

CDBG Public Services – Homeless & Non-Homeless with Special Needs, ESG, AHTF O&M, and CDBG Public Services – Fair Housing Q&A

Technical Assistance: Agencies are encouraged to attend the pre-application workshop. If additional assistance is needed, a phone or in-person conference is available. **The deadline for technical assistance (including submitting questions) is Wednesday, October 25, 2017 by 4:00 p.m.**

- Any questions and answers communicated will be made available in a Q&A posted to the County website (see below). Final edits/additions to the Q&A will be posted on the website by close of business October 26, 2017.

<https://snohomishcountywa.gov/742/Emergency-Solutions-Grant-ESG>

<https://snohomishcountywa.gov/695/CDBG-Public-Services-Applications>

<https://snohomishcountywa.gov/2292/Fair-Housing-Education-Counseling-Servic>

<https://snohomishcountywa.gov/755/AHTF-Operating-Maintenance>

Updated October 26, 2017-final additions

Q: Do the Supplemental Questions under Section VI. of the AHTF O&M application apply to applicants seeking funds for Emergency Shelter projects?

A: Yes, applicants seeking AHTF O&M funds for Emergency Shelter projects are required to complete the Supplemental Questions under Section VI.

Q: Should attachments be submitted in PDF or Word format?

A: Please submit attachments in PDF format.

Q: Can applicants submit one Attachment A “Organizational Document Certification Form” for multiple applications in the NOFA?

A: Yes, applicants submitting multiple applications under the NOFA are only required to submit one Attachment A “Organizational Document Certification Form” for all applications in the NOFA. (Note: Specific applications may have additional submittal requirements to be enclosed with that particular application.)

Q: Can CDBG funds be used for Admin costs?

A. No, Admin is not an eligible use of funds.

Q&A as of 10/23/17:

Please note that the correct deadline for technical assistance is **Wednesday, October 25, 2017 by 4:00 p.m.**

Q: Is this that the correct document/link in the Community Development Block Grant Application for Public Services Projects, Section II. Eligibility, Question 4. If the proposed project provides services to persons experiencing homelessness, how is the project consistent

with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (July 2017)?

A: No, that was an error, please see the use the following link to the County website for the correct document: <https://snohomishcountywa.gov/DocumentCenter/View/46516> for the full plan.

NOFA Workshop (10/2/17)

Q: Will applicants give presentations of their funding requests as part of the application process?

A: No, presentations are not part of the application process.

Q: Are applicants required to submit a “Board Resolution” with the items listed under Additional Technical Submission Materials on pg. 5 of the CDBG Public Services – Homeless and Non-Homeless with Special Needs Application?

A: No, applicants are only required to submit the items listed.

Q: What is the process for renewing awards in the second program year (PY 2019)?

A: For CDBG Public Services – Homeless & Non-Homeless with Special Needs, ESG, and CDBG Public Services – Fair Housing, applicants will submit one application for both the first program year, PY 2018 and PY 2019. These funding sources will not require a separate renewal application. The TAC will make funding recommendations for both years during this year’s process. However, funding is only awarded on an annual basis. The TAC recommendations for PY 2018 funding will go through the Policy Advisory Board (PAB) recommendation and Snohomish County Council award process this year. The TAC recommendations for PY 2019 funding will go through the Policy Advisory Board recommendation and Snohomish County Council award process next year and are subject to actual funding availability and project performance.

This AHTF O&M application begins a five-year application cycle starting in the first program year (PY 2018) , for the July 1, 2018 through June 30, 2019 period. Agencies awarded funds under this application will be eligible to submit an abbreviated renewal application each year for continued funding for the second through fifth program years (PY 2019 through PY 2022). Renewal projects will be evaluated on performance and continuing need in the community and award amounts will be based on the availability of funds.

Q: Are funding awards the same in the first year (PY 2018) and second year (PY 2019)?

A: The County has the option to adjust funding in the second program year (PY 2019) and will be reviewing project performance. Funding is estimated at this time and award amounts for both years is subject to the actual funding available. The amount of CDBG and ESG funds available is dependent on the Federal awards to the County and award amounts are approved through the TAC-PAB-County Council process.

Q: Will consideration be given to projects that have already received capital funding from the County?

A: No, there is a separate application process for capital funding which will not impact service applications. Furthermore, previous capital awards will not impact service applications.

Q: In regard to “Eligible Activities” on pg. 8 of the CDBG Public Services – Homeless and Non-Homeless with Special Needs Application, how will applicants ensure their project does not supplant other state or local funds?

A: Projects funded must be either a new service or a quantifiable increase in the level of service above that provided by state or local government. Projects must demonstrate that the CDBG

funding applied for would not merely replace (supplant) other state or local government funding. Applicants should contact OCHS staff if they are unsure if their project will meet this requirement. [Link to HUD guidance on this requirement Section 7.1.1: https://www.hud.gov/sites/documents/DOC_16476.PDF]

Q: How do projects that are receiving reimbursements via Medicaid ensure they are not supplanting funds? Should these projects seek to serve folks not eligible for Medicaid? Or should they add additional services to Medicaid clients?

A: The eligibility requirements under this section are in regard to the supplanting of state or local government funding. Federally funded programs do not fall under this eligibility requirement. Furthermore, expanding the number of clients served or providing additional services could be considered a quantifiable increase in the level of service provided. [See above link re: HUD guidance]

Q: How do applicants seeking funding for a new project complete the section on project outcomes in the CDBG Public Services – Homeless and Non-Homeless with Special Needs Application?

A: If the project is a new activity, applicants need to develop and provide proposed outcomes for the project for future program years.

Q: If a project is serving clients through a DSHS funded recovery program do they need to be excluded from this application in order to avoid supplanting?

A: No, as long as the applicant is seeking funding that would provide a quantifiable increase in the level of service.

Q: Should application budgets be submitted in Excel or PDF format?

A: Application budgets can be submitted in either Excel or PDF format.

Q: Should applicants provide organizational charts for the agency or project level?

A: Applicants are required to provide agency-wide organizational charts that include staff and management of the project for which they are applying. If applicants choose to provide an additional organizational chart that includes only the staff and management of the project for which they are applying they will be accepted.

Q: Which questions should be answered at the agency level and which should be answered at the project level?

A: Answers should be specific to the project for which funding is being requested, unless the question specifically requests information on the organization or agency as a whole. The following questions specifically request information on the organization as a whole and answers should reflect the broader organization:

- CDBG Public Services – Homeless and Non-Homeless with Special Needs: Questions 1, 4, and 5 under “Organizational Capacity”.
- ESG – Emergency Shelters and Rapid Re-Housing: Questions 1, 4, and 5 under “Organizational Capacity”.
- AHTF O&M: Questions 1 and 4 under “Organizational Capacity”.
- CDBG Public Services – Fair Housing: Questions on “Agency Background”, “Publicly Funded Project Management”, and “Cultural Competence” under Section III. Agency Capacity and Experience.

*Answers to questions 2 and 3 under “Organizational Capacity” in the CDBG Public Services – Homeless and Non-Homeless with Special Needs, ESG, and AHTF O&M application should be specific to the Project.

*Answers to the question on “Monitoring and Audits” under Section III. Agency Capacity and Experience in the CDBG Public Services – Fair Housing application should be specific to the Project.

Q: Is use of the Fenn-Jorstad Self-Sufficiency Matrix© part of the application?

A: Applicants should review funding requirements and eligibility listed in each application to determine if use of the Fenn-Jorstad Self-Sufficiency Matrix© is a requirement for their proposed project. For certain subpopulations the County is able to approve alternate self-sufficiency assessment tools. More information on the Fenn-Jorstad Self-Sufficiency Matrix© can be found at <https://snohomishcountywa.gov/429/Housing-and-Community-Services>

Q: Is a client’s eligibility status determined at project entry or their current status when an application for funding is submitted.

A: In general, client eligibility is determined at project entry. However, some funding sources require eligibility status to be verified on a reoccurring basis. Applicants should review funding requirements and eligibility listed in each application.

Q: If an agency currently receives funding for CDBG Public Service – Fair Housing Education and Counseling, may it request an increase in funding for PY 2018 and PY 2019 if it provides justification for the increase?

A: Yes, agencies may request an increase in funding for this project. Activity 1 may be funded with CDBG and EHP funds, Activities 2 and 3 may only be funded with EHP funds. All costs proposed for the project must be necessary and reasonable and respond to the Scope of Work Statement in the application. Agencies may include a rationale for the requested increase in funds in the Budget Narrative. In addition, please follow the instructions for completing the two Excel Workbooks for the Proposed Budgets for PY 2018 and PY 2019, which request information on the proposed costs, the breakout of these costs, and how these costs are being calculated. The amount of funding that may be awarded is subject to the actual amount of funding available; estimated CDBG funding available is included in the application.

Other OCHS comments from the NOFA Workshop:

Potential applicants should contact OCHS staff with any Technical Assistance (TA) questions. TA is available to potential applicants via phone, e-mail, and in-person. Assistance available includes answers about funding regulations and application requirements and discussing the proposed project’s compliance with program regulations and eligibility for funding. Here is a summary of some of the areas covered at the Workshop, please refer to the NOFA document for a complete description of the application instructions.

- Submit TA questions directly to OCHS staff. Contact information is listed in each application. Do not submit TA questions to OCHS.applications@co.snohomish.wa.us.

- Do not delete the questions from the narrative application sections submitted to OCHS. It is helpful to reviewers to see the question and response together.
- Applicants who intend to document CDBG-Services eligibility using “Limited Clientele Nature and Location” should contact OCHS staff for technical assistance.
- Applicants will be notified of TAC recommendations before the PAB meeting.
- Ensure all tabs in the budget workbook and all budget fields are complete before submitting applications. Applicants submitting CDBG Services – Fair Housing will need to scroll down to view all fields. Be sure to submit a separate budget workbook for each year of funding requested.
- The Homeless Prevention & Response System Strategic Plan can be found at <https://snohomishcountywa.gov/1080/Homeless-PreventionResponse-System-Strat>