Financially Assisted Agencies (FAA)

Notice of Funding Opportunities (NOFO) for Homelessness FY2022

Frequently Asked Questions

Updated 4/19/2021

1. Some of our contract categories were changing over the last and next year. Can you direct me to a road map of which categories are old and what is current? I'm trying to decipher if the homelessness NOFO that is released is the category that used to be economic stability/poverty or senior housing.
   - Thank you for your question. You should review your current contracts for better understanding of when to apply as current contracts were extended to align with the current NOFO process.
   - The current FAA NOFO that was released today is the Homelessness category. There are 3 subcategories for the Homelessness category: Domestic Violence, Seniors, Special Needs. Current FAA contracts in the Homelessness Category and subcategories end Sept 30, 2021.
   - The Homelessness Category has always been a category for FAA and is not replacing Economic Stability/Poverty. Senior Housing is a subcategory under Homelessness as stated above.
   - Economic Stability/Poverty will not be going to NOFO until next year 2022 for contracts that will start Oct 1, 2022. The SOFI program is part of the Economic Stability/Poverty Category. Contracts under the Economic Stability Category end Sept 30,2022.
   - Further information about category alignment and funding recommendations can be found in the following two links:
   https://discover.pbcgov.org/communityservices/financiallyassisted/PDF/FAA_New_Funding_Categories_V2_updated_2-28-19.pdf
   Funding recommendations can be found here:
   https://discover.pbcgov.org/communityservices/financiallyassisted/PDF/Documents/FAA_Funding_Recommendations_FY2021.pdf

2. Will this recording and slideshow be available for attendees to access after the bidder's conference?
   - Yes. It will be posted to the FAA NOFO website – https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

3. Does that mean there is ultimately less money available for the general homelessness programs that do not specifically target one of the subcategory populations in comparison to the last NOFO cycle? In addition to this question, how does the total funding amount compare to the last NOFO amount?
   - No, contracts from subcategories that were aligned with Homelessness were moved to the homelessness category that added funds to each subcategory. The total funds that were awarded at the last Homelessness NOFO for Homelessness alone was $1,194,686. One contract ($67,113) that was awarded funding under Homelessness during the last NOFO was realigned to the Economic Stability: Special Needs subcategory. The amount available for the Domestic Violence and Sheltering subcategory remains the same as the previous NOFO amount – $421,234. All past

funding recommendations are archived on the FAA page under the RFP Directory here: https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

4. Do all programs under the Domestic Violence and Sheltering subcategory have to be directly related to Domestic Violence, or can it be emergency shelter for non-domestic violence clients?
   - Yes, all programs under Domestic Violence and Sheltering need to be directly related to Domestic Violence.

5. Can the county pull us a list, upon request, of the number of our agency's staff who participated in the immediate last PIT Count?
   - Yes, for these requests, please contact Keianna Pierre-Louis at KPierreL@pbcgov.org.

6. In the NOFO guidance document, there is a new Policies and Procedures (P&Ps) section that asks applicants to provide our P&Ps in the same format as a template referenced. Our agency has 50+ P&P's in its own uniform format. Can we submit these 50 individual P&P's as a zip file?
   - Yes, you may upload all your P&Ps in a zip file to the WebAuthor NOFO application.

7. Is congregate transitional housing for returning citizens (i.e. formerly incarcerated adults), who do not necessarily have a documented disability, an eligible program type under the Special Needs category (or any other category?)
   - No, the Special Needs category is defined in the definitions section of the NOFO on Page 27. The definition states that for Financially Assisted agencies (FAA) programs, persons with Special Needs are individuals with disabilities.

8. How is the NOFO Invitation Code obtained?
   - The NOFO Invitation Code was shared during the Bidder's Conference. It is also in the PDF of the Bidder's Conference PowerPoint that has been posted onto the FAA NOFO website – https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

9. In the NOFO, there is mention of attachments #1, 6, 7, 8, and 9 but no attachments #2-5 are mentioned. Are there additional attachments (#s 2-5) that are required?
   - Attachments #s 2-5 are the ranking guides and should be reviewed by all applicants before completing their application.

10. Can you please clarify if the Scope of Work AND the narrative in the general application both need to be completed?
    - Yes, both need to be completed.

11. Can we submit multiple applications under each category that has multiple priorities?
    - Yes.

12. Will this PowerPoint be available after the call?
    - Yes. It will be posted to the FAA NOFO website – https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

13. Is the sheltering subcategory listed with DV specific to DV, or is it open to other populations?
    - Emergency Shelter to Rapid Re-Housing Program and Emergency Shelter are strategies under the Domestic Violence and Sheltering subcategory only.

14. Will this NOFO allow for funding of any capital expenses?
    - While capital expenses are not usually funded with FAA funds, if there is something you feel is needed for the program you can put it in your proposal and it will be reviewed by County.

15. There is no outcome listed in the NOFO under Homelessness for Prevention but there is one listed in the Powerpoint.
    - Please use the outcome listed in the PowerPoint for Homelessness prevention, which is "% of individuals who maintain their housing after receiving financial assistance for six (6) months or more". The NOFO will be updated to reflect this information.

16. For Section IV. Budget, Number 33: are the Year End Financials the same as the Audit for agencies that have an audit? I ask because the audit includes Year-End financials for the most recently concluded fiscal year. If we have an audit, should we just upload it in two places: Number 31 and 33?
    - If your last year-end financials are included in your most recent audit then please note that, however, most agencies' audits take 6-9 months to complete after a year has closed so the prior year's financials would not be included in the completed audit in many cases.

17. If we run a permanent supportive housing program with some families living in the western communities and some families in Royal Palm Beach, which program type should we choose since it can fit into both of the permanent supportive with case management?
    - The NOFO defines the western communities as Intersection of State Road 80 and State Road 880. By this description, it sounds as though 100% of the families are being served in the Western community.

18. In the SAMIS FAA Homelessness proposal, Number 27 requires a narrative response and includes the following information: *"Describe any key, formal partnerships that are jointly designed with other agencies and indicate whether they are formalized through a Memorandum of Understanding (MOU) or subcontract."* However, there is not a place to upload Letters of Partnership, Commitment, or related MOU's/Contracts in the WebAuthor application and I do not find any reference to such letters in the NOFO Guidance.
    Should agencies obtain Letters of Partnership, Commitment, or related MOU's/Contracts and upload them somewhere, or would FAA prefer agencies to only reference these partnerships narratively in the Question 27 text field?
    - We will add a place in the application to upload MOUs. The uploading of MOUs is optional and not required.

19. Are newly formed 501 (c) 3 organizations that have not conducted a third-party audit eligible to apply for funds?
    - Per the NOFO Guidance – Page 5, all applicants must be a 501c3 organization registered with the state for at least one (1) agency fiscal year, provided services for at least six (6) months, and have a completed financial audit.

20. Can an organization that provides emergency shelter to families with children under age 18 and case navigation with the goal of attaining permanent affordable housing be determined eligible to receive funds under the current criteria of the FAA NOFO?
    - No. Emergency Shelter is not a strategy that has been identified for homeless families. Please see page 12 of the guidance, which outlines the funding priorities we are seeking applications for.

21. Should an organization only upload the Policy and Procedures (P&Ps) for the program that they are applying to receive funding for?
    - Yes. The Policies and Procedures should be specific to the program that you are seeking funding for and should include administrative, fiscal, and program P&Ps. If upload size is a concern, you may upload all your P&Ps in a zip file to the WebAuthor NOFO application.

22. Since the question that requests the Policies and Procedures comes right after the Internal Control Questionnaire in the NOFO guidance, does this mean we should only upload Policies and Procedures related to the agency's finances?
    - No. The Policies and Procedures should be specific to the program that you are seeking funding for and should include administrative, fiscal, and program P&Ps, not just the finance-related ones. If upload size is a concern, you may upload all your P&Ps in a zip file to the WebAuthor NOFO application.

23. On Question #2 – Client Population, a drop-down box lists several client household types and it appears only one (1) option can be checked but our permanent supportive housing application proposes to serve families and individuals. Is there a way to change the structure of the question to allow for more than one selection? If not, would you consider adding an entry for "Homeless Families and Individuals" as one option to select? It would be a significant hardship to submit two (2) separate applications, especially considering the overall program (Housing First-based PSH) is the same.
    - A new option of homeless families with children and individuals has been added to the drop down answer for question #2.

24. For each funding source provided on the budget worksheet, should the expenses equal the revenue?
    - Yes, it should match as best as possible for the proposed column and should be exact for the confirmed column.

25. When answering where we will be receiving our clients from, do we list all three (3) resource centers? We will be proposing work with families and are currently unsure if Lake Worth and Belle Glade will be set up the same way?
    - Please describe how your program receives clients. This should be based on your individual agency policies and procedures of how clients are obtained.

26. Should we upload our current agency budget since our fiscal year 2022 will not be approved by the board of directors until August or September?
    - Please submit what you feel is the best representation of your agency's current annual budget.

27. For the Permanent Supportive Housing category, the first required outcome/indicator is "(Agency-provided) Percent of clients exit to Permanent Housing locations". For this outcome/indicator, can it be defined as the "percent of clients who maintain permanent supportive housing OR exit to permanent housing locations" vs. just measuring those who exit the PSH? HUD measures this outcome as maintain or exit and such a measurement would be in keeping with the program model (non-time-limited) of permanent supportive housing.
    - We will change the outcome for Permanent Supportive Housing Programs to "(Agency- provided) Percent of clients that remain in OR exit to Permanent Housing locations". The NOFO guidance will be amended to indicate this change.

28. Following up with the MOU response in the Homelessness NOFO Q&A – #19: Please confirm that the uploading/submission of MOUs and Letters of Support will have no impact on scoring, and that the quality and information presented in the narrative is what the scoring in that section will be based on.
    - The uploading of documents is not required to complete the application. An application could be strengthened by uploading documents but it is not required.

29. The change of the PSH indicator to "maintain or exit to permanent housing" might affect the prior outcomes FAA requests documentation of in Question #20 (Prior Outcomes) under the PSH category, as the question currently only asks for prior outcomes related to exiters and it does not include the maintainers.
    - You can answer the question with both sets of data, for the leavers AND the stayers, from Permanent Housing. Please distinguish between the two groups in the answer.

30. The NOFO states that according to the 2020 PIT, family homelessness has decreased by 67% but it looks like the infographic is showing that family homelessness increased by 5% (All other info on the infographic matches what is stated in the NOFO). The HUD PIT info shows 86 families were literally homeless in 2019 and 81 families in 2020. Based on that, it appears family homelessness decreased from 2019 to 2020 by about 6%. On page 11 of the NOFO, it says "The results further indicated that family homelessness has decreased by sixty-seven percent (67%), senior homelessness increased by forty-three percent (43%), and persons experiencing chronic homelessness increased by eleven percent (11%)". The infographic referenced in the NOFO and posted as a Data Resource on FAA Notice of Funding website is displayed:
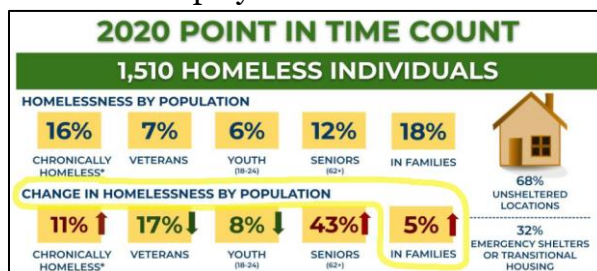
A 67% decrease is substantial. Can you please confirm the statistics as we are supposed to refer to that infographic in our grant app?

- The statement on page 11 of the NOFO contains an error. It should read that family homelessness increased by 5% based on the total persons. The infographic is referencing the total persons in families.

31. To clarify, the 5% increase statistic is looking at the number of total persons in families with children identified in the 2019 PIT as homeless (86) and that is being compared to the total number of persons in families with children identified in the 2020 PIT as homeless (81), correct? Or is there a more sophisticated calculation that you could share?

- Yes, it is the total number of persons in families with children.

32. The change of the PSH indicator to "maintain or exit to permanent housing" might affect the prior outcomes FAA requests documentation of in Question #20 (Prior Outcomes) under the PSH category, as the question currently only asks for prior outcomes related to exiters and it does not include the maintainers.

- You can answer the question with both sets of data, for the leavers AND the stayers, from Permanent Housing. Please distinguish between the two groups in the answer.

33. For the requested Agency's Policies and Procedures, does this mean all agency policies or those directed at Internal Controls?

- Thank you for your question. This question has already been answered and is posted on the Q & A document under questions 21 and 22. The Q & A doc can be found here: https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx. It is listed under the Homelessness Category and the General Resources subheading.

34. Do we need to put a narrative in the sections of the budget that are not being paid for with FAA dollars? Or do we just put a narrative in the budget areas that we are asking FAA to pay for?

- Please complete the budget with the most complete information you have for all sections.

35. I am completing the logic model using the sample in the guidance. When I look at the checklist, it is not clear where to put some things. Is it possible to have the one that we should be using sent to me, or tell me where to download it from?

- Please use the logic model template that is within the actual WebAuthor NOFO application, not the PDF Guidance. Thank you.

36. Can you explain how to title the logic model – do we keep the "Family Level Example", or do we put our agency and program name in the first line? In the guidance it asks if a "Family, Agency, or Community box is checked"; is there somewhere on the form to put that information or is it in the application itself? Can you clarify what you mean concerning "output tool" and "outcome tool"?

- The title of the logic model should be the program and agency name. In the need box, you can put in parenthesis if the need is a family, community, or agency. You can have more than one (1) need in multiple categories if you have the ability to measure that. A family need is one that is addressed within the family or families, like "families are unable to pay rent". A community need is one that needs to be addressed at the community level, like "rent in PBC has increased

disproportionately to pay rates, causing families to not be able to afford rent". Agency needs are problems that should be fixed at the agency level, like "staff are not trained in racial equity".
As for the outcome versus output measuring tools:

> - Measuring tools for output data are tools that demonstrate that a participant completed a certain part of the program. It can include attendance records, or something similar.
> - Measuring tools for outcome data are tools that demonstrate that a person has changed their behavior or situation. These types of tools could be leases, pre and post surveys, wage history, etc.

37. In the logic model, are services/activities considered outputs and measured by the output tool? If that is the case, how detailed should we be when listing what documentation will be utilized? For the frequency, should we list all required intervals of forms that are part of the output tool? Information is collected at many different times of the year according to what is being collected.
    - Activities and services are OUTPUTS and they should be as specific and detailed as possible, keeping in mind you will be held accountable for these actions. The "Frequency" section of the logic model is to list the time intervals (yearly, weekly, monthly, etc.) in which the data to measure OUTCOMES will be collected. In addition, same as Activities and Services, please be as specific and detailed as possible.

38. Does the logic model need to be one (1) page?
    - No, it does not have to be only one (1) page.

39. Which reports should be run in ClientTrack (HMIS) to determine which clients maintained their income?
    - If technical assistance (TA) is needed with the HMIS system, please reach out to the HMIS administrator directly to schedule a TA session. Please keep in mind that TA would need to be scheduled immediately as the NOFO closes on Tuesday, April 20, 2021.

40. For question 27a. Partner Letters or MOUs, do you want the file attachment named as "PartnerLettersMOU_FY22.pdf", in keeping with the other mandatory attachments, or should we use FY21 as indicated in the question? Also, can the agency name be placed in front of 'Partner' (in the file name) in order to further distinguish the packet?
    - You can name it FY 22 and put your agency's name in front of it.

41. On the Budget Template (attached), Line 35 should include Line 23 in the totals. Is it permitted to go ahead and change the formula on the spreadsheet?
    - We tried to give flexibility to allow agencies to adjust/add lines as needed but that may lead to some items not rolling up. An updated budget sheet will be uploaded, but applicants may update formulas as may be appropriate.

42. Is it possible to release a submitted proposal in order to make a change and resubmit?
    - Unfortunately, according to the terms and conditions listed in the guidance, once proposals are submitted they are final.

43. The Internal Control Questionnaire references federal funds. Since the FAA funding in the currently active Homelessness NOFO are Ad Valorem funds and do not include federal funding, do the federal funding questions need to be answered?
    - Yes, we are trying to align our policies and standards with federal policies. Most of the items on the questionnaire that reference federal funds are applicable to ad valorem funds as well (such as unallowable costs). If there is anything you feel does not apply to your agency, you can mark "N/A."

44. Our policies file is too large to upload in SAMIS. Is there another way to attach a separate file so I can split the Policies file in two? If not, can I upload a note with partial policies stating that the remainder are available immediately upon request?
    - Please upload a zipped folder containing your policies.

45. On page 17 of the NOFO guidance document, the Total Funding Amount Requested instructs the writer to do the following: "Please enter total funding amount across all service categories that you are requesting".
    The SAMIS WebAuthor application instructs the user to enter as follows:

Total Funding Amount Requested	Please enter the total funding amount that you are requesting.

    For agencies submitting more than one (1) request for funding under the homelessness category, should the number entered in this space reflect only the amount of the specific program application, or should it reflect the total amount of funding that the agency is requesting under the homelessness category?
    - Please enter the amount of funding for the program you are applying for in each application.

46. Is it permitted to name documents as such: "(Agency Initials)-(Program #1 Initials)Coversheet_FY22" and "(Agency Initials)-(Program #2 Initials)Coversheet_FY22", etc. to differentiate between the different programs we are applying for funding for? I imagine the financials, audits, etc. can follow the general naming guidelines, but anything program-specific might get confusing without including the program name in the titles.
    - Yes, this is fine.