

**2005 Continuum of Care
NOFA Questions from Web Cast
May 5, 2005**

I. Exhibit 1 and Related Issues

A. Need

- 1. What would be the best way to explain why our community's pro rata need went down this year?**

The reduction of this year's PRN amount was approximately 5% for most CoCs. This was based on a lower appropriation from Congress, higher Shelter Plus Care renewal demand and changes in census data used in the formula. The primary change to this year's census update was limited to the population estimates.

- 2. Let's say the final pro rata need amount for a CoC was \$100,000 and the first 3 projects on the priority list totaled \$90,000 and the 4th project totaled \$15,000. (So the first 4 priority projects total \$105,000). It was my understanding that in the past, if at least 51% of a project's budget was "fundable" within the final pro rata need amount, that it would still be awarded the full 40 need points and would therefore, receive full funding. Is this correct for this year?**

No. 40 need points will be assigned to amounts fully within the final PRN.

- 3. Can a CoC that is not in the Hold Harmless situation decide not to request renewal funds for existing projects, or to give these projects a relatively low priority ranking? *[Please note that this replaces the response in the Supplemental Q&As originally posted along with the CoC NOFA, Part I, section N, question 9.]***

Yes. The need for the continuation of previously funded projects should be considered in the local needs analysis process and a decision should be made locally on the priority to assign to the continuation of a project. HUD does not require that existing projects be renewed or given a higher priority than other projects. However, HUD is very concerned that the ongoing housing needs of persons currently being served by existing projects be taken into account as part of the decision-making process. The CoC should review each project at the time it seeks renewal to determine if the project is performing satisfactorily and is meeting the needs of persons it proposed to serve or whether local needs have

changed and other subpopulations or types of assistance should be given preference.

B. Process

1. Why has a required narrative been added requesting a description of the participation of local and state elected officials?

The Continuum of Care system should be community-wide, comprehensive and inclusive. In many communities local and state elected officials have spearheaded the development of 10-year plans to end chronic homelessness. The 10-year plans should be closely aligned with the CoC and the involvement of elected officials is a crucial ingredient.

2. When filling out the CoC Planning Organizations Chart in CoC-B, should the level of participation indicated be reflected as a percentage of meetings attended?

Yes. An example would be a steering committee member attends 98% of all monthly planning meetings.

C. Strategy

1. On the Chronic Homelessness and Other Homeless Goals Charts, is it acceptable to have multiple Responsible Persons/Organizations listed for an Action Step?

Yes. For each action step no more than one responsible person/organization should be identified. However, the same person/organization may be listed for more than one action step.

2. The definition of a person who is chronically homeless indicates that the person must have been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. If the person has had four episodes of homelessness in the last three years but is currently in transitional housing, does he/she meet the definition of chronically homeless? Or, does HUD want all people meeting this definition to be on the street or in emergency shelter at the time they are counted to be chronically homeless?

To be defined as a chronically homeless, a person must be living on the street or in emergency shelter at the time of the count or eligibility determination. The definition does not include those currently in transitional housing.

D. CoC Components

- 1. During our street count we had 95 people who were counted on the streets. On that night, an additional 130 people came in from the streets to a shelter because of White Flag. Can we combine the two numbers for our street count? (White flag is when the weather is so severe the agencies open up additional space not normally used for shelter).**

No. Only persons actually on the streets during the one night count should be counted in the unsheltered category. In this example, the 130 persons who might otherwise have been on the streets were sheltered in overflow beds and are, therefore, counted in the sheltered category.

- 2. Did HUD intend for CoCs to conduct the inventory of current beds at the same time as the one night point-in-time count during the last week of January?**

Yes, the update of the current housing inventory should have been conducted on the same day as the one-day, point-in-time study during the last week of January 2005.

E. Housing Emphasis

- 1. The housing emphasis category continues to increase in weight in the application process. For projects that have been long standing, a Continuum of Care may have a larger ratio of supportive services only (SSO) projects to housing projects and lose out on these points. Is HUD concerned about this and what options or advice do you have for a Continuum of Care in this position that wants to remain competitive?**

HUD has clearly stated that its emphasis is on increasing the amount of housing dollars awarded relative to service dollars and has adjusted the CoC scoring points accordingly as an incentive. We also realize that a CoC will not be able to quickly shift existing projects from services to housing. To remain competitive overall, a CoC must score as high as possible in all other rated areas in Exhibit 1. New this year, a CoC may also choose to not renew all or a portion of a services project and reallocate those funds into a housing project in order to meet the housing needs of their community.

F. Performance

- 1. Do those Supportive Services Only (SSO) projects that are exempted**

from Question 11 in the APR have to be included in the Exhibit 1 Mainstream Programs and Employment Chart (CoC-M)?

No, SSO outreach, hotline, transportation, medical, dental, and other single, short-duration services projects **DO NOT** need to be included in the Exhibit 1, Mainstream Programs and Employment Chart. On page 3-4 of the APR under Special Instruction for Supportive Service Only Projects, these types of SSOs are allowed to skip APR question 11. For these types of SSOs it is expected to have no data (zeros) in all parts of question 11 and therefore these zeros would have no effect to the totals in the Mainstream Programs and Employment Chart. Even though these types of SSOs are excluded from the Mainstream Programs and Employment Chart, it is acceptable for CoCs to check the box “Check here - to indicate that all non-HMIS renewal projects on the Priority Chart which submitted an APR are included in calculating the below responses.”

G. Samaritan Bonus

- 1. I understand that 100% of the residents served in projects under Priority #1 must be chronically homeless. Could these units be in a building with other non-chronically homeless units?**

Yes. Units for the chronically homeless may be located in a building with units for non-Chronically homeless persons.

II. Supportive Housing Program (SHP)

- 1. If you want to convert a Safe Haven to PH, do you have to reallocate the funds and thus risk losing the projects?**

No, you do not have to reallocate funds to convert a Safe Haven to a PH project. The way to convert projects is through the grant amendment process. If your project is in a continuum and there is no longer a need in the continuum for the Safe Haven project, then you may request a change in SHP component through the Field Office. The HUD Field Office will provide appropriate guidance and has the authority to approve or disapprove such a significant change.

- 2. What specific documentation is required to substantiate a homeless person’s disability for any PH project?**

Written documentation to substantiate that a homeless person’s disability meets the program definition must come from a qualified source, such as a credentialed psychiatric or professional trained to make such a determination.

3. Does the 20% case management limitation apply to PSH projects, as well as Samaritan projects?

No more than 20 % of the bonus for the **Samaritan Housing #1** project priority bonus can be used for case management. There is no similar limitation on case management in non-Samaritan housing projects requesting funding under the SHP permanent supportive housing component.

4. Will SHP Leasing awards be adjusted based on the FMR in place at the time of grant award?

No. Awards for Support Housing Program projects with the leasing activity are not adjusted based on updated Fair Market Rents.

III. Shelter Plus Care (S+C)

1. Page 14278 of the Federal Register Continuum of Care application announcement under Threshold Requirements states that S+C non-competitive renewals must meet minimum threshold requirements which include performance standards. What are these performance standards, or where does it state what the minimum performance standards are?

Minimum performance standards are outlined on Page 14282 of the Federal Register Continuum of Care application announcement. If you or the project sponsor is a current or past recipient of assistance under a HUD McKinney-Vento Act program, there are no serious unresolved HUD monitoring findings, and no outstanding audit finding of a material nature regarding the administration of the program. S+C non-competitive renewals will be funded for one year provided that they are determined to be needed by the CoC as evidenced by their inclusion on the Project Priority Chart.

2. Since we may consolidate S+C grants from the 2004 round, how should they be listed for the 2005 round?

If the 2004 S+C grants have already been consolidated, they should be listed as the one consolidated grant for 2005. HUD encourages the consolidation of appropriate S+C renewal grants when the grants are under the same grantee, same component and expire in the same year. However, renewal requests for expiring S+C grants that have not been consolidated should still be listed individually on the CoC priority list and will be awarded as individual renewal grants. Where the grantee wishes to consolidate the renewal grants, this action may be subsequently accomplished by the field office at the point of renewal grant agreement execution. The field office will receive instructions for this process in the S+C Operating Procedures guidance for 2005 awards.

3. Why don't S+C renewals count towards our housing points?

S+C renewals do not count towards housing emphasis points because they are being funded outside of the competition and do not count against a continuum's pro rata need amount.

IV. Single Room Occupancy (SRO)

- 1. Could you further explain the differences between applications from faith-based organizations and non-faith-based organizations? Specifically, is there any different eligibility for faith-based organizations related to SROs?**

PHAs and private non profit organizations are the eligible applicants for the SRO program. If a faith-based organization qualifies as a private non-profit organization, it may apply for SRO funds as long as it contracts with a public housing authority to administer the rental assistance.

V. General

- 1. We have not received any word on how our Continuum of Care scored last year. Is that still available?**

Yes, you may request a debriefing. Please contact your CPD representative at your State or local HUD office, and they will coordinate arrangements for a debriefing by your SNAPs Desk Officer in Washington, DC.

- 2. According to the NOFA, the narrative must be typed in 12 pt. Times New Roman font. Can the charts be done in smaller font? Are there any restrictions on font size with regard to the charts?**

Yes, the point size for the charts can be reduced to the font size needed to allow the information in all the columns to appear horizontally across the page.

- 3. Which boxes need to be filled out on HUD Form 424?**

Please read over the instructions for completing Application for Federal Assistance, the SF-424 form, on the back of the form itself and try to answer all the requested boxes. Some information, however, is more critical in order to track the application and any resulting grant award. Pay particular attention to the following sections: #5 Applicant Information including applicant name, address and DUNS Number, organizational unit, and name and phone number of the contact person; #6 Employer Identification Number (EIN); #7 Type of Applicant; #14 Congressional Districts requested; and #18 Authorized Representative information and signature.

A. Logic Model**1. Is the logic model required for new and renewal projects?**

Yes, the logic model is required for all projects, both new and renewal.

2. Does the font on the logic model have to be 12-point?

No, the font does not need to be 12-point, but the chart must be readable.

3. Is it permissible to add a footnote or comment to explain a chart number on the logic model?

Yes, you may add a footnote or a comment to the chart.

For all other questions about Logic Models, please refer to HUD's May 4th webcast titled, "SuperNOFA Logic Model Evaluation for Grantees." This is a rebroadcast of the April 13th webcast.