Questions and Answers
FY 2017 Continuum of Care (CoC) Competitive Grant Program
New Rapid Re-housing Project and
FY 2018 CoC New Bonus Projects, Domestic Violence Bonus Projects
created from Reallocated Funding Request for Proposals (RFP)

*Those entities considering applying need to include information in their narrative about other contractual relationships they have had with the Department of Human Services even if they were not with Homeless Services.

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1. **Are you going to let us know who was present and participated today for the bidder's conference?**
   a. Yes, we will post today's sign-in sheet online.

2. **Is there any requirement on how many referrals you have to take?**
   a. There is a Coordinated Entry Manual produced by the CoC, and criteria that a sub-recipient is required to take a certain number of the referrals that are made to them.

3. **Are there priority issues published somewhere?**
   a. We have identified that rapid re-housing is a priority for the CoC, and that is the reason why this particular RFP is going forward.

4. **Can the sponsor-ship organization have a lease and transition it to the program participant?**
   a. The idea with rapid re-housing is that the lease should be in the participant's name in rapid re-housing. A project cannot pay itself for rental assistance per the regulations. Therefore, if an agency owns a unit, then they will not necessarily be able to pay themselves rent out of the funding that is allocated. If you collaborate with another organization that has units and they are willing to allow all those units to be made available to participants in your program, then the participants can sign leases with the other organization that owns the units, and you can pay rent to that other organization. You are just not allowed to pay rent to yourself.
   b. **Can the sponsor-ship organization be on the lease?**
      i. It is not required under regulations for rapid re-housing, but if you want to take responsibility then yes.

5. **Is there a page limit?**
   a. There is no limitation because the standards that were pushed for are very comprehensive. Therefore, we want to give respondents an opportunity to be able to explain in detail how they would structure those projects to house families quickly and support them in their stabilization in permanent housing.

6. **When the interim rule is referenced, is that the CFR?**
   a. Yes.

7. **Is there a place on the website to get the Coordinated Entry Manual, HMIS manual, and all the documents that agencies have to participate in for the evaluation criteria?**
    a. We will post them online by having a link or upload a document for each one.

8. **When will the RFP for the NOFA (Notice of Funding Availability) come out?**
    a. We will be working very closely with the selected sub-recipient because we are in the process of working through the NOFA right now. The NOFA is due on September 18, 2018. Whichever sub-recipient is chosen under the rapid re-housing RFP process will then be entered into the City of St. Louis CoC NOFA as a new project for the same allocation of funding for the next fiscal year. After that, the project can be a renewed project that is ongoing.

9. **What are the acronyms (M/WBE and DBE) at the bottom of page 5?**
    a. M/WBE stands for Minority and/or Woman-Owned Business Enterprise, and DBE stands for Disadvantaged Business Enterprise.

10. **Is there a maximum amount of money that can be requested overall?**
    a. It is up to $300,000 overall, but that can be split between multiple projects that are submitted**.**

11. **Is it three separate pots of money or one pot of money? Is it you're reallocating the $300,000, there's a bonus of $778,982, and additional for $1,298,304?**
    a. Yes, it is three separate funding sources. The $300,000 is reallocated funds from CoC FY 2017 that is for Rapid Re-Housing (RRH) project. Then this year's FY 2018 CoC Program Competition we can go after a bonus project for RRH which is $778,982, and then there is DV RRH which is $1,298,304. On the FY 2018 projects, the U.S. Department of Housing and Urban Development (HUD) will make the decision when we turn in our application on what amounts are awarded, so that's something you have to be aware of if you apply for these projects. We've received bonus projects in the past with a strong application, and there's a concentration on DV and providing services to victims of DV in this year's application.
    b. **Can you apply for both? The regular RRH and the DV RRH?**
        i. You can certainly apply for both of them.

12. **Is the December 1st start date for reallocation and bonus projects?**
    a. The December start date is for the reallocation of the FY 2017 funds of $300,000.
    b. For the FY 2018 new bonus projects funds, you would estimate a start date, but it will end up being when HUD issues the grant agreement.
        i. Is there a ballpark date?
            1. Typically, the awards from HUD will come out at the end of the calendar year, so these project funds will have a start date somewhere in 2019 and would recommend later in 2019 because it takes a long time to get the HUD funding situated. Then your grant funding would run from 2019 to a year later in 2020.

13. Are there no specific performance goals relative to DV?

    a. Stay focused on the system performance goals listed in the RFP application, but since this is considered demonstration money that HUD will define at a later point, but not in the application process what those specific to DV measurable outcomes will be. So, for purposes of the application, you don't need to include those DV measurable outcomes since we know you are all interested in reducing lots of things that are specific to the DV world, but those will come later from HUD.

    b. How will in some of the performance goals where it mentions additional barriers like no income, and things like that will be navigated later?

        i. You will start with the overarching CoC system performance measurements, and then HUD will insert very specific DV performance goals later. Increasing income is also a CoC performance measurement as well. Reducing the length of time people experience homelessness and access to mainstream benefits are other system performance measurements. So, you can speak to those measurements in your applications, because those will be universal.

    c. **Do you know if there be human trafficking specific goals?**

        i. Probably so, because it is a piece HUD mentions available for funding for it.

        ii. It is not just persons fleeing human trafficking, but it is also persons fleeing domestic violence as well. It is both

        iii. Do you know how they are going to determine if the person you are serving is a human trafficking victim?

            1. No. We think that one of the questions that are going to have to be addressed in the narrative of your application is what your coordinated entry system looks like specific to persons under the particular DV categories and the coordinated entry for those fleeing human trafficking.

14. If you have already established some sort of Safe at Home or Front Door Manual, then do you have an opportunity to talk about that or provide a copy of it?

    a. It is on our website.

15. What does household mean when you say exit households to permanent housing?

    a. It can be an individual as a household or an entire family as a household.

16. If we submitted questions on the 20th, will you still answer those?

    a. Yes. If you are new to RRH, then there is guidance on the HUD website and webinars out there. Go to the National Alliance to End Homelessness website, and Homefull has some guidance as well on their site. So, please use those because RRH is genuinely needed in our community especially amongst our DV population.

17. What do new projects mean? Are these brand new projects? What if we are already doing RRH?

    a. These are all new projects that have to be applied for receiving funding. Renewal projects are agencies that are already funded by the CoC fund. If you're already doing RRH and have not been funded by CoC for that project--it would be considered a new project.if you, and want to apply for these new CoC project funds.

18. **Can only organizations that are providing direct housing apply for funds? Can supportive service organizations that supply legal advice, for example, apply too?**
    a. The focus is on providing the RRH rental assistance with wraparound services. If you are going to provide legal services, then you might want to work with an agency that is providing RRH.
    b. **If we do supply RRH, giving people money to be housed then can we couple legal services with that?**
        i. Yes, you can do that.

19. **Do we need to turn in different applications for different funding sources? So, if you want to apply for two of the different funding sources, then would we need to have two different applications (six copies of each) for each funding source?**
    a. Yes, for example, two different applications (six copies each) are needed or one electronic copy for each application (this addition was made for those outside of Missouri) for two different funding sources.

20. **If we applied for all three funds available, and you've selected us for the reallocation funds then would you continue to move that other same project forward in one of the additional funding sources towards being awarded?**
    a. The reallocation will go into our 2018 application separate from the bonus projects. Regarding the DV bonus project, if selected by HUD and you are in tier one piece of this then they pull it out, and all the other projects move up.
    b. There are different ways to do it. You have to look at your agency and see what type of capacity you have. You could potentially get all three funds sources that are available but could your agency that? If this is something new that you haven't done before, make sure that what you do is realistic to what you can achieve because it's better that you achieve it and spend all your money than to come up short and not spend all your money.

21. **What is Supportive Services Only for Coordinated Entry (SSO-CE) piece of the DV RRH bonus project and does it need to be part of this application?**
    a. With the bonus project, there were three project types HUD said you could apply for and those were RRH, Joint Transitional Housing and RRH (TH-RRH), and Supportive Services for Coordinated Entry (SSO-CE). Since our community has such a need for RRH, the CoC decided we are going to focus on just RRH. So, please only apply for the RRH project type.
    b. **So, on page six of the RFP ignore the two project types at the bottom of the page?**
        i. Yes.

22. **When making a collaborative application for the DV RRH does that mean the cover page of the application would have like five to six applicants on it or a lead agency?**
    a. You would have one lead agency applying to be the sub-recipient and the other agencies collaborating with the lead agency will be the sub-sub-recipients.
    b. **Is it ok to apply for less than 100% of the DV RRH funding for say $750,000 and have more than one bonus project applying to HUD, or are you looking for one project that is going to be $1,298,304?**
        i. We are looking for one project that is going to be $1,298,304. The rationale behind this is you do not want to put in two projects competing against themselves because

you will not get two projects. The two projects would end up having to be ranked against each other on where they stand before being submitted to HUD, so you do not want it to look like a competing grant when you can have it as a collaborative community grant. You run the risk of not getting all the money that has been allocated for the City of St. Louis.

      ii. The project will fare better if it is put in as only one and is a collaborative community application.

  c. Is it for the City to put smaller proposals together and tell us to work together or do we have to do this together to submit to the City in two weeks?

      i. We would love to see you do it together and submit to the City in two weeks because you should be working together already. Should show what your existing relationships are already and how the $1,298,304 will strengthen the already existing safety net for people experiencing domestic violence.

23. Will there be a list of agencies that are at the table now that everyone can see?

  a. Yes, we will make copies of the sign-in sheet to hand out before everyone leaves, and the sign-in sheet will be posted on our website as well.

24. Can City and County collaborate or is this just the City?

  a. Only the City because the County is also allocated its funding through HUD, but you can always apply with the County as well, and they have an open RFP right now too.

25. Do we know what the County's allocation was for DV?

  a. $410,425

26. Benchmark 2: What is meant by "exit to permanent housing"?

  a. It is when a household is moved into permanent housing and not receiving rental assistance from HEARTH: Emergency Solutions Grant (HESG) or CoC Homeless Services funds to stay in unit/house.

27. The front page of Application: In the box requesting information about funds received from other City department/agencies, should we only list those for the lead Applicant?

  a. Yes. For projects that are applying collaboratively, the lead applicant will submit an aggregate application that provides the necessary service and budgetary documentation from other collaborative applicants.

28. We noticed some budget forms circulated via e-mail earlier this week without explanation. Are these required budget formats we need to use in the application?

  a. Yes.

  b. If the answer is yes, then we have some additional questions, including where can we locate fillable forms?

      i. You can create a budget using the template that was emailed previously and posted to the website with the RFP's documents. The budget was meant to be a guide. Please customize as it pertains to your application.

  c. How do we reflect matching funds and other project costs?

   i. For an individual application, the match must be 25% of the amount that is requested to do the project. For collaborative projects, the match may be divvied in any way so long as the commitment letters of match   equal 25% of the Final amount awarded.

  d. **How do we show the split between sub-recipients?**

   i. Having line items in the budget that identify and detail the tasks and cost of the deliverables for each organization. The budget must detail eligible components based on how much is allocated to each collaborative applicant. Create a budget that addresses the portion of the services that you will be providing. Think about who is responsible for different portions of the project that you are proposing. For example under supportive services: What services are you offering? Which organization will perform this service? How much will it cost to provide that service? An excellent way to show that is to identify what each organization is doing in each line item of the budget. Roles should be clear. How much are full-time employees (FTE) needed for staff? Tasks and deliverables should be clear within the budget and the cost of the services provided by each organization.

  e. **What is the ability to deviate from the lines when the grant is in place?**

   i. New projects will not be able to amend their budget. If you can serve more than projected, then that would great. For example, with rental assistance on your budget, Fair Market Rent (FMR) is your cap. If you can negotiate a lower rent that is good.

29. **Can we include as part of our matching funds, funding that is pending, and we expect to have in 2019, or does it have to be currently available funds?**

  a. Upon winning the proposal, your organization must be able to submit a Match commitment letter identifying the sources of the match.