RFGA 005-COVID Housing 2020-NPS
Official Questions and Answers

All questions should be directed to the RFGA Authorized Contact Person:
Natasha.Ponczek@austintexas.gov **or in the Partnergrants database by no later than April 24th at 5 p.m.**

Technical questions regarding submitting the application in Partnergrants can be asked until the due date June 24, 2020 at 9 AM CST.

Questions	Answers
1) Does critical home repair fall under any of these type of eligible projects? (Ex. repairs provided to low-income seniors or those with disabilities, who would not have the funds to do these funds themselves and may be forced to move without repairs to their home)	That is not an eligible category. Neighborhood Housing and Community Development has their Architectural Barrier Removal program. https://www.austintexas.gov/department/architectural-barrier-removal-program Another resource would be the Austin Area Urban League.
2) Do we know a tentative start date with TDHCA?	Any agency selected for award in ESG CARES funding will need to send additional application by July 16th to TDHCA – as soon as that is uploaded, TDHCA will do everything to make sure it starts as soon as possible, it needs to be approved by board – could be July 30th
3) If we have a General Fund Rapid rehousing program, can we use ESG CV funding to serve the same clients in our program and just give them more financial assistance?	At this time we are not allowing clients to be transferred from one general fund Rapid Rehousing program into another Rapid Rehousing program, particularly with this new ESG CARES funding. However, there is a possibility that Prevention funds (the CDBG-CV funds or other community prevention funds) could be used to ensure that someone in a RR/permanent housing program does not return to homelessness. This funding is intended to serve people effected by COVID. The Project Management Team, tasked with implementing the community's Action Plan for the COVID Response for People Experiencing homelessness, requires the target population for the RRH funds, includes: 3. Meet the CDC At-Risk Criteria AND either (a,b, or c) a. Experiencing unsheltered homelessness, or b. Residing in congregate Emergency Shelter, or c. Residing in non-congregate Emergency Shelter OR

		4. A resident of or on a waiting list for a Covid response temporary non-congregate Emergency Shelter
4)	Would it be allowable to dually enroll a client in a City general fund Rapid Rehousing (GF RR) program and the CARES ESG HP (ESG CV) program? For example: a client that was referred through CE, is enrolled in GF RR and then subsequently expends all of their GF RR funding and due to COVID has yet to stabilize and needs additional funding. Therefore, we keep them enrolled in GF RR and also enroll in ESG HP to continue stabilizing in current housing for up to 3 months.	It is not the intent of the funding that the different project types funded by this solicitation be braided together. The program design proposed should not include moving clients from one program to the other program. There should be sufficient funding in the Rapid Rehousing program to address their needs without planning to send them to a homelessness prevention program. Also, one of the main eligibility factors is being impacted by COVID. However there are specific instances listed on page 1 of the "Austin Action Plan for Addressing COVID-19 and Homelessness" about the Centralized Funding Pool it states that the HP household could be identified if there are clients in an existing RR or PSH program, "in instances wherein the source rental assistance funding cannot be extended and the Landlord has provided a Notice to Evict OR has an active case (cases wherein landlords are requesting court action) with the Travis County Justice of the Peace."
5)	In the scope of work that HP applications must apply for the full $1,000,000: *"For the homelessness prevention and diversion fund, the required amount of request must be $1,000,000, the ful gran amount available."* Therefore, if we choose to pursue the homelessness prevention funding, we would need to build out a budget of 1M to spend in a 12 month period?	Yes, the proposal will have to include the full $1,000,000 of funding to be the administrator of the pool of diversion and homelessness prevention funding for the community. Please see the scope of work and the supplemental documents about program design for more information.
6)	For the target population, can we restrict our eligibility?	Applicants may apply for an even more targeted subpopulation, but please note the requirements in the Scope of Work for serving people who are affected by COVID-19 and the other requirements by funding source.
7)	For reporting, will we submit only reports typical of our funding source?	Applicants must only acknowledge that they may be able to submit required reports in section of the Application.

8)	Is it possible that we would have more than one funding source for our total award?	It is possible but unlikely. The funders prefer to keep all of the funding separated out. However, the final determination may include some cross over if an Application includes more than on Project Type.
9)	Indirect Costs: Are indirect costs eligible in this application? If so, would it go under the General Operations line item?	There is nothing prohibiting indirect costs, but they must be outlined in the "Full budget" tab narrative. Depending on what they are for, you could put them in Operations.
10)	Could you provide clearer guidance on the difference between general housing assistance and direct client assistance? Moving costs are listed under financial assistance (moving costs) *and* other non-federally funded broad financial assistance options (moving expenses). Where should we include it?	Please review the instructions for the budget form – you should be able to fill in some of those items in the correct lines when you first do the "financial assistance worksheet" tab and they will be automatically be updated in the "full budget". Then you would enter any other assistance not listed on the financial assistance worksheet into the "Full budget" tab in the appropriate line items, and make sure to explain the costs in the narrative.
11)	Scope of work page 4/10 states "awarded agencies must develop agreement with providers" what exactly is meant by providers? Are they equivalent to sub recipients or contractors? Or just the intake workers and volunteers dealing directly with clients?	In the "Action Plan for Addressing COVID-19 and Homelessness" it states on page 1, under "Centralized Funding Pool for Prevention and Diversion" that the Centralized Funding Pool provider "must develop agreements with service providers who will work with applicants through existing programs." If your project is awarded it might be awarded with federal funds or local foundation funding. The funders will determine what the required structure would be. It might be a sub-contractor or Memorandum of Understanding, or another type of coordination/collaboration. The details about how the agreement must be structured will be established at the time of contract development. Your application should describe your project design and how you plan to administer your proposed project – and if your organization or another organization would be providing the services.
12)	In the eligible activities section for different projects, there are non-federally funded financial assistance options. Are these available once grant is awarded?	In the Scope of Work it states: "Applicants responding to this solicitation may be recommended as a candidate to receive additional and/or alternative private dollars made available by an array of foundation and philanthropic organizations... Applications selected for recommendations will be decided through the Request for Application evaluation and award determination process." This would be negotiated with the successful Applicants and the timing of the award for the non-

	federal funding may be at the same time or after the federal grant contracts are executed.
13) Also, who provides these services that are non-federally funded financial assistance options? Is it the awarded agency or other organizations?	If an Applicant proposes to provide some of the non-federally funded financial assistance options, it would be expected that the Applicant or its sub-contractors would be providing those services and the process for administering those funds would be explained in the Application in the appropriate sections.
14) Is it required to use HMIS for documentation for both programs or rapid rehousing only?	Yes. In the "Action Plan for Addressing COVID-19 and Homelessness" it states on page 1, under "Centralized Funding Pool for Prevention and Diversion" that programs must use HMIS to track program participants and performance metrics.
15) Where can I find the fiscal and compliance requirements for administrative capacity?	The reference to fiscal and compliance requirements is to all of the requirements and performance that are stated throughout the Scope of Work and in the attachments including the "Action Plan for Addressing COVID-19 and Homelessness"; "Criteria for Definition of Homelessness", ECHO HMIS Policy and Procedures Manual", "HUDFY2020 HMIS Data Standards Manual", as well as all of the Potential Reports required by funders. You can find this attachment in Partnergrants and on the website: https://www.austintexas.gov/article/rfa-005-covid-housing-2020-nps
16) Where can I find more information about Coordinated Entry System(CE)? How it is similar to/different from HMIS?	From the **HUD FY2020 HMIS Data Standards Manual** "A Homeless Management Information System (HMIS) is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program interim rule 24 CFR 578. It is a locally-administered data system used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness." HMIS is the data system that is used to collect the data used in the Coordinated Assessment, a part of the Coordinated Entry system. From ECHO's website: "Coordinated Entry provides a single entry point for people experiencing homelessness to access vital community resources. The Coordinated Entry team develops, implements, and oversees a system that ensures community providers collaboratively and efficiently connect households to the services and support programs to help end their homelessness."

17) What are the differences between victim service providers and not victim service providers (found in the HUD record-keeping requirements for homeless category 4, fleeing DV)?	As defined in the **HUD FY2020 HMIS Data Standards Manual** "A Victim Service Provider is defined as a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs."
18) For the resumes, you want only staff that directly provide services to the clients? So, no resume for program associate or system analyst?	You can include all of your staff resumes and/or job descriptions
19) it is written in the F section Q13 that five additional pages can be uploaded. are these additional to the resumes or the resumes should not exceed 5 pages in total? I see only one space for attaching one file for all resumes. And a couple of additional supporting documentations can be uploaded as well. What are these for?	You can upload 5 pages for job descriptions/resumes- you can PDF them all together or use the extra spots for uploads up to 5 pages.
20) In the uploading page. There is a section for "required applicant files" which has a space for all the files need to be signed or filled and uploaded. Another section called "RFA required applicant files" actually requires ALL documents to be uploaded again including documents that need reading only like section E, scope of Work. Is this a mistake or we should upload everything again?	You must upload the files that require signatures, and if it requires an upload but there is no signature required on the form, you can upload the form with no signature.
21) In the budget plan section, for homelessness prevention do we have to have units turnover?	When completing the budget form, make sure you are budgeting the full 3 months to every prevention client, but it is expected you would have turnover. This is laid out in the Austin Action Plan for addressing COVID-19 and Homelessness – look at Centralized Funding Pool section/Homelessness Prevention Strategy.
22) What is included under Direct Client assistance? (Clothing? gas? Medical bills?)	Agencies can choose what they would like to fund under direct client assistance, but you must explain what is included in the Budget Narrative column.
23) The "General Housing Assistance Amount Requested" is the total amount for all units served?	Under the "quantity and description column", you will need to state how you came up the number in the line item. You would tell us how many times you would

	need to do the application assistance, deposits, etc. after looking at your data and needs thus far. For example, if your data suggests that 20% need to be rehoused to avoid homelessness, how many of those clients would need application fees and deposits and then come up with that amount.
24) In the full budget tab, the program type dropdown menu allows one project type at a time (diversion, HP, or RRH) What if I am applying for diversion AND HP?	The drop-down menu should allow you to choose both HP and Diversion as one choice and then Rapid Rehousing. When you submit your application, you may type in both "Diversion and Prevention" next to the drop-down menu on Full Budget spreadsheet.
25) The budget is designed over 12 months. What if we can disperse the grant to meet community needs in less time?	As a funder, we are not awarding more points for agencies who spend down their funds quickly but we want to make sure that everyone is aware of the funding timelines and milestones to make sure that everyone spends down their funds. If you are going to spend down funds earlier than 12 months, it would be reflected in question 16.
26) For the salaries and fringes, it is connected to the total FTE in question 14?	Yes – if you request 5 FTEs in Question 14, we would expect to see those FTEs reflected in the budget salary line item.
27) Do salaries come out of the grant amount?	Yes if you enter salaries in the budget, they will be a part of your grant amount, but you are also able to fund salaries with other funding.
28) What is general operations?	General operations is a budget category for costs associated with operations of the program, program supplies or other items needed to run the program. Generally these grants may have restrictions and limitations on the amount requested for operations, but that will be determined with your agency if you are awarded.
29) How flexible is it to change the funding?	There will be different points during the contracting process where some changes can be made from the proposed budget. If you were awarded, this would be when you are negotiating the contract, and you would have to negotiate any other changes during the contract with your funder.

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