# SARAH – 2017 NOFA – Project Renewals

# Questions and Answers

# May 25, 2017

***1. When determining budget for rental assistance, do we generally assume that we will have the same number of units, and then multiply that by the fair market rent?***

Answer: your number of units and total housing budget must match the GIW.  HUD may choose to increase the rental assistance based on the new FMRs when they make the award.  Here is from the GIW guidance from HUD:

*FY 2016 FMR amounts are used during the application process to avoid any confusion with the budgets for renewing FY 2016 projects. HUD will apply any FMR updates to the rental assistance BLIs using the FMRs that are in place at the time of the application deadline, as stated in 24 CFR 578.17(b)(4).* (Source: <https://www.hudexchange.info/resource/4409/grant-inventory-worksheet-giw-instructions/>)

You shouldn’t have to do any calculation but take your budget from the GIW that you reviewed for SARAH last month.

***Follow up Question: For my administrative and supportive services budgets, is it appropriate to add, say, 5% for staff raises, or am I supposed to use the same amounts as well?***

Answer: In the CoC registration, HUD did allow renewals to increase their administrative costs from the rental assistance line item to the administrative line item – up to 10%. However, this request must have been done with your review of the GIW.  Here is that info from the registration [here](https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf), page 6:

*CoC Program Renewal Projects. Projects originally funded under the CoC Program that intend to increase their project administrative requests to greater than the amount approved in their most recent grant agreement (up to the 10 percent maximum allowed in 24 CFR 578.59) may move an amount from another BLI to add to the project administrative costs BLI, provided that the total annual renewal amount for the project application does not increase. Applicants of renewing projects with rental assistance may move funds out of the rental assistance BLI to increase the project administrative costs BLI up to 10 percent; however, applicants are prohibited from reducing the number of units assisted that are contained in the grant being renewed. Applicants should note that the movement of funds from another BLI might adversely impact the ability to carry out the activities related to that budget line item.*

Your next opportunity to increase administrative funds will be at your contract negotiation where you can ask for the increase and if that is not an option then you may be able to change in the next GIW depending on what guidance HUD releases with their registration notice.

***2. Would we need to do two renewals (of the same project) since we have two different projects listed in the GIW?***

Answer: Yes, because they are still two separate grants.  However, you should be able to copy the information for most of the application. In the future, we can help you work with the field office to combine the two grants into one.

***3. We would like to make some changes to our populations served with our transitional housing program. We are wondering if it will help our score.***

Answer: Changing your target population on the renewal application will not change your score (it’s all performance/compliance based). The HUD Field office would have to approve this change to your project before we could change it during the NOFA process.  If you want, you can submit a letter to David Rios and start that process. The HUD field office might see your proposed changes as “further clarification” of the target population, instead of an actual target population change.  Once you get feedback from the field office, I would include a copy of it in writing from them in your application to clarify to the review team that the change is eligible.

Until we see the NOFA, we won’t know for sure, but that TH/RRH Project type may be a new option.  Regular transitional housing is not an eligible new project type (hence having to change the population with the field office instead of creating a new TH project)

***4. Does the total budget on the renewal application summary budget need to include the match amount or should this number match the figure we put on the GIW? On e-snaps, there is a total budget and a total assistance requested. The total assistance requested does not include the match.***

Answer: The budget should clearly identify both the total budget without match (which should be the same as the budget submitted on the GIW) and the total budget with match.

***5. I have a question on serving chronic vs. literally homeless in a rapid rehousing program. In previous year renewals for our rapid rehousing program, we have always prioritized serving chronically homeless veterans. My question is this: for the FY 2017 renewal application, will we lose points/be penalized in any way if we make changes to the below to reflect that some of our target population will be chronically homeless non-veterans and non-chronically homeless veterans? We may have to place some of the populations into another subpopulation categories because of the low numbers of chronically homeless veterans in our continuum (a result of effectively ending veteran homelessness in 2016). Is this section of the application considered a performances metric? How tied are we to the numbers we project for our targeted subpopulations?***

Answer: RRH does not have to serve chronically homeless – which HUD only requires for PSH.   You will not be penalized.

**6. We have a first-time renewal that does not have closeout APR yet. (It was a first-time renewal in FY 2016). How should we note this on the renewal application?**

Answer: You should attach a word document explaining why you don’t have an APR yet.

***7. We are consolidating two projects into one this year. The APR for the surviving grant (which is currently operating and will end on September 30, 2017) is not due until 90 days after the end of the grant performance period. Since this will not be until January 1, 2018, is the wellness checklist still applicable or can we answer this question with N/A? We will complete the checklist but not until we have all of the information for the APR (at the end of the grant period).***

***Also, our other project (which will be the terminating grant in the consolidation) is also in a similar situation. It expires on 12/31/17 so the APR will not be due until next year. Do we need to complete the wellness checklist for this program even though it will be terminated after this year and we are not renewing it under this NOFA?***

Answer: Most questions on the CoC wellness checklist are applicable even if your project has not closed out.  Complete the checklist the best that you can on your most current projects.  We have two programs with projects in the process of consolidating this year that this will apply to.

***Clarification Question: Just to clarify, this means that we submit the latest APR close out and last four quarterly drawdowns for both our projects that are now consolidated into one? Is it correct that only one narrative and one match letter is needed since we are renewing only one of the projects?***

Answer:

1. Submit all of your reporting (APR, drawdowns, etc) for both of the projects.  We will create a performance score based on averaging out both programs.
2. For the narratives – you only need to submit one.
3. For the match – just one as well.

**8. For PSH, we have SRO units with a portion of those beds dedicated to chronically homeless veterans and portion of the beds prioritized for chronically homeless veterans. We plan to keep those numbers on the application for the renewal of the SRO project. Are these sufficient or are we required to increase the number of chronically homeless dedicated beds?**

Answer: You are not required to increase the number of dedicated or prioritized beds in your renewal application.  As a CoC as a whole you are scored on how many beds you have prioritized/dedicated to chronically homeless, but that information will come from the HIC, not what you provide in the 2017 NOFA.  However, in the future, SARAH could make a policy decision to incentivize projects who do increase their numbers but they have not done so in this renewal application.

**9. As a first time renewal, should we put the numbers we have in our original application and contract of how many we can serve?**

Answer: As a first time renewal, please fill out the numbers served as if your program is fully operational.

**10. For some of the supportive services we will be sending referrals to both in house providers as well as outside providers should we mark this as applicant, sub-recipient or partner providing?**

Answer: You can select all that apply.

**11. If our projects will be using scattered site one bedroom apartments with clients being lease holders do I put our numbers in units at the being of application?**

Answer: Your number of units in renewal application must match the final GIW.  For this question:

In this put the total number of units: Maximum # of Units (If applicable):

And then make sure you check off scattered site. If your units change during contract negotiation, the field office will need to change the GIW to reflect those new numbers.