Additional Questions & Answers
Following the National Broadcast on 3/28/06

An * denotes a newly posted question

General:

1. **Will there be a 1-800 number for potential applicants to call to receive a copy of the NOFA?**

   Answer: The 1-800-HUD-8929 number is given in the General Section as the SuperNOFA Clearinghouse. However, HUD does not have copies of the CoC application for distribution. Potential applicants should download the documents from the HUD.gov website. (**Provided 4/4/06)**

2. **Are applications due ON the deadline or must they simply be placed in service by then?**

   Answer: The CoC NOFA indicates that your application should be submitted on or before May 25, 2006. HUD will not accept faxed or hand delivered applications. Your application will be considered filed in a timely manner if your application is postmarked on or before 11:59:59 pm on the application deadline date and received by HUD on or within fifteen (15) days of the application deadline date. Despite differing guidance in the General Section, which applies to electronic applications, the deadline information contained in the CoC NOFA applies. **(4/4/06)**

3. **What methods of delivery are acceptable?**

   Answer: Applications must be placed in service using the U.S. Postal Service, UPS, Fedex, DHL, or Falcon. **(4/4/06)**

4. **The NOFA instructions state that the type size for applications must be 12 point. However, the font sizes embedded in Chart D are 10-point and 11-point. Does the CoC have to change Chart D so that all responses are in 12-point font?**

   Answer: No, in charts where HUD has embedded a font size other than 12-point, the CoC does not have to change the font to a 12-point size. **(4/4/06)**

5. **If a CoC increases the funds available for a Samaritan Bonus project by including Regular pro rata need to the project, can case management costs exceed 20%?**

   Answer: Yes. However, the Samaritan funds for case management cannot exceed 20% of the Samaritan bonus amount and the amount of bonus funds available for case management do not increase when a CoC opts to supplement the funding of the Samaritan bonus project with regular pro rata need. But, a CoC may elect to supplement the amount of Samaritan bonus funds available for case management with regular pro rata need. **(4/11/06)**

For example:
CoC has initial pro rata need of 2,000,000.
Samaritan bonus amount = $300,000.
Maximum available from bonus for case management = $60,000
CoC elects to increase #1 project to $500,000. $200,000 increase would come from regular pro rata need.
CoC elects to increase the amount of funds for case management in the project to $80,000. The $20,000 increase would come from regular pro

6. **We are looking for confirmation concerning two HUD forms. In the Federal Register, General Section, p. 3388, under Section B. ("Content and Form of Application Submission"), it lists HUD's standard forms and notes that each program NOFA will identify all the required forms for submission. Two forms included in the list are: (c) Grant Application Detailed Budget (HUD-424-CB) and (d) Grant Application Detailed Budget Worksheet (HUD-424-CBW). Neither of these forms is mentioned in the program NOFA (nor on p. 39 of the Questions & Answers, which shows the application assembly checklist). Are we correct in presuming that these two forms ARE NOT required? We just want to double check.**

Answer: These forms are not required for CoC applicants. **(4/11/06)**

* 7. **Are Forms 2880 and SF-424 SUPP required to be submitted with each project, or just one per applicant?**

Answer: As described in the 2006 Assembly Order Checklist (the last page of the first Qs and As Supplement), the HUD-2880 form is required and should be submitted for every project. The HUD-424 SUPP is an optional form for applicants – only non-profit applicants should complete this form and submit it. **(5/3/06)**

8. **If a PH grantee received only new construction and support services, can they accept Section 8 vouchers to keep their facility operational?**

Answer: Yes. Permanent housing projects may receive Section 8 vouchers as long as they have not requested operating funds from McKinney-Vinto. **(4/18/06)**

* 9. **What documentation is required for community mental health associations and public non-profit organizations applying for Supportive Housing Program projects.**

Answer: Public non-profit organizations and community mental health associations receive their certifications through the Office of the Secretary of State for the state in which they operate rather than the 501(C)(3) document received by private non-profit agencies from the IRS. A State certification, e.g. Executive Order or other formal document is required to be submitted for these agencies to establish their eligibility as applicants for funding consideration. See NOFA under Glossary of Terms, on p. 12057 item n. **(5/3/06)**

Exhibit 1:

Chart E (Governing Process)

1. **What are HUD's expectations relative to CoC implementation of governance process and structure?**

   Answer: HUD does not presume or expect that all CoCs have established formalized governance processes and structures as outlined in the 2006 NOFA. HUD does expect CoCs to indicate which elements or standards already exist within the CoC and identify which ones are not yet in place. In the case where the CoC does not completely meet the standard, they are requested to explain their progress. Additionally, for each standard not yet in place HUD expects CoCs to briefly describe in Section 8 of Chart E the extent to which the CoC will meet each guideline by the 2007 competition.

   Applications that indicate the standards in place or not yet in place and provide a description of anticipated progress the 2007 competition will be deemed to fully address this section. **(4/4/06)**

2. **In Chart E, question E-3, Can you more specifically define what you mean by the CoC membership?**

   Answer: As in previous years, the CoC membership would include the specific organizations or persons that are involved, on a regular basis, with the CoC meetings and activities. **(4/11/06)**

Chart F (Project Review & Selection)

1. **In Part 3, Voting Decision System, if we check "a. Unbiased Panel," and any of the other options are simultaneously true (i.e., g, f, and/or b) do we check them all?**

   Answer: Yes. CoCs should indicate all of the methods and processes in place by marking or checking the box associated with each method or process in place. **(4/11/06)**

Chart H (CoC Services Inventory)

1. **In Chart H and Chart X (Mainstream Programs and Employment Project**

Performance) in the SHP application (for renewals) both ask for APR data. Should we be using the only last APRs or the APRs for the current grant period (usually 2 APRs) or, in the case that there is a second renewal, should that renewal project include all APRs back to the beginning of their project (which might be 5 APRs)?

Answer: Only one APR should be used. Data from the APR submitted for the most recently completed operating year should be used to fill out Chart H and Chart X. This could be a 2004 operating year or a 2005 operating year depending on the application deadline and a project's operating year-end date plus 90 days allowed for APR submission. **(4/18/06)**

Chart I (Housing Inventory)

1. **On the Permanent Housing portion of the chart, should beds not designated or targeted for homeless persons be included?**

   Answer: No, only permanent supportive housing beds funded by McKinney-Vento Act funds or other funds where the beds are designated or targeted and occupied by persons who were homeless prior to occupancy should be included in the chart. **(4/4/06)**

2. **On page ii of the Instructions for Selected Sections of the 2006 Exhibit CoC application for the codes for program participating in HMIS -- What does HUD mean by program data elements? Are program data elements data elements for the program to complete the APR?**

   Answer: Yes, the program data elements referenced are the Program-Specific Data Elements included in the HMIS Data and Technical Standards Final Notice (July 2004). **(4/11/06)**

3. **Where should programs that are Classified as congregate facilities for families in *Exhibit 2, Section I, Part C: Point in Time Housing and Participants Chart question (1)(a)* be put in the Housing Inventory Chart?**

   Answer: Year round beds for families regardless of the facility type should be listed under Year-Round/Family Beds. **(4/18/06)**

4. **This year, the charts include "New Inventory in Place in 2005." This seems to overlap "Current Inventory" because "New Inventory" is also "currently operating." Should "new inventory" be included in "current inventory" or are they separate sections?**

   Answer: They are separate sections. New inventory should not be included in current inventory. **(4/18/06)**

Chart J (Housing Inventory Data Sources and Methods)

* **1. Chart J: Housing Inventory Data Sources and Methods. The instructions for this chart state that the survey to update the data in the Housing Inventory Charts must be for a 24- hour point in time count during the last week of January 2006. How should CoCs answer this question if they did not survey providers to update the Housing Inventory charts during the last week of January 2006?**

Answer: The 2004 and 2005 NOFA application materials asked communities to discuss their methods for conducting an annual update of the emergency, transitional housing and permanent supportive current housing inventory in place and under development. The requirement for a point-in-time housing inventory during the third week in January each year remains the same.

CoCs must complete the inventory based on bed utilization during a one night point-in-time during the last week in January 2006. While the survey may be completed in February or later, the shelters and housing programs will provide data based on that one night point-in-time. If a CoC doesn't complete a survey in 2006, it must report the date of the 2005 survey in the methods section. **(5/3/06)**

Chart K (Point-in-Time Homeless Population and Subpopulations)

* **1. If minors (Youth under 18) are required to be served by the State, should they be counted in box G of Part II?**

Answer: Unaccompanied youth (e.g. run away youth, emancipated youth) should be counted if they are homeless, without resources and support, and are not wards of the State under the State law where the youth resides. If a youth in a McKinney-funded project becomes a ward of the State, he is no longer eligible for HUD's homeless assistance programs and must be assisted by the State. **(5/3/06)**

* **2. Can narrative be added to explain responses listed in charts?**

Answer: The 2006 CoC application has eliminated many required narratives and replaced them with tables that gather the same or similar information. Applicants should only provide narrative where it is requested in the instructions. **(5/3/06)**

* **3. If a Statewide CoC did not complete a Statewide point-in-time count in 2005, how should the chart be completed?**

Answer: You may only enter data in the chart based on an actual count. If you did not do a count, you must enter "0" in the table. **(5/3/06)**

Chart L (Populations and Subpopulations Data and Methods)

1. Where can we find HUD's unmet need formula to calculate the values in

Chart L?

Answer: Additional guidance using a formula to calculate unmet need will be available by mid-April. **(4/4/06)**

2. **In Chart L, section L-1 and L-2, should a CoC check only one option for the first question?**

   Answer: Yes, the first question in both sections asks the CoC to indicate the **primary** method. Therefore, a CoC should only check one box for the first question in section L-1 and one box for the first question in section L-2. **(4/4/06)**

3. **In Chart L, section L-1, question 5 asks what percentage of permanent supportive housing providers participated in the survey to complete Chart K (Housing Inventory), however "sheltered" in Chart K does not include permanent supportive housing. Should CoCs answer 0% for question 5 in L-1 since permanent supportive housing providers were not supposed to be surveyed according to HUD's directions?**

   Answer: Yes, CoCs should enter either 0% or N/A (not applicable) if permanent supportive housing providers were not surveyed during the one-day point-in-time inventory count. **(4/4/06)**

Chart M (HMIS)

1. **In Chart M, question M-2, should the response to this question list all the CoCs included in the HMIS? Is it correct that this question will have the same answer in multiple CoC applications?**

   Answer: Yes to both questions. The HUD-defined name and number for each CoC participating in the HMIS should be listed in question M-2. When multiple CoCs are participating in regional or statewide HMIS implementations, each application will list the HUD-defined names and numbers of all of the participating CoCs. **(4/4/06)**

2. **Chart M, question M-5, includes four categories of agencies: street outreach, emergency, transitional, and permanent. This section requests information on: 1) how many of those agencies participate in HMIS, 2) of those, how many are HUD-funded, and 3) how many are non-HUD funded.**

   Answer: Chart M-5, section "a" assesses HMIS participation for the very specific types of programs listed. This section is not intended to measure the full scope of participation in the HMIS. Participation information on organization providing services other than those listed is not collected. **(4/4/06)**

3. **Can SHP HMIS funds be used in non-HUD funded agencies to purchase**

computers, etc.?

Answer: Yes. **(4/11/06)**

* **4. I believe I heard during the webcast that participation was not going to be scored this year. Does that mean that the participant level answers to M-5 are not going to be scored?**

Answer: Bed coverage data is informational only and will not be scored. **(5/3/06)**

* **5. Will lack of participation in HMIS by DV providers adversely affect a CoC's score?**

Answer: Coverage data is informational only and will not be scored. The CoC should describe any significant challenges/barriers it has experienced in HMIS implementation and with the HMIS Data and Technical Standards Final Notice requirements. **(5/3/06)**

Chart N (10-Year Plan, Objectives, and Action Steps)

1. The objectives in Chart N are very specific. Why does HUD want all CoCs to respond to these specific objectives?

Answer: Providing stable housing and employment are central to stabilizing the lives of homeless individuals and families and are based on HUD Strategic Management Performance Standards. As such, these measures are a key element in the CoC application. **(4/4/06)**

2. Does Chart N refer to a Continuum of Care 10-year plan to end chronic homelessness or a separate jurisdictional plan to end chronic homelessness?

Answer: Chart N refers to the Continuum of Care 10-year plan to end chronic homelessness. **(4/11/06)**

3. Will there be the opportunity to revise and update our Objectives under subsequent SuperNOFA applications as our plan evolves?

Answer: Yes, if a CoC chooses to revise "Other CoC Objectives" at the bottom of the chart it is acceptable. HUD's Objectives are expected to remain constant. **(4/18/06)**

* **4. There are three "measurable achievements" columns in this chart. Are any figures we put in these columns supposed to be cumulative, or not? For example, we could propose to achieve 5 units by the date of the first milestone, 7 more units by the second, and 8 more by the third. Would we show the expected achievements to be 5, 7, and 8 units or 5, 12, and 20 units?**

Answer: Yes. In Chart N, for the CoC 10-Year Plan, the measurable achievements over the 1, 5 and 10-year time frame should be cumulative. In the example given, 5 beds are created the first year; within 5 years a total of 20 beds and within 10 years a total of 50 beds will be created cumulatively. **(5/3/06)**

Chart R (Pro Rata Need (PRN) Reallocation)

1. **By what date does the CoC have to decide that it wants to utilize hold harmless/reallocation method?**

   Answer: By April 26, 2006, The CoC should contact its FO to indicate whether or not it plans to use hold harmless/reallocation method. **(4/18/06)**

Chart S (Project Leveraging)

1. **Can a CoC include local (dedicated tax revenues) used to support its homeless programs on the leveraging chart?**

   Answer: The CoC can claim any local resources only if the resources are tied to the projects being submitted in the application. **(4/11/06)**

2. **Under the Leveraging Section of Exhibit 1, the instructions ask that we total the leveraging for all projects. We have a local food and beverage tax that supports our CoC that we would like to count as leverage. Is that acceptable?**

   Answer: If there is a written commitment of funds available at the time of application submission and the funds are designated to support the Continuum of Care (CoC) project(s) within your community it would be acceptable as leveraging. **(4/18/06)**

Chart T (Current Funding and Renewal Projections)

1. **How can a CoC calculate SHP renewal burden for 2008 and beyond when CoC and applicants have not established the grant terms for the 2007 and 2008 competitions?**

   Answer: In completing the chart, each CoC should calculate the renewal amounts for each year using best estimates on anticipated grant terms for renewal grants in 2007 and beyond. CoCs will not be penalized if renewal burden amounts in future years listed in the chart change over time as the actual grants are renewed for different terms than anticipated. **(4/11/06)**

Chart V (Chronic Homeless Progress)

* 1. **Do beds covered by NEW S+C projects executed in 2005 count as new beds?**

Answer: Yes, these beds are counted as new beds. **(5/3/06)**

Chart X (Mainstream Programs and Employment Project Performance)

1. **This chart requests Annual Progress Report (APR) information on the total number of adults who left all renewal projects. Information regarding the number of adults exiting with the various income types listed is not available for Outreach and Hotline projects since it is not requested in the APR. The percentage in the far right column is negatively impacted by the existence of a denominator with a larger universe (all adults exiting) and a numerator with a smaller universe (all adults not in Outreach and Hotline projects).**

   Should we include the adults exiting from Outreach and Hotline SSO renewals in the total of all adults exiting column?

   Answer: No, information regarding adults who exited from Outreach or Hotline SSO renewal projects should **not** be included in columns 1 and 3 of Chart X. **(4/4/06)**

Housing Emphasis

1. **Do leasing dollars in the SHP/SSO component count as a housing activity when computing the Housing Emphasis score?**

   Answer: No, SSO projects with leasing funds do not count when HUD determines the Housing Emphasis score. SSO leasing funds are used to lease support services facilities and not housing. **(4/4/06)**

Samaritan Housing Bonus Pro Rata Needs

1. **If a CoC chooses to supplement Samaritan funds with regular pro rata need, can the amount of funds for case management exceed 20% or must all additional pro rata need funds added to the project be for housing related expenses?**

   Answer: No, the Samaritan funds for case management cannot exceed 20% of the Samaritan bonus amount requested in the number 1 priority project. If a CoC opts to supplement the funding of the Samaritan bonus project with regular pro rata need, the amount of bonus funds available for case management do not increase. However, a CoC may elect to supplement the amount of Samaritan bonus funds available for case management with regular pro rata need.

   For example:

   a. CoC has initial pro rata need of 2,000,000.

b. Samaritan bonus amount = $300,000.
c. Maximum available from bonus for case management = $60,000
d. CoC elects to increase #1 project to $500,000. $200,000 increase would come from regular pro rata need.
e. CoC elects to increase the amount of funds for case management in the project to $80,000. The $20,000 increase would come from regular pro rata need. **(4/4/06)**

Exhibit 2:

1. **Does the deletion of instructions in the submitted application include both the pages in Exhibit 2 that come before the application and instructions found at the beginning of certain, specific Parts of Exhibit 2? (e.g., Section I, Part D and Part F)?**

   Answer: No. Please do not submit the separate instructions that precede the charts in Exhibit 2. The actual charts, along with their brief instructions, should be submitted. **(4/11/06)**

2. **Question # 15 under General Project Information asks the applicant to list all of the project addresses associated with the project. Domestic violence programs have a problem with providing this information because of confidentiality reasons. How should a domestic violence program respond to this question?**

   Answer: For the safety of their participants, applicants serving domestic violence victims and their families should not provide the actual housing address for their project. Applicants may list an off-site administrative site, post office box address or insert "Domestic violence shelter" instead of the project's street address. **(4/18/06)**

3. **Since the Project Sections for the various program components (SHP, S+C, etc.) have been collapsed into one Section that contains various parts of which not all of them are applicable to every project type, may we submit sections for the individual projects with only the required parts per that project? (i.e. our Continuum's application has over 200 projects consisting of thousands of pages and therefore we would prefer not to submit non-applicable portions per every project and thereby reduce the number of overall pages.)**

   Answer: Applicants should complete and submit only the charts applicable to the projects for which they are requesting funding. Do not submit charts that are non applicable to your projects. **(4/18/06)**

* **4. Is documentation of cash match required with an SHP project application?**

Answer: No. Cash match documentation is not submitted with the application. Cash match documentation for Year 1 of the grant term is required prior to grant execution, and is submitted as part of technical submission. The cash match documentation for the remaining years of the grant award (Year 2, Year 3) must be met by the end of each grant year. **(5/3/06)**

Part A (Project Summary Information)

1. **In Part A, Block 22 is a section for inserting the Sponsor's DUNS number. Several of our projects have several sponsors, and some of them do not have DUNS numbers. What are we supposed to put here?**

   Answer: While many projects have more than one sponsor, HUD recognizes one sponsor for each project. In projects with multiple sponsors the primary sponsor must have a DUNS number. If one or more subordinates do not have a DUNS number, they are not required to fill in Block 22 in Part A, General Project Information in order to apply for HUD homeless assistance funding. **(4/11/06)**

* 2. **In Question # 18, Energy Star, how should SHP projects that don't involve new construction, rehabilitation, or maintenance of housing or community facilities answer regarding whether Energy Star is used in this project?**

   Answer: This box should be checked if you are using Energy Star appliances, products, or building materials in your project. For further information see www.hud.gov/offices/cpd/library/energy/index.cfmT. **(5/3/06)**

UUUPart C (Point in Time Housing and Participants Chart)

* 1. **In completing the charts for Part C, do we use the numbers from the Point in Time Survey or are projects to do their own "Point in Time" to get housing/participant data?**

   Answer: This chart represents the point-in-time housing and participants information for the specific project for which you are requesting funds. If funded, the project sponsor will be responsible for achieving the proposed or renewal numbers submitted within in the chart. **(5/3/06)**

Part D (Targeted Subpopulations Charts)

* 1. **Should this include runaways in states where youth under 18 are required to be housed by State-agencies?**

Answer: No. Organizations that serve youth as the targeted subpopulation must be serving youth who meet HUD's definition of homeless and who are not wards of the State or required to be housed by State agencies. **(5/3/06)**

Part F (Project Leveraging Chart)

1. **Exhibit 2 instructions on leveraging discuss commitments of land, buildings, and equipment as one-time only items if claimed in 2005 or prior years. However, not everyone owns their used buildings or equipment and instead relies upon renting. How do rental facilities or equipment apply to leveraging?**

   Answer: Leveraging refers to what the applicant brings to the table - their contribution to the project. If HUD is paying for the leased space, then it cannot be included in the leveraging chart. If the applicant has found other sources of funding to pay for the lease of the building or equipment, then it should be added to the chart if the applicant has a written commitment of that funding at the time of application. **(4/11/06)**

2. **In part F, Exhibit 2, the Project Leveraging Chart indicates that Government sources of funds are "appropriated" dollars. What does this mean?**

   Answer: In determining whether a leveraging amount is considered a Government or Private source, identify it as Government if the original source of funding was appropriated by the Federal, State or local government. **(4/11/06)**

* 3. **In the past, this chart was enclosed in Exhibit 1 but this year, it is required in each of the project applications. One of the elements required is that the letter provided must included "the date the contribution will be available". In the past, we always have them list the "Period Available" and this is usually the operating period in which they are seeking funding (for example: 5/1/07 – 4/30/08). Do you think that this is sufficient or that providers actually have to identify an exact date that the funds need to be available by?**

   Answer: The first date of the period of availability is acceptable. **(5/3/06)**

Part H (Renewal Performance Chart)

1. **For the 2006 NOFA, will HUD choose not to fund projects that do not fit HUD performance goals?**

   Answer: No. HUD will fund any project, in a continuum that scores above the funding line, and the project meets the threshold requirements as stated in the NOFA. **(4/11/06)**

2. **In Part H, questions 3 through 5: The general directions for the Part H state "Use information from the most recently submitted APR to answer questions 3, 4, and 5. What if the 2005 operating year has not expired and a 2005 APR has not been produced by the time of this application? What data should be submitted?**

   Answer: Data from the APR submitted for the most recently completed operating year should be used to fill out Chart H. This could be a 2004 operating year or a 2005 operating year depending on the application deadline and a project's operating year-end date plus 90 days allowed for APR submission. **(4/11/06)**

* 3. **In Part H. Renewal Performance, when you say significant changes that you propose since last funding approval, do you mean changes that have been documented through an amended grant agreement?**

   Answer: Yes. If your project has had significant changes since the last executed grant agreement they should be reflected within this chart. All of the items listed in section 2 of this chart reflect changes that should have been achieved through the execution of a grant agreement amendment. If you are unsure whether or not your project changes are considered "significant" you should contact your local field office to verify whether or not the changes should be listed within the chart. **(5/3/06)**

Part I (SHP Leasing Budget Chart)

* 1. **In project budgets, Part 1, SHP Leasing Budget Chart there is no definition of "HUD Paid rent". Due to client rent calculation the actual amount of rent that HUD pays may vary from tenant to tenant based upon the amount, if any, the client may be paying toward rent. How is HUD Paid Rent defined?**

   Answer: This chart is only requesting information regarding the amount of SHP funds that are eligible to be spent on leasing per unit. Client rent calculations and client amounts of rent paid are not required as part of this budget chart. "HUD Paid Rent" for renewals is defined as the portion of leasing costs approved to be paid by SHP funds to the project. **(5/3/06)**

Part J (Shelter Plus Care and Section 8 SRO Budgets Chart)

* 1. **Pertaining to question c and regarding rents between 101% and 110% of FMR, should letters from PHAs be addressed to HUD Headquarters and do they need to have a signature line?**

   Answer: No. The public housing agency (PHA) statement that it has exercised its authority to set rental assistance payment standards at a point up to 110% of the published fair market rent (FMR) should be an official statement from the PHA. It does not have to be addressed to HUD Headquarters. This statement should be on

PHA letterhead and signed by an officer or manager that is at least at the level of a Section 8/rental assistance director. However, as long as the official written statement from the PHA lists the rent level by unit size, it will be acceptable. The statement must be included in your application package. **(5/3/06)**

Part L (Supportive Services the Participants Will Receive Chart)

1. **The NOFA indicates that this question/chart is only to be completed by S+C and SRO new projects. Where do new SHP projects indicate this information?**

   Answer: This is a typographical error. The correct instructions should read "for SHP except dedicated HMIS, S+C, and SRO." **(4/4/06)**

Part O (Experience Narrative)

* 1. **In question #2, do you mean the applicant AND the project sponsor here?**

   Answer: Question #2 should be answered by both the applicant and the sponsor. **(5/3/06)**

Section IV: Applicant Certification

1. **The NOFA assembly order instructions state that the Applicant Certification form (HUD-40090-4) should be included with *Applicant* Documentation, but**

   it is located in Part IV of Exhibit 2. Do we include it as part of the Project Documentation or as part of the Applicant Documentation?

   Answer: Even though it is located in Exhibit 2, you should include it with the Applicant Documentation. You do not need to submit a separate Applicant Certification form for each project. **(4/11/06)**

Logic Model

1. **Is the Logic Model required for dedicated HMIS projects?**

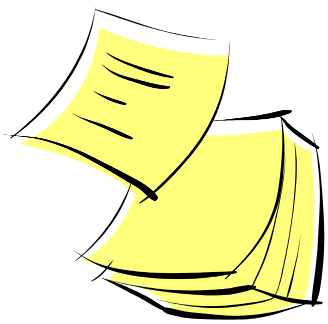
   Answer: Yes. The Logic Model is required for all projects. **(4/4/06)**

2. **The instructions for the Excel spreadsheet request that projects use the numbers associated with HUD's goals and policy priorities, however, the General Section of the SuperNOFA lists the goals using letters instead of numbers. Should letters be used when completing the Logic Model?**

   Answer: Yes, enter the letters noted in the General Section. However, if numbers are entered the application will not be penalized. **(4/4/06)**

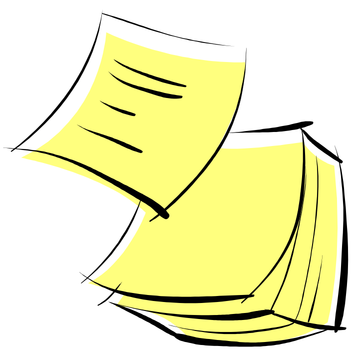
Revised 2006 CoC Application Assembly Order Checklist

(Removed HUD-2880 from Applicant Documentation and added it to Exhibit 2 Documentation. Also, added Survey on Ensuring EO for Applicants under Exhibit 2)



Section I – Exhibit 1 Documentation

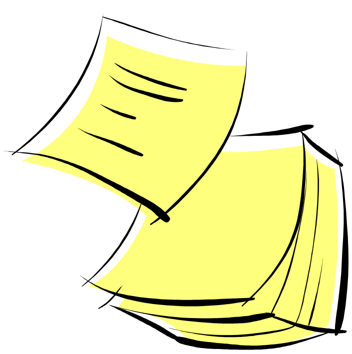
- ☐ **Exhibit 1** (HUD-40090-1) – Charts A through Z, AA, and AB (including Project Priority Chart, Leveraging, etc.)
- ☐ **Removing Barriers Questionnaire** (HUD-27300) – Part A **OR** B
- ☐ **Acknowledgement of Application Receipt** (HUD-2993)
- ☐ **Client Comments and Suggestions** (HUD-2994) – Optional



Section II – Applicant Documentation

For each applicant, provide one of each of the following:

- ☐ **SF-424** – MUST include a DUNS number
- ☐ Attach a **list of the applicant's projects** – Place projects in order as they appear on the priority list.
- ☐ **Applicant Certifications** (HUD-40090-4)
- ☐ **Survey on Ensuring Equal Opportunity for Applicants** (HUD-424 SUPP) – For non-profits only
- ☐ **Documentation of Applicant Eligibility** (501(c)(3) or certification) – if applicable
- ☐ **Disclosure of Lobbying Activities** (SF-LLL) – if applicable
- ☐ **Applicant Code of Conduct** – if not on HUD's website



Section III – Exhibit 2 Documentation

For each project, provide one of each of the following:

- ☐ **Exhibit 2** – Project Application
- ☐ **Sponsor Eligibility Documentation** (501(c)(3) or certification) – if applicable
- ☐ **Applicant/Recipient Disclosure/Update Report** (HUD-2880)
- ☐ **Survey on Ensuring Equal Opportunity for Applicants** (HUD-424 SUPP) – For non-profits only
- ☐ **Logic Model** (HUD-96010)
- ☐ **Certification of Consistency with the Consolidated Plan** (HUD-2991)