



## 2019 Homeless Crisis Response System Programs Additional Information/Clarifications

Application Release Date: October 1, 2018

**Updated: 12/6/2018** (New questions are indicated in red)

QUESTION	ANSWER	
1.	Are available funds listed per year?	Yes. Applications should specify the funding request, budget, and leveraging amounts on a per year basis. Available funds are listed per year.
2.	Can agencies apply for more than one housing type?	Yes, however a separate application is required for each housing type.
3.	To get the most points on populations served, do programs have to only serve the specific priority population?	No, programs may serve more than the priority population and still receive points for priority populations.
4.	Applications are for a two-year period, yet state funding may change during that time. What impact will that have on contracts?	If awarded funding, read the contract carefully, especially the spending limits section. Every effort is made to fund contracts for the full period.
5.	Are new logins required when accessing ZoomGrants applications through the County's link?	If you have an existing ZoomGrants login, you will be able to use that for County applications.
6.	Does the application lock when submitted?	If the application is submitted early, it may be edited up until the application deadline. After the submission date, the application will not be editable, but may be unlocked by staff, if additional information is needed.
7.	When are letters of collaboration needed?	Letters of collaboration are uploaded as part of the application. This is a scored question, but letters of collaboration are not mandatory.
8.	Where can I find a list of required documents?	There are no required documents for this application. Supporting documents may be uploaded in the "Documents" tab.
9.	Is it possible to apply for case management funds for a housing program through one of the grant sources?	Yes, case management may be a part of the Homeless Crisis Response System Request for Applications (RFA). Case management costs should be placed under the "Budget" tab under Personnel (salaries/benefits for program staff and supervision).
10.	Is it possible to apply for case management only through this RFA and use rent assistance/subsidized housing units from another source?	Case management without rent assistance may only be requested if the housing partnership (rent assistance/subsidized housing provider) uses the Housing Solutions Center for program referrals for those placed in the case management supported housing. This must be clearly stated in the application and will be identified in the contract if selected for funding.
11.	Will the ZoomGrant system allow me to work on and submit more than one pre-application at the same time?	Yes.
12.	Can RRH and PSH be included in the same application?	No. Each application may only focus on one housing type (i.e. Rapid Re-housing, Outreach and Engagement, Targeted Prevention). Multiple pre-applications may be submitted.
13.	Is it okay to request additional amounts of funds for currently funded County programs?	Yes, additional (or lower) funding may be requested for currently funded programs. Re-imagining programs that are currently funded is encouraged.
14.	Is 5 years of operation required to be eligible to submit an application?	Five years of operations is one component of the overall administrative review. The answer to this question will not be the sole determination of eligibility.

15.	Is the \$300,000 cap on the housing application per category or per application?	The \$300,000 cap in the Homeless Crisis Response System RFA is per application. An agency may submit more than one application per housing type (category).
16.	Why are full questions missing in the RFA Application?	The questions are branched based on the housing type indicated in each application. Do not worry if specific question numbers are missing. It is purposeful.
17.	For the partnership letters, if a partner provides multiple resources, is it necessary to obtain separate letters for MH, CD, etc., or can one letter be for the whole of each agency?	One letter specifying more than one collaboration may be submitted. Programs must fully specify the details of each collaboration in order to receive the most possible points.
18.	If a housing provider is collaborating with a mental behavioral health services organization to provide mental health services, whose responsibility is it to enter the mental health services into HMIS?	The data needs to be in HMIS, but it depends on the program design to determine whose responsibility it is for data entry.
19.	Is the VHA considered a for-profit landlord?	The VHA is not considered a for-profit landlord; however, the CHG guidelines now allow funds to be “spent on rent/lease payments to for-profit and non-profit entities, including housing authorities.”
20.	If an agency is receiving clients through coordinated entry, how do we increase the number of individuals served from under-represented communities?	Coordinated entry will increase outreach to under-represented communities. Providers must ensure that all services are culturally aware to provide the best services available for under-represented populations.
21.	Are there examples of letters of collaboration?	Yes. The ZoomGrants library has a description of what a true collaboration is along with a sample letter for reference.
22.	Will the Emergency Solutions Grant (ESG) be a part of this funding cycle?	No. Commerce has replaced ESG funds with the same amount of CHG funds.
23.	Are letters of collaboration required at the pre-application stage of the RFA?	No, collaborations should be submitted with the full application sections of the RFA.
24.	If an agency wants to provide two different programs, such as outreach and Rent Well, do they need to complete two applications?	Yes. An application is required for each program type being applied for.
25.	Is there a cap on the administrative costs allowable under this RFA?	Yes, the county can provide up to 11% for administration of the program.
26.	Do peer supports require peer certification or does lived experience meet the requirement?	Although there is flexibility in how peer supports are provided, it must be clearly described in the application regarding how the peer support services are part of the program design including when and how the supports will be provided. <ul style="list-style-type: none"> <li>• If collaborating with a peer support organization, or if support from participants/prior participants of the program is part of the program design, they do not need to be certified.</li> <li>• If planning to use staff as the “peer,” they need to be certified with training and experience as a recovery coach/peer coach (being in recovery does not necessarily make one a good peer support).</li> </ul>

27.	Can funds from this RFA be used toward the purchase of permanent supportive housing?	No; funds for this RFA are directed towards providing services. However, Clark County Community Services has other funding available that this activity would be eligible for: Community Development Block Grant (CDBG) or HOME Investment Partnerships programs. More information about these applications is available at <a href="https://www.clark.wa.gov/community-services/cdbg-and-home-applications">https://www.clark.wa.gov/community-services/cdbg-and-home-applications</a> .
28.	Is subcontracting allowed in this RFA?	No; Clark County Community Services General Terms & Conditions does not allow for subcontracting. Proposals must be submitted by the organization providing the services to be contracted.
29.	Can a housing agency enter into an MOU with a non-profit landlord to provide the housing for program participants? Our housing agency is concerned that the For-Profit CHG requirement will change to no longer accept non-profit rent payments.	As long as clients still have choice in where they live, there is no reason an MOU cannot be created between your agency and a landlord that states you will offer the landlord's housing options to new households or existing households in need of relocation. At this time non-profit and housing authorities are being calculated in the 36 percent for-profit set-aside calculation. There is always a chance this can change, but will require state legislative approval.
30.	Should our agency apply separately for programs that were previously funded with CHG TANF funds?	The county does not know what the specific allocation of CHG TANF funding will be and asks agencies to apply for rapid re-housing programs that include TANF eligible households as an eligible demographic if they are able to serve this specific population. County staff will create separate contracts for programs that are TANF specific.
31.	Can an agency apply to both the Homeless Crisis Response System and Community Action RFAs to fund one project?	Yes, but the agency will need to apply to both RFAs for their portion of the program.
32.	What funds can be considered as leverage for this RFA?	Any state or local funds that meet the following criteria: 1. directly contribute to the success of the household being served with funds from this RFA; AND 2. supports are part of the program design. Federal funds cannot be considered for leveraging purposes.
33.	Can you provide examples of supporting documentation for using best or emerging practices?	Program policies that include best or emerging practices (please specify where in the policies) or employee training requirements are a couple of examples of how to show supporting documentation.
34.	For the outcomes question, should our response include the specific number of people meeting each outcome?	Yes, please be specific with the number of people that will achieve each output and outcome.
35.	Can an MOU that includes details about our agency's collaboration with a partner agency be used as proof of collaborations?	If the collaborations directly relate to the program you are submitting AND if the services are explained as part of your program design, then yes, an MOU can be used as proof of a collaboration.
36.	Can a letter of collaboration be submitted after the RFA submission deadline?	No, all proof of collaborations must be submitted at the time of application submission.
37.	Under which Budget Category should In-Kind donations be allocated in the Budget table?	In-kind donations should be entered under the Operating Costs budget category.

