



FY2019 HUD Continuum of Care Program Funding Competition Baltimore City Continuum of Care

Frequently Asked Questions (FAQ)

This document will be updated as new questions are received and answered regarding the FY2019 CoC NOFA. Questions submitted within 48 business hours before the project application submission deadline may not be answered. All questions should be submitted to mohs.hsp.application@baltimorecity.gov.

1. What are the required applications for an expansion project?

Answer: When submitting a request for an expansion project, a total of **three project applications** are required as follows:

1. The renewal project application that matches the FY19 Grant Inventory Worksheet; and
2. A new project application with only the expansion information; and
3. An expansion project application, that incorporates the renewal and new activities and the combined budget line items for the renewal and the new expansion

Note: Expansion is the process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. For new expansion project to be selected for conditional award the renewal project application must be selected for conditional award. DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3. More information can be found in the FY2019 CoC NOFA: Section III.C.2.j and Section V.B.3.a.5

Submitting one project application for the existing project ensures that if the expansion portion is not awarded, HUD will still review the existing project's renewal application and potentially fund it. Additionally, if the renewal project application is not selected for conditional award, neither the new expansion project nor the additional renewal project application that includes the new expansion project information will be considered for conditional award.

2. What are the administrative costs for projects?

Answer: Sub-recipients may use up to 10 percent for project administrative costs. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. Sub-recipients will need to review their budgets and scope of work to determine if they need to increase or lower project administrative costs, as long as it does not exceed the 10 percent cap. For renewal projects, total budget amount must match the total on the FY19 Grant Inventory Worksheet.



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3. Will MOHS send confirmation of receipt of applications?

Answer: Yes, MOHS will send each applicant a receipt once a complete application is submitted. Additional information may be requested once applications have been received.

4. How should applicants submit complete applications?

Answer: All applications must be submitted electronically by August 16, 2019 at 12pm with all supporting and match documents to mohs.hsp.application@baltimorecity.gov. No extensions are available at this time.

5. How should we determine tenant rents for match?

Answer: Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match. The Baltimore CoC recommends projects to estimate program income by reviewing income generated from the prior grant year. More information can be found in 24 CFR 578.73 provides the information regarding match requirements.

Projects will be required to indicate the type of commitment, the source, the name of the source with specific details, the date of the written commitment, and the value of written commitment. When the source is program income, similar to cash match, written documentation must be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of program income to be provided to the recipient for the project;
2. Specific date the program income will be made available;
3. The actual grant and fiscal year to which the match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the match.

6. How do we apply for the bonus project? Do we need to submit a Letter of Intent to do so?

Answer: No, you do not need to submit a letter of intent. All new projects must apply based on the new project guidelines, and not specific to a bonus project.

7. For the purposes of assembling the 25% match for the new project, does the City of Baltimore commit any local funding to whichever provider is selected for the bonus project funding (such as 10% or 15% of the amount), or are the providers applying for the bonus project funding expected to provide all 25% match?

Answer: Baltimore City does not commit any local funding, therefore as indicated all grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash, program income, or in-kind resources.



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8. If we have not applied for funding in the past, do we apply as a New Project ?

Answer: Yes, projects that were not awarded in FY2018 and are interested in applying would apply as a New Project.

9. How do we know if we should apply for funding from the CoC or directly through HUD ?

Answer: The Mayor's Office of Homeless Services is designated by the Continuum of Care as the Collaborative Applicant to submit the consolidated application on behalf of the CoC, which encompasses the three parts of the NOFA: the CoC Application, the Priority listings, and the Project applications. If you choose to apply for the FY2019 CoC NOFA, you will need to submit a new project application to MOHS by August 16, 2019. MOHS will review the application for threshold review before submitting it to the Resource Allocation Committee. At that time, all projects will be notified if they have been approved to be included in the consolidated application. Details are shared in the timeline section of the FY2019 CoC NOFA local competition guidelines.

Please note there are exceptions, where agencies may appeal directly to HUD, which is highlighted in [the FY 2019 CoC Program Competition NOFA, Section X](#).

10. I think our Center would qualify for Support Service Only funding. Where can I find the qualifications for this type of funding?

Answer: Supportive Services Only – Coordinated Access (SSO-CA) project is an eligible project type required to establish and provide Coordinated Access support services. More information regarding Coordinated Access can be found on the MOHS website [here](#). Applicants that apply for new SSO-CA, must be able to implement policies, procedures, and practices that equip the CoC's Coordinated Access system, and additionally meet the threshold requirements and the HUD policy priorities that can be found in the [FY19 CoC NOFA local competition guidelines](#). The [FY19 CoC NOFA Request for Proposals](#) has additional information for developing a project budget and program models and resources.

SSO-CA projects are required to provide a coordinated assessment system that is easily available/reachable for all persons within the CoC who are seeking information regarding homelessness assistance and must be accessible for persons with disabilities, have a strategy for advertising specifically to reach homeless persons with the highest barriers within the CoC, use the CoC's standardized assessment process, and ensure participants are directed to appropriate housing and services that fit their needs. Additionally, SSO-CA projects must have a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs, and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible. Examples include, but are not limited to Medicare, Medicaid, SSI, Food Stamps, local Workforce office, and early childhood education. In addition, projects are required to



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11. What is a match and what are eligible costs for match?

Answer: The match is cash, program income, 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. As indicated all grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. When applying, each project must list cash, in-kind, or program income as eligible line items in the approved budget.

The local Request for Proposal describes the eligible costs for Match as follows:

Supportive Services:

- Assessment of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance
- Food
- Housing/counseling services
- Legal services
- Mental health services
- Outreach services
- Substance use treatment services
- Transportation
- Utility deposits
- Operating costs (SSO projects only)

Operating:

- Maintenance/repair
- Property taxes and insurance
- Replacement reserve
- Building security
- Electricity, gas, and water
- Furniture
- Equipment (lease/buy)



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12. How do become Housing First Certified?

Answer: An agency will be considered Housing First Certified once completing the Housing First Agreement in the Required Application Forms section of the FY19 CoC Request for Proposals (RFP). Each applicant must sign and submit all attachments with their application. The RFP also provides additional information on Housing First principles, requirements, and monitoring expectations.

13. Do Memorandums of Understanding (MOUs) for internal and external partners need to be submitted with the application?

Answer: Memorandum of Understanding (MOU) is only required to document in-kind match. Note that renewal and new projects do not need to submit MOUs for leveraged funds, but should explain what funds they are leveraging in the application.

14. On the Bidder's webinar, it was noted that a renewal project should exactly match the budget we put in. When we entered in the number of units as prescribed in the GIW, the total is LESS than the amount noted.

Answer: Please note, that the FMR was not updated on the applications. Revised applications were uploaded to the MOHS website on August 9, 2019 to update the FMR in each of the applications. FMRs can also be found on the HUD website. If an application was received without the correct FMR, MOHS will notify the project to make the adjustment to match the GIW.

15. Does each individual salary line item have to match what was approved in FY18 budget or is it just the total that must match?

Answer: The line items listed on the FY2019 GIW must match your budgeting items; however changes within each line item may change based on the need of the project. Therefore, changes in salary are allowed, as long as it matches line items in the FY2019 GIW.

16. In the GIW, there is \$0 budgeted for Operations, but our approved budget includes operations (cell phone, laptop, ETO licenses). We do not see a space to put these items in the Supportive Services category in the application budget template?

Answer: Rapid Re-Housing and Supportive Services Only – Coordinated Entry are not eligible for operating costs in the GIW. These costs may be eligible under the Supportive Services budget line item, and can be added in the application under Supportive Services.

17. Can we change our match documentation from last year?

Answer: Match documentation can change as long as it meets the threshold.



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18. When preparing Cash Match letters, what dates should I indicate the cash match will be available?

Answer: The dates should match the grant period.

19. Can amendments be made to the number of units for renewal projects?

Answer: At this time, MOHS is not able to submit an amendment to HUD that would adjust the number of units. All projects eligible for renewal and will need to match the total number of units and total ARA per budget line in the FY 2019 GIW.