of this audit. Do I upload the agency audit into the portal #34, "Audit Report" and #36, "Year End Financials"?

Andres Torrens, Families First, via email

RESPONSE to Question #34: No, do not upload the agency audit. Upload your Agency's Board of Director's approved Year End Financials Statements.

NOTE: If an applicant does not have approved Year End Financial Statements, submit an explanation of why.

RESPONSE to Question #36: No. do not upload the agency audit. Upload your Agency's Year-End Financial Statements or IRS Form 990.

What is HUD Match?

RESPONSE: Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25 percent of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

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According to [§ 578.73](#), in CoCs where there is more than one recipient, the recipient must provide match on a grant-by-grant basis.

Examples A and B are calculations of match with and without a leasing budget line item.

EXAMPLE A

Total amount requested from HUD (without leasing)

- Rental Assistance funding = \$95,000
- Project Administration funding = \$5,000
- Total amount requested = \$100,000

Total amount requested from HUD x .25 = Minimum Match Requirement

- $\$100,000 \times .25 = \$25,000$

EXAMPLE B

Total amount requested from HUD (with leasing)

- Leasing funding = \$40,000
- Supportive Services funding = \$55,000
- Project Administration funding = \$5,000
- Total amount requested = \$100,000

Total amount requested from HUD, excluding amount requested for leasing

- $\$100,000$ (Total Amount Requested) - $\$40,000$ (Leasing Funding) = $\$60,000$

Total amount requested from HUD x .25 = Minimum Match Requirement

- $\$60,000 \times .25 = \$15,000$