



FY23 Universal RFP

Frequently Asked Questions (FAQ) 8/10/2023

Q1. Must an organization already be registered within the Homeless Management Information System (HMIS) in order to submit a project application under the Universal RFP?

A1. No, however, all awarded projects will be required to use HMIS during operation.

Q2. For applicants that have never received a financial audit, are there other forms of acceptable documentation that can be submitted? Please identify the acceptable forms of financial reports.

A2. Yes, the applicant (the agency seeking to obtain funding) can submit the last 12 months of financial statements.

Q3. Do all match expenses have to be based on actual costs?

A3. See page 16 of the FY 2023 Universal RFP Document – section Match.

Q4. Where are the project application attachments located?

A4. See Page 32 of the FY 2023 Universal RFP Document - Section VIII: RFP Documents and Attachments. See: <https://brevardhomelesscoalition.org/fy-2023-grant-opportunities/> for links to download each attachment.

Q5. Where is the Housing First/Low Barrier Questionnaire located?

A5. The Housing First/Low Barrier Questionnaire is located within the Online Application.



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Q6. Can multiple projects be submitted via one project application?

A6. Each applicant will make one overarching application submission via Cognito Forms that can be comprised of multiple project applications within the single submission. A separate project application must be submitted for each project-type that the applicant is seeking funding for, and these are located within the online application.

Q7. With multiple funding sources being offered within the Universal RFP, will there be separate project rankings per funding source (i.e. 1 project ranking for CoC Program Competition funding, 1 project ranking for ESG funding, and so on)?

A7. All Projects will be scored and ranked based on the criteria listed in the FY2023 Universal RFP Document. Eligible projects (CoC project renewals, New CoC projects) will also be placed on the CoC Project Priority List to be submitted in the HUD CoC Collaborative Application. See Page 28 of the FY 2023 Universal RFP Document, Phase 2 - Proposal Review, Scoring and Selection Process, section C.

Q8. If an applicant has a current contract (FY23-24) under "New" ESG-CV3 funding, would they need to submit a project application through the application process in case additional funds became available or would they already be eligible or considered due to having the existing contract?

A8. This Universal RFP is for agencies who are seeking funding for anticipated and known funding opportunities over the next 12 months. If an agency has a current contract with the BHC, those funds are not included in this RFP. If an agency would like to be considered for future funding opportunities over the next 12 months, it is recommended that they submit a project application. For example, the Brevard Homeless Coalition is awaiting news for the State Challenge Grant which should bring additional funds into the community. Only those applicants who apply during this process will be eligible for that funding opportunity.

Q9. A) Can the subrecipient provide in kind services as a match if those services are donated labor? Hud Exchange Virtual Binders say " In-Kind Match: The value of any real property, equipment, goods, or services contributed to the program for CoC Program eligible activities-may be provided by the recipient, subrecipient, or a third party." but the RFP says "For funding opportunities that do not provide admin to the sub-recipient, admin costs are an allowable match expense, when documented and based on actual costs." B) Does a donated service meet the "based on actual cost" requirement?

A9. A) Yes B) Yes Please review the record keeping requirements for match. See page 16 of the FY 2023 Universal RFP Document – section Match.

Q10. It appears the cost of HMIS can be included as a part of the proposal. Please confirm this is correct. Alternatively, can the cost of HMIS be included as a match?

A10. The costs of HMIS can be included as a part of the proposal. It depends on the funding source if that cost is allowed. HMIS costs, not covered by the funding source, are an allowable Match for all funding sources.

Q11. As a fiscally sponsored organization under a 501(c)(3), should organizational budgets be provided for both or only for the agency performing the project?

A11. The organizational budget is required for the applicant (the agency seeking to obtain funding).

Q12. A) If the project estimate is lower than what is needed on the annual basis causing them to be exhausted early, can other funds be applied for through other grants without detriment to renewing in future years? B) It appears not utilizing the estimated/received funding decreases likelihood of renewal, but if underestimated and not operational for an entire year can renewal be requested?

A12. A) If the project underestimated expenses, it is the right of the agency to seek additional ways to fund the project to ensure that the project scope and outcomes are reached. B) See page 14 of the FY 2023 Universal RFP Document – section FY 2023 CoC Program Reallocation Policy for the process for underspent/excess funding.

Q13. Please explain how the match works if the project is proposed as a COC but funded as another type.

A13. See page 16 of the FY 2023 Universal RFP Document – section Match. Match requirements vary based on different funding sources. Match will ultimately be based on the funding source recommended for the project. Match is a critical part of operating projects within our Continuum of Care. The project application should be able to identify how the agency will secure match funding.

Q14. Under the Project Detail tab of the application form, should the agency select all project types where the project could fit and complete multiple sections or only

complete one? If selecting multiple, is the agency to split the estimated budget costs or list the entire amount for both?

A14. There is one project type per project application. The form has been updated to remove the option for selecting multiple project types.

Q15. At the bottom of the Project Detail tab of the application, there is a link to add a project application. Is this necessary for all applicants or only for those with multiple projects?

A15. You only need to add a project application if you are submitting more than one project application.

Q16. Could you please define program dates for New Funding DV Bonus? Is it 10/1/23 – 9/30/24? If so, when would award notice be issued?

A16. It varies by funding source. For the DV Bonus program dates: Enter the estimated date that would be feasible for the project to be under grant agreement. proposed start date and end date of the project. For a project with a 1-year term, you should enter a start date in Calendar Year (CY) 2024 and an end date in CY 2025 (e.g., start date 4/1/2024 and end date 3/31/2025). The award notice will be issued based on the funding source. We do not have those dates currently. *Most Federal Program years operate on an October 1 – September 30 year; the State of Florida operates on a July 1 – June 30 year.*

Q17. A) We are considering voluntarily reallocating one of our grants, however this was not included in the LOI submitted earlier. What would be the way we would communicate this reallocation now? B) Also, if the current units are included in an expansion request for the remaining project would they be considered new units and would that require that the current residents be move on?

A17. A) The Online Application Form has been updated to include the option to add reallocation information. B) These would be considered new units to the Expansion Project, the program participants would not be required to move on. Should the application NOT be approved by HUD, the program participants would not be required to move on, but would no longer be supported by HUD CoC program funds.

See <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-Project-Application-FAQs.pdf> Page 29, Expansion Process.

Q18. What will the process be for drawing down the monthly funds from the BHC? Will it mirror the process of the HUD drawdown?

A18. This will be a cost reimbursement grant that follows the BHC Invoicing process.

Q19. Will the expansion be that, an expansion or will the BHC couple the expansion and the current program into 1 new program?

A19. No. An expansion of an existing project is completed through a new project application with the BHC as the Applicant and the provider as the Subrecipient.

Q20. Will there be additional audit functions? Or will it be a straight expansion of our current program?

A20. It is the responsibility of the Collaborative Applicant to monitor CoC and ESG program funded projects regardless of project type.

Q21. How will we report the expansion funds? Currently, we report once a year for our PH1 funds via the APR.

A21. If awarded the Expansion project, each project would require and separate APR submission.

Q22. Is there anything else we should know about changes to our current program if we are granted an expansion?

A22. Please review the Code of Federal Regulations and The FY 23 HUD NOFO Document on the CoC Competition page
https://www.hud.gov/program_offices/comm_planning/coc/competition