

## Sacramento CoC Program NOFO 2023 Questions and Answers | Updated 8/22/23

### Questions and Answers from the August 1<sup>st</sup> Mandatory Project Application Workshop

**1. Q: Will the materials presented today be published on the SSF website?**

A: Yes, they will be posted on the [SSF website](#).

**2. Q: Will there be a new homeless cert and a way to confirm the new definitions?**

A: SSF will need to update the homeless cert to address these definition changes- we haven't done so yet but we will do so.

**3. Q: Is DV bonus section only available in renewal or new as well?**

A: The DV Bonus is only for a new project. An existing project funded through a previous DV Bonus is a renewal project.

**4. Q: On Slide #10, the first project types slide, can you clarify that standalone TH and SSO projects (other than SSO for Coordinated Entry) are only eligible project types for renewals? New projects have to be joint projects if they want to do TH or SSO?**

A: Slide #10 shows a summary of all eligible components per the NOFA. Slide #14 shows the eligible components for new projects. Also see pages 43 and 44 of the HUD NOFO; all eligible project types for new projects are listed there. New TH projects are eligible if done as a joint TH/PH-RRH project. SSO projects must be part of the CoC's coordinated entry efforts.

**5. Q: Can you please address admin overhead at some point in this meeting? As the projects do not increase in amount the admin overhead % decreases over time.**

A: Any changes to the percent of admin per grant is still capped at the total amount in the Grants Inventory Worksheet everyone reviewed at the beginning of July. So if a renewal project increases its admin from 8% to 10%, it will come out of their other line items.

**6. Q: Does this NOFO include the YHDP projects?**

A: Sacramento's YHDP projects are not included in the CoC NOFO competition this cycle because they are so new.

**7. Q: This seems confusing as our grant has always been considered Rental Assistance and is scattered site but we are a CBO/Community MH org. Can we get a 5 year renewal?**

A: This is determined by HUD. If you are eligible to request a grant term of greater than one year you will be given that option in Question #4 of Screen 6A in the e-snaps application.

**8. Q: We are also a CBO/Community MH Organization also and we have project based rental assistance associated with a property that we own and we also have annual renewals. The slide states for this to happen you have to be a state, unit of govt, or public housing agency.**

A: A non-public entity is allowed to enter into a project based voucher contract with a public housing agency.

**9. Q: What does the 3 year limit under leasing refer to specifically?**

A: Any new project that requests leasing costs may request up to a 3-year grant term. See 24 CFR III.B.3.f.(4)

**10. Q: Is the intent to apply form just for new projects or does this apply to renewals as well?**

A: The Intent to Apply form is for everyone, new and renewal- it's the trigger for getting access to your individual project applications, whether new or renewal.

**11. Q: Are the technical assistance workshops the same or different meetings?**

A: They are essentially the same meeting, we are providing two different dates so people can join according to their schedules. However, we will devote the majority of time in each session to questions, so if possible it is good to attend both to ensure you hear all questions and answers. Both sessions will be recorded.

**12. Q: Where can we find the Intent to Apply form?**

A: [Application Form](#)

**13. Q: Is there any process for submitting an explanation of extenuating circumstances to the R&R panel?**

A: Yes, include any pertinent information in your application,

**14. Q: So, is the application not the esnaps application?**

A: The esnaps application is only completed by organizations selected and approved on the final recommended projects list that will be approved by the CoC Board.

**15. Q: Is the excel spreadsheet available on the SSF web site the Smart Sheet? The excel spreadsheet states that the Smart Sheet will be available on 8/9/23**

A: Smart Sheets are sent out after LOI is sent

**16. Q: So, no Presto this year?**

A: No presto this year- that was a Home Base proprietary product. Housing Tools will share their Smartsheet tool shortly.

**17. Q: As we start working on the application, if we have questions, what is the preference of communication and who leads the responses?**

A: Send questions to [admin@housing-tools.com](mailto:admin@housing-tools.com) at any point during the process. The TA sessions are also intended to address everyone's questions. Housing Tools will lead the responses.

**18. Q: Last year if you had spent down over 95% of the awarded amount and had less than (I think) 5% negative exits that we did not need to do the supplemental questions. is that going to continue?**

A: Yes, see information on Slide #32. If you think your organization will meet these standards, send an email to Housing Tools at [admin@housing-tools.com](mailto:admin@housing-tools.com)

**19. Q: When(date) will the data be entered into application?**

A: Data will be entered as it becomes available

**20. Q: Were the results of the monitoring sent out to all agencies? We had HUD monitoring last October and have yet to receive a final report. How do we answer?**

A: A number of agencies are waiting for HUD reports. Please note that in your answer.

**21. Q: If we received findings by third party but the issues have been corrected and there are no issues, do we pass the threshold requirement? Per item #6 of the presentation.**

A: For renewal projects, if issues have been resolved and all other requirements have been met, the threshold requirement should be satisfied.

**22. Q: where do we get the Esnaps budget from?**

A: SSF will work with Renewal applicants and sub-recipients to ensure they know how to access their existing budget in esnaps. SSF will work with new applicants to get them access.

**23. Q: Does the format for the file being uploaded matter? PDF vs Word doc?**

A: PDF is preferred whenever possible

**24. Q: What type of information are you expecting we included in the yellow box under the monitoring findings?**

A: Provide a summary of major issues and how they have been addressed.

**25. Q: What do we submit in esnaps?**

A: The only esnaps content required for the local competition deadline is your esnaps budget. The rest of esnaps will be due in September, after the local competition deadline 8/22, and due dates will differ based on whether you are an SSF subrecipient or an independent recipient. More info to follow.

**26. Q: Can multiple people be editing inside SmartSheets simultaneously?**

A: Yes

**27. Q: Just to clarify, for renewal projects we do not enter anything under Scoring Factor column, right? That score will be entered for us because it's found through APR.**

A: Yes, that is correct

**28. Q: We can have pages of irregularities during a monitoring audit but they are resolved. So do you want this detailed? It will be a long explanation. Project has four to five monitoring agencies.**

A: If audit or monitoring findings are resolved, that is what the review panel want to know, not the details post-resolution.

**29. Q: How far back do we report on the monitoring finding? Is it March 2022 to April 2023?**

A: It's 3 years for each- it's supposed to be in the smartsheet application for renewal and both types of new projects, now I am worried that this was not added when requested.

**30. Q: How many Intent to Apply forms do we need to submit; one for each renewal, one for each new, or can they be combined on one form.**

A: Submit one for each

**31. Q: In the summary budget there is a new BLI for VAWA. Will we get TA about how to complete this portion of the budget?**

A: TA is coming on this question

**32. Q: Can you please highlight the columns where we are required to input information in? Not understanding which questions will be inputted by you and what is required by Sponsor.**

A: Please refer to the [recorded](#) mandatory bidders conference workshop.

**33. Q: Can you please clarify whether a new TH project is eligible?**

A: Eligible New Project Application types, see pages 43-44 of the NOFO. TH can only be a new project if it is part of a Joint TH/PH-RRH project.

**34. Q: How do I register for the workshops?**

A: TA Workshop Registration Links:

Thursday, 8/10 9am to 10:30am - [Zoom](#)

Thursday, 8/17 3pm to 4:30pm - [Zoom](#)

Questions and Answers from the August 10<sup>th</sup> Technical Assistance Workshop 1

**35. Q: Will we receive confirmation of which programs qualify to be automatically put in tier 1?**

A: Yes, after applicants provide their eLOCCS spend-down information, Housing Tools will inform applicants of projects that qualify for automatic inclusion in Tier 1.

**36. Q: Will we receive confirmation of which programs will not be ranked because they are new programs?**

A: Yes, Housing Tools will inform applicants that automatically qualify for Tier 1 because their project has less than 18 months of operating data.

**37. Q: Need TA on how to calculate income maintained/increased**

A: This calculation and scores for Scoring Factors tied to APRs and eLOCCS will be added to your application by end of day on August 16th for applicant review.

**38. Q: Is there a preferred budget format for "esnaps" budget or would you like us to create a budget format in excel?**

A: Yes, save your project application e-snaps budget as a pdf and then upload it where instructed on the Smartsheet application.

**39. Q: When will the Review Score be added to the Smartsheet? Should we expect to see the scores before 8/22 so we can address them?**

A: Review scores for Scoring Factors tied to APRs and eLOCCS will be added to your application by the end of day on August 16th for applicant review.

**40. Q: Line 17, 2B, Q6, on the SMART Sheet why are negative exits for families only RRH and TH-RRH? Should family programs also be included in this measure?**

A: Scoring Factor 2A is applied to PSH projects, and Scoring Factor 2B is applied to RRH projects. The Scoring Factor for each project type evaluates similar metrics, but with slightly different criteria.

**41. Q: Previously we've received calculations so we can confirm that our scores are correct, will we be receiving those?**

A: Review scores for Scoring Factors tied to APRs and eLOCCS will be added to your application by the end of day on August 16th for applicant review.

**42. Q: When is the national application (e-SNAPS) due? Is it also on 8/22?**

A: The CoC Consolidated Application for the 2023 NOFO is due Sept. 28th. Applicants must complete their project applications in e-snaps for review by Housing Tools by 5:00 PM on Sept. 21st.

**43. Q: Before the end of this meeting, can we be provided with a list of APR data that will be entered into our SMART Sheets?**

A: Review scores for Scoring Factors tied to APRs and eLOCCS will be added to your application by the end of day on August 16th for applicant review.

**44. Q: Do we have any training documents for e-SNAPS renewal project applications?**

A: Please see the HUD resource page for completing e-snaps applications at:  
<https://www.hudexchange.info/programs/e-snaps/#Project>

**45. Q: Can we please receive the calculations before the 16th so we can review our scores on our end? EOD on the 16th only gives us 4 business days with our scores before the application is due?**

A: Review scores for Scoring Factors tied to APRs and eLOCCS will be added to your application by the end of day on August 16th for applicant review. Housing Tools will make every effort to make this information available earlier if possible.

**46. Q: Does anyone know who to contact at e-SNAPS if you're locked out of their website?**

A: If you are having issues accessing e-snaps, send email to: e-snaps@hud.gov

**47. Q: Where would I find the definition of a negative destination?**

A: Negative destination data will be entered into the Smartsheet applications by Housing Tools. Generally, a negative exit is an exit where the destination is not permanent housing; Scoring Factor 2A and 2B is calculated by totaling Total Stayers and Total Exits to Permanent Housing, divided by Total Clients minus Total Deceased, Total Exited to Foster Care, Total Exited to Hospital, and Total Exited to Long-term Care Facility or Nursing Home.

**48. Q: When will we find out about the bed vs unit calculation or new plan for that section?**

49. A: The applicant must state whether bed utilization rate or unit utilization rate is a more appropriate way of measuring project efficiency. For projects serving Single Adults in Shared Housing, bed utilization rates are used for scoring. For Adults in Non-Shared Housing and/or Families, unit utilization is used.

**50. Q: if applicant qualifies for tier 1 can you please advise what documents we need to submit if any?**

A: An applicant that qualifies for automatic Tier 1 ranking does not need to provide any documents for the Local Competition. The applicant will need to complete an e-snaps application for the CoC Consolidated Application by Sept. 21st.

**51. Q: So do we download a screenshot of the spend-down from e-LOCCS and email it to you?**

A: A screenshot from ELOCCS is fine.

**52. Q: Can you clarify what's due on 8/14 for renewal projects?**

A: Email jcoles@housing-tools.com with the screen shots that contain the following two pieces of information from the eLOCCS system for scoring your renewal application by end of day Aug. 14th:

-Spend-down screen with total authorized and disbursed for the last completed grant term (cut off of 3/31/23)

-Quarterly draws- screen with every draw for the last completed grant term (cut off of 3/31/23)

**53. Q: Can you clarify what's due on 8/14 for renewal projects?**

A:

- | Recommended | Mainstream/Health Services | COVID-19 Programs & Resources Post-Crisis in Sacramento County
- | Required | Fair Housing: Ensuring Equal Access to Housing & Supportive Resources
- | Required | Domestic Violence & Human Trafficking: Defining, Identifying, & Awareness-Raising to Improve Survivor Experiences & Assessments in the Homeless Response System (Postponed from 8/2023 due to trainers' schedules)

- | Required | Subrecipient Documentation Training
- | Required | UNDERSTANDING THE DE MINIMIS INDIRECT RATE AND ADMINISTRATIVE COSTS IN THE COC PROGRAM
- | Required | Cash Match Documentation and Record-Keeping Guidelines