**Frequently Asked Questions (FAQ)**

*This document will be updated as new questions are received and answered regarding the FY2021 CFA Competition. 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. **Can renewal applications request additional funding or is it only level funding?**

Answer: Renewal projects may submit requests for additional funding; however it is dependent on the funding source and whether additional funding is available.

If you have specific questions regarding a renewal project please follow up by emailing mohs.hsp.application@baltimorecity.gov.

1. **If you received funding in the past, but not in City Fiscal Year 2020, do you apply as a new or renewal project?**

Answer: If you did not receive funding through the CFA for the City Fiscal Year 2020 (July 1, 2019 -June 30, 2020), you will need to apply as a new project.

1. **Are emergency shelter clients required to be entered into Coordinated Access?**

Answer: All emergency shelters must have processes and protocols in place to engage clients and enter them into Coordinated Access since this provides clients with opportunities to be matched to housing placements. However, clients may choose to refuse.

1. **Which projects are only eligible for renewals?**

Answer: Transitional Housing and Permanent Supportive Housing Project types are only accepting renewal applications. Detailed information can be found in the guidance in the FY 2021 CFA Request for Proposals.

1. **Is there a separate grant for Drop-in Centers?**

Answer: Drop-in centers may be eligible for funding under the Emergency Shelter Project Type. Agencies should indicate on the application that they are applying for Drop-in Center on the first page of the application under Proposal Information. Any agency applying for Drop-in Center funding will need to complete the Emergency Shelter Budget Template.

1. **What funding streams are available for Emergency Shelter?**

Answer: ESG, HSP, and DSS. Detailed information can be found in the guidance in the FY 2021 CFA Request for Proposals.

Please note: The CFY2021PowerPoint Slide deck was corrected to list the above listed funding streams.

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| **Project Type** | **Description** | **Funding** |
| Rapid Re-housing | Short- and Medium-term Rental Assistance, Financial Assistance, Case Management/ Supportive Services (up to 24 months).  | ESG, HSP |
| Street Outreach | Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation, Services to Special Populations. | ESG, HSP |
| Emergency Shelter | Daytime or Overnight Shelter Operations, Essential Services, Rehab and Renovations\*, Supplies for Shelters, Vouchers/Checks for lodging, Food, Transportation,  | ESG, HSP, DSS |
| Homeless Prevention | Homeless Prevention (Eviction Prevention), Additional eligibility requirements\* | ESG, HSP |
| Housing & Services for People living with HIV and AIDS | Eviction Prevention, Supportive Services, and Permanent Housing Placement Services Food, Home and Community-Based Health Services, Short- and Medium-term Rental Assistance, Interpretation and Translation Services, Medical and Non Medical Case Management, Transportation, Outpatient Services | HOPWA, SSF |
| Permanent Supportive Housing  | Only accepting renewals from existing projects seeking to renew funding in FY2021. | HSP |
| Transitional Housing (Special Populations) | Only accepting renewals from existing projects seeking to renew funding in FY2021. | HSP |

1. **What is an A-133 Form?**

Answer: An A-133 Form is also known as a Single Audit Form and must be performed by an independent certified public accountant (CPA), and must be filed electronically.

1. **What if your organization does not have an A-133 audit due to never receiving Federal Funds?**

Answer: To be eligible to apply an agency must submit their most recent A-133 or independent financial audits (renewal projects that do not have independent audits may submit two most recent years of accountant-prepared financial statements).

1. **Where should we turn in our applications?**

Answer: Completed applications (application, budget, and supporting documents) are required to be submitted electronically to the following e-mail address: mohs.hsp.application@baltimorecity.gov.

Applications are due by Wednesday, March 25 at 12pm. Please note that detailed instructions can be found in the guidance in the FY 2021 CFA Request for Proposals.

1. **For new projects will there be additional support or technical assistance in writing and completing the budget templates?**

Answer: The Mayor’s Office of Homeless Services is hosting a Provider Fair on March 16. Agencies interested in applying for the CFA or learning more about funding opportunities should register for the event. The Mayor’s Office of Homeless Services cannot provide writing assistance on developing a project proposal. Any questions directly related to completing the application or budget can be directed to mohs.hsp.application@baltimorecity.gov.

1. **Does a project that provides free, adult education for ESL and GED seekers qualify for funding?**

Answer: Individual projects that provide education services only will not qualify for funding. However, educational services may be an eligible expense under Emergency Shelter or Rapid Re-housing.

1. **What insurance is required to apply?**

Answer: The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

* Professional Liability Errors, and Omissions Insurance (minimum $1 million policy)
* Worker’s Compensation Coverage
* General Commercial Liability Insurance (minimum $1 million policy)
* Business Automobile Liability Insurance (minimum $1 million policy)
* Fidelity Coverage
* Cyber Liability Insurance (minimum $1 million policy)

Please note that detailed instructions can be found in the guidance in the FY 2021 CFA Request for Proposals (page 18).

1. **What is the difference between the Emergency Shelter Grant and the CFA funding for Emergency Shelter?**

Answer: The Emergency Shelter Grant RFP that was released on Friday, February 28 is a bid to operate the three (3) emergency homeless shelter sites that are identified in the Request for Proposal and the source funding is local. The CFA funding for Emergency Shelter is not specific to these three (3) shelters and the funding source for the CFA is one of three funding sources (HSP, ESG, or DSS).

1. **Do essential services like legal services need to be provided under an existing shelter program?**

Answer: Legal services only are not eligible for funding, but may be an eligible cost under the Emergency Shelter Project Type.

1. **What is the project period and renewal process for funding**

Answer: Selected projects are funded for one-year (July 1, 2020 – June 30, 2021). Projects funded under the Federal ESG award have a two-year contract, but the award is for one-year. Projects are required to apply annually under a renewal application for all funding sources, which is a competitive process.