

Transcript – CoC Office Hours November 4, 2021

TJ Winfield:

Hi, everyone, thanks for joining the CoC Competition Office Hours today. We're just going to give it another minute or so. We'll let everyone join and then we'll get started, thanks.

Alright, with that, I think we can go ahead and get started. Thanks again, everyone for joining the CoC Competition Office Hours today. I just wanted to go over a few technical tips before we get started.

See if you can go to the next slide, Vanessa, thank you. So to opt, to optimize webinar functionality, we recommend that you close out of your e-mail or any other programs that might slow down the streaming of the event. And we do encourage you to ask questions.

So at any time, if a question comes up, please use the chat box, which some of you already have, to ask any questions that come up. And the same thing, if you have any technical difficulties along the way, please first try signing out of the webinar, and then signing back in.

And if you're still having trouble after that, use the same chat box to ask your technical question. And we'll be keeping an eye out there to answer those as needed. And if you would like to, you can switch your audio from your computer to your phone or vice versa.

To do that, if you click the little caret arrow next to the mute button at the bottom left of your screen, you'll see a prompt to switch to phone audio. And if you click that, and you follow those prompts, you'll be able to switch back and forth from phone to computer. And with that, I'll pass it over to Karen to get us started.

Karen DeBlasio:

Thank you. Hi, everybody. I just want to, before we get into the meat of the presentation, I want to say, "Good morning, good afternoon to everybody." Thank you for joining, we're already getting questions in the box. One of the first things that I want to start off with is let you know that we know that the October Office Hours session has not been posted yet.

We are working furiously to try to get that posted as soon as we can. So we are going to, we will let you guys know as soon as we get that out. We'll send an, a listserv message out, and let you guys know that it's posted. Just in case anybody needs a reminder, I don't think you all do, but the NOFO closes, or the CoC Program Competition, I should say, closes at 8:00 p.m. Eastern Time on Tuesday, November 16th.

So we're getting there, folks. We appreciate all the work that you guys are doing. We know how hard this is while you're still, you're trying to do this while still serving our clients. So we definitely appreciate you guys, and we're here to get you through the next, under two weeks.

That said, please do not wait if at all possible, do not wait until the last minute to submit. You don't want to be in the situation of a power outage,

Transcript – CoC Office Hours November 4, 2021
and it's 7:55, and you're trying to hit, "submit," and you have no power. It has, it has happened, we've seen it happen to folks.

So please, do your best to try to allow some, some time, allow some time to address any technical issues should any come up. Hopefully, they will not. It looks like the, I'm seeing in the, in the chat box, if anybody isn't looking at that, that the October webinar materials was, is posted.

It was posted at noon today. So thank you, William, for letting us know. Again, a reminder to refer questions, we are not taking questions through the AAQ, like we were in the past. Please use CoCNOFO at HUD dot gov, the e-mail address that's up here on the screen.

Just a reminder, this is in the NOFO, but just a reminder again, that it, any questions that are received after, basically, two days before the competition closes, so November 14th – if there's a policy question, I'm not referring to technical issues. If you have an e-snaps technical question, submit that.

If you have a policy question or a question related to the NOFO for the CoC NOFO box, submit it. But we cannot guarantee that you will get an answer by the close of the Competition if it's submitted on November 14th, or later. Sometimes it just takes us some time to get through some things.

So try to get any of those, kind of, policy NOFO related questions, application questions to us. Up until the last minute, keep submitting any technical questions that you have.

So again, just, thank you, everybody, for all the hard work that you're doing on top of responding to this NOFO. We really appreciate it. We're almost there so, thank you. I want to turn it over to Kevin Turner.

He's a SNAP, and he's the lead for our CoC application team, so he's going to talk to you a little bit about the CoC application. So Kevin?

William Snow: Kevin, you appear to be on mute, right now.

Kevin Turner: Next slide, please; I think it's two slides, actually. Okay so I want to talk about the 1E questions. This is one of the, this is one of the most important sections of the application. And we've gotten a number of questions about this and what you're required to submit.

So for 1E-1, it's a two-part attachment requirement. The website posting and so the 30-day notice of your local competition deadline can be a website posting. It could also be something that's in a local advertisement from paper, or social media, Twitter that demonstrates that you announced that your CoC was accepting applications. And but that that evidence needs to have a date; and generally, a system generated date if it's posted on a website.

And I imagine if it's on Twitter, or whatever, there is some, kind of, way for

Transcript – CoC Office Hours November 4, 2021

you to capture the time, and date. And then the second piece of it is a copy of the scoring tool that your CoC published in advance. And so this is, this is you telling applicants how you're going to score the application.

And if you, if you issued supplemental materials, let's say, after the NOFO went out, and there's more scoring stuff with that, that should have also been posted. And that should also be included in that attachment. Next slide, please.

1E-2 is, requires three parts. This is the scoring tool that your local competition used, you could have used the tool that's made available through our contractors. Or it could have been your own tool that you designed. And then this is, this is where a lot of people are having issues is a copy of one renewal project application.

So we don't, you're not required to post all of your applications in this attachment. And any attachment for that matter, you're not required to post all of your scored applications, I should say. But we want a copy of one scored renewal project application. And this is the application that is used by most renewal projects in your CoC.

And that scoring, a scored project should contain all the scores that you use, the total scores for everything for that type of renewal project, and your CoC: All the objective criteria, the the maximum points, and the actual points your CoC awarded to that renewal project applicant.

So the other thing is, that I would just say, don't redact the name. We want to see the name of the project, we want to see that this, these are actual project. And then you need to have a document included with this that shows the final project scores for all projects. And this can simply be a spreadsheet with all the projects, and all the scores. Next question, I mean, next slide, please.

And the final attachment that I want to talk about is 1E-6. This is where you're required to attach your consolidated application. And we say that the consolidated application has three parts: It's the CoC application, the priority listing, and all projects both accepted, and rejected.

And I would add, reduced; it's not on there, but I'll add that. And the final version, we define the final version as the one the CoC applicant submits to HUD in e-snaps. And in order for you to receive maximum points in this section, that final application needs to be submitted within two days prior to HUD's November 16th submission deadline.

And you can use the CoC, you can use the PDF version so long as it contains all of these parts to meet these requirements. And again, you're not required to post all of the project applications or submit them in any type of attachment to us. I think, I think that's everything for me now. I'll now turn it over to Brian Fitzmaurice.

Brian Fitzmaurice: Hey, okay, I think I'm on, and I think everyone can hear me now. Thank you, Kevin, and thank everyone for, for joining us this afternoon. Hopefully, we can make this as helpful as possible to you all out there. So I just have a couple of items and, I guess, we can go to the next slide, please.

So we, we've been receiving a fair number of questions through the the NOFO e-mail box about when you all, your project applicants, are working on your budgets or your project application. And in this case, it would be renewal project budgets that are not lining up with the GIW, which you understand to be the final GIW. And of course, you do want those numbers to align.

So I just wanted to offer a couple of suggestions, and these come from actual questions that we have been receiving. This might not be totally inclusive of every situation but if you check these items first, hopefully, you're going to be able to resolve discrepancies between your project budget, your renewal project budget, and what is shown on the GIW.

So first, I would suggest confirming any budget amendments to the expiring grant agreement that you may have brought up or requested from your local Field Office to have amended. And this could be moving funds between budget line items, changing grantee names.

But it would, when we're talking about the amounts, typically we're talking about budget line item shifts. And for rental assistance, this could also, definitely include where there is a realignment of your bedroom configuration because that, for rental assistance, will certainly affect the the amount of the rental assistance amount.

And quite frankly, quite possibly, the annual renewal amount for that particular application, so check on that. And with budget amendments, I'll get to this in a minute, but please consult with your Field Office. You are allowed to do that and they are allowed to speak to you on these renewal projects where there might be amendments.

Next, confirm, and again, this would be more for rental assistance; confirm that the correct fair market rent area is being listed in the new project application. Most of the times, you will have the correct FMR area, but that could be another cause for a discrepancy in the amount that you have on the budget, and in the application versus the GIW.

Also, and we sent out guidance on this, gosh, about a month or two ago; confirm that for the selected budget line items, that would be rental assistance when you are at the actual rent. Leasing, lease structures for operating to ensure that those amounts have been updated to the amount that you show in the GIW.

We did send guidance out on that. What we did, and also, just for the rental assistance at actual rents, we had sent reports out to your collaborative

Transcript – CoC Office Hours November 4, 2021

applicant at the CoC and asked the collaborative applicant to provide that to the projects that we show as have having actual rents for rental assistance back in 2019. So just ensure that those listed, those referenced budget line items have been adjusted up to match the GIW. Next slide, please.

And again, I mentioned this a moment ago, but when it comes to, if if you have requested an amendment, particularly one that will impact certain budget line items, do not hesitate to contact your HUD Field Office, too, just to check in on that amendment. Because they have to, they have to approve the amendment.

This is an amendment to the grant agreement; and to check in to see if that got reflected on the GIW. I've seen a few questions that have come in that referenced responses from their field offices, saying that they, they the Field Office, is not, they are not authorized to communicate to the applicant on this matter.

That, unfortunately, is a misunderstanding. They, they can, and should communicate on this, again, we're talking about renewal grants. Obviously not new grants, because we haven't awarded those yet. But if you have any question on an amendment that you had to submit to the Field Office, and whether or not that's being reflected on the GIW, please, do not hesitate to contact your local HUD Field Office contacts.

And again, they are certainly allowed to communicate with renewal applicants on these issues. Next slide, please, and this is my final slide.

Just a critical reminder, and Karen had mentioned this in the beginning, but specifically for your project applications. We know that everyone is trying to get these right. But do, please, do not wait until the last minute to address any remaining project application issues.

Seek resolution now whether that's confirming numbers with your Field Office or questions. We, we're trying to respond to the questions as quickly as we can. Or it might be if you're a project applicant, just communicating with your collaborative applicant. If you that you needed to adjust something in the project application, that will require the collaborative applicant to send, what the technical word in e-snaps is to amend it back to you.

That gets to be a tricky word sometimes because that's not the same as a grant agreement amendment. In e-snaps language, the collaborative applicant must amend or send that, the project application back to the project applicant, if there are any kind of adjusting, adjustments that need to be made.

I'm not saying that'll always be the case. But please, follow-up with any last minute revisions, or corrections, or updates now. Please do not wait. Obviously, we're getting close to the deadline, and we don't want any projects to be adversely impacted because of that.

But that's all I have right now. I think I am handing it back over to William, I believe.

William Snow: Alright, thanks, Brian.

Brian Fitzmaurice: You're welcome.

William Snow: Thanks to everyone who has presented so far, we got lots of great questions. So please keep those coming, and we'll do our best to answer. We're going to start actually with Kevin and the CoC application.

Lots of questions seeking clarification around the slides we discussed around 1E, so let's take a couple of core top level questions. So one would be, "What does it mean to be final? What is the final CoC consolidated application?"

Kevin Turner: So our definition is the one that you submit in e-snaps. So if you, because for us for scoring purposes and for everything, that is the application that determines how we're going to fund projects.

William Snow: Okay, so that's good because that leads to the next question, "If you're looking for the final one, and HUD is recommending it be posted to get full points by November 14th, what's the logic behind that?" If the dead – if the deadline is November 16 but we're seeking for it to be posted on the 14th, why is HUD asking for that?

Kevin Turner: Well, so that's a good question. I think perhaps it's an incentive to submit your project, to submit your application early. That's what I would say.

William Snow: Yeah, that's a good point. So this is about scoring, right? It's a competitive application. So to receive maximum points, you have to submit two days before the deadline. But again, that's the scoring element. You have until November 16th, that's the absolute deadline. If you submit after the 16th, you jeopardize your application altogether, but you can submit up to November 16th, 8:00 p.m. Eastern Time.

So it is important to recognize that that's in a competitive criteria. One thing we've noted in the past, and one of the reasons we tier is we've had complications, actually, in the last day or two because of the sheer volume of CoCs submitting at the same time. It has caused issues. So part of this is to make sure the applications get submitted and avoid any new issues with the system.

I'm going to shift gears here and, Kevin, we'll come back to you in just a minute. There were several questions around e-snaps, just asking, "Do we have any –? Are we having complication?" Some saying they are having complications, and wanting to know, "What do we do with that?"

So I'm going to turn to Sid; although, it may be someone else here on the call as well. Any, any suggestions about what we do if somebody is facing some

Transcript – CoC Office Hours November 4, 2021
complications with e-snaps, specifically on the project application, but it could be for other things?

Sidhartha Nilakanta: I'm not totally sure, and Brian, if you can answer? I think if people do have issues, we do try to figure out if there are any e-snaps complications with our development team.

I don't know how closely we work with people on that. But if Brian, you know any more details on that?

Brian Fitzmaurice: No just to say that, please, as soon as you identify your issue, please submit that to the e-snaps e-mail box for the NOFO. And I would just, any way you can, whether it's in the title, or as soon as possible in the message, please try to flag the urgency of this.

Because that, as we get into the final days, those kind of questions will certainly be our priority. And we stated that as such, as much in the, in the NOFO. So, yeah, we're really going to try to, really, focus on those, particularly if there's a system problem, like, you can't get into e-snaps or something like that.

So I, that's my knowledge. That that is the best way to let us know, is to send that to the e-snaps NOFO mailbox.

William Snow: Perfect, thank you. And I know, we were aware of some issues before, actually, in the last Office Hours. Those, to our knowledge, have all been resolved. And so that's another reason to just reiterate, if you are facing that, send, send an e-mail to that inbox, even a reminder, if you've sent it, and you haven't heard back. We'll address it as quickly as we possibly can.

I'm going to turn back, there's a couple of questions, again, lots of questions on the CoC application. And so we're going to go back to some of the CoC application questions. This one I may refer over to Caroline but feel free to call on Kevin or Karen. This is around the PHAs.

So I'm going to read out the question for you just to, kind of, have some time to think about it. So CoC coordinating with PHA to submit a joint application for funding a project serving families experiencing homelessness; that's our application requirements, or a question.

So the question is, "What does that mean? What is the joint application for a CoC funded project?" Or is it a joint application for some other funding, or to whom is it for? So I wonder, Caroline, if you can address what do we mean when we say a joint application for funding?

Caroline: Sure, that's a great question, and I want to clarify that, "joint," in here is a , a lowercase 'j,' not an uppercase 'J.' So we do not mean a joint component, THRH project [PH], we're just looking for any project that has a coordinate project, again with a little 'p,' but looking for a joint effort for funding

Transcript – CoC Office Hours November 4, 2021
between the PHA and the CoC.

So the detailed instructions give a few examples of PHAs, and CoCs coming together, and submitting, working together on the application for mainstream vouchers for our Family Unification Program vouchers, or for other non-federal entities. It could also be the PHA and the CoC coming together to submit a CoC project: Say, permanent supportive housing where the housing components or funding is from the PHA through vouchers, and the, and the services are through the CoC.

So it could mean any, kind of, project where the CoC and the PHA are coordinating directly, so that they can get funding to help eligible clients.

William Snow: That is great, thanks for that clarification, Caroline. I'm going to let Norm speak through, a minute to the question around the two-day deadline, he wants to add a little bit more.

So we'll turn it over to Norm just to comment on, more on the why do we have the requirement to submit by November 14th where that's kind of maximum point allowance there? Norm?

Norm Suchar: Thanks, William. So I saw a lot of comments in the Chat window, so sorry about the confusion here. But the requirement of posting the application two days in advance is to give your community a chance to, sort of, check to make sure that there aren't major problems. That it's accurate, that it's, that things aren't being misrepresented, and such, before you submit the application.

So if you post at – what we want to see is up, that you post a complete application. If you find subsequent to posting your complete application that you've made a mistake, or someone points out something that isn't right, and you need to fix it before you make your final submission on the 16th, or before the 16th, then that's fine.

So that, so it does, you can make small changes between the time of your posting and the time you submit. And the real question we're looking for is have you, like, do, or have you posted a complete application for your community to get a chance to review?

We did have some follow-up questions about whether there's a a specific incentive for submitting prior, your application early. We do not have a specific incentive in this, this year's competition for submitting everything early.

So we have done that in the past, but we don't have that this year. So hopefully that clarifies things, keep the questions coming in in the chat window, and we will do our best to answer. Thanks, William.

William Snow: Alright, thank you. Okay. Let's put another one out to Kevin. So let's shift

gears a little bit to the scoring tool questions, "Wondering what does that mean, exactly? Is that one tool?" Let's say they use five tools in the community, is it all five tools? Is it one tool?

So there's the, like, what's the scoring tool look like? There's also the tool that's completed, right, that shows that it was used. Is that for every project? Is that for one project? Is that for every type of project? So just need more clarification around what that attachment requirement is?

Kevin Turner:

So the initial tool is, and maybe, maybe you didn't post a tool. Maybe you posted in the beginning, the criteria that you were going to use, but it wasn't the tool. But it still gives point values. So the term, 'tool,' is not necessarily a technical one, it could be however you scored.

For instance, you may not have used a, you might, you may use your application. Like, you may use the application as your scoring tool, for instance, and you don't have something like the TA provided scoring tool. So scoring tools come in all shapes, and forms, but what we're looking for is how you said you were going to score, and how you actually scored. And how how you said you were going to score, the different types of applications, and how you actually scored them.

And, but again, I think a lot of people ask me, "Do we want copies of every application, scored application?" And no, for the 1E-2 question, we want one scored renewal project application. And this is the, this is the renewal project application that most, most renewal projects in your CoC use to apply for funding, and all of the associated forms that go with that.

So did I, answered everything, William? Does anybody else want to add anything to that, Norm?

William Snow:

I think you answered that, I think that's been the main question, is, "What are all of the moving parts?" And how much will qualify? There is another question, and it, actually, is more 1-6, but a similar type of question.

When we say, "Post the entire application," right, the CoC consolidated application, the three parts are the CoC application, the priority listing, and the project application.

What's expected for posting in regards to the project application? Should they be posting every single, individual application on their website? Is there some other, acceptable thing that can be posted? What should that look like?

Kevin Turner:

I don't, I don't think it says project applications. I said, I think it says, 'project listing,' in the NOFO. I don't think it says all project applications, and I think this is where the confusion is. Because there needs to be a complete listing in that final announcement that shows all the....

And I don't know, and somebody can help here. I don't know what the

distinction between and the priority listing is. And I don't know, yeah, so I don't know the answer to that. If if the priority listing, if there's a distinction between the priority listing, and all the projects?

Because I would think that all of the projects would include all of the projects regardless of whether they were accepted, reduced, or rejected. And I, but I also think all of those are covered in the priority listing but I'm not sure.

William Snow: So the, the 1E-6 detail instructions list those three things; the CoC application priority listing in all projects accepted rank where required or rejected. Those are three separate components. Are you saying that a list in addition to the priority listing would be acceptable for that third element, the all projects accepted, ranked where required, or rejected aspects? Yeah.

Kevin Turner: Yes.

William Snow: Perfect.

Kevin Turner: But it's not the project –

William Snow: Very, very helpful.

Kevin Turner: – Listing.

William Snow: Alright, alright, let's move to another question. We have a question about the racial disparities, Section 1C-15a. And it's asked, "Can you provide clarity on the 1C-15a racial disparity assessment results section?"

Should the answers to one, and two, and three, and four be the same? If one is more likely, then automatically others will be less likely, correct? So just trying to figure out how do we interpret the language in 1C-15a?

I'm not sure that we have someone from our race equity team, in particular, on the call. But Kevin, do you want to take the first crack at that?

Kevin Turner: So what we asked in the question is, "What did your racial equity survey, what were the findings?" So if you go down to findings, and those findings, or either yes, or no, that that's, that's the issue. Is, is this what your survey found?

So you, basically, we did a slide on this last time, and I wasn't really prepared for this one. But we did a slide that talked about this. I mean, I can, I can come back because I think we also did an FAQ on this; not FAQ, but we've done a number of responses. So I'll come back on this one, I'll look for the response.

William Snow: Perfect, it may be helpful to note that there might be some overlap here, right? There are two separate types of questions, right, one and two focus on receiving homeless assistance, assistance. So it's, "Are folks who identify of

Transcript – CoC Office Hours November 4, 2021

different races or ethnicity more likely," that's one, "To receive homeless assistance?" "Or less likely," that's two, "To receive homeless assistance?" again, the emphasis on homeless assistance.

Section III and IV is asking a slightly different question: People of different races are more likely to receive a positive outcome from that homeless assistance; or less likely to receive a positive outcome is number four. So there could be overlap in the I, II, III, and IV Sections.

It's important to note that differences, that's okay to have the overlap there. We just are curious if the assessment that you've conducted identified those two types of, kind of, layers there? Right, like, who's accessing assistance? And then what are the outcomes from receiving assistance?

So, Kevin, you can look further if you want or feel free to add more to that. But I think that's, the core distinction here is it's okay for there to be overlap. I think that's part of the question here.

Alright, we have a YHDP Replacement question that, actually, dovetails, really, into the bonus piece. So, Kevin, you may end up answering this, although we may rely on others. Norm, maybe this would be good for you to respond to?

For our YHDP Replacement Projects, can a partnership with a PHA to sub, to provide subsidized units for a rapid rehousing project count for the housing coordination bonus points?

Norm Suchar: So I'm sorry. Is the question about if it's a YHDP Replacement Project only? In that case, it –

William Snow: Yep, that is –

Norm Suchar: – Would not, it would not count towards the CoC application score for that rating factor. It would have to be a project that is submitted with, as part of the CoC part of the application; so a new project application under the CoC bonus, for example. Replacement YHDP Projects would not count towards that that rating factor.

William Snow: Perfect and I think, and you can correct me if I'm wrong. I think the operative concept here is the Replacement Project is not actually treated like a new project. And to receive or to be eligible for the bonus points, those bonus points are associated with new permanent housing projects.

Norm Suchar: Yeah I I did.

William Snow: Alright.

Norm Suchar: There's, actually, I don't want to go too far into this, but there's a statutory requirement that we're fulfilling here that requires under the CoC program for

us to incentivize these kinds of projects. So we do have, sort of, a statutory responsibility to make it a CoC project.

William Snow: Perfect, very helpful. Thank you. Alright, Kevin, I'm going to come back to you. We still have lots of questions around the 1E pieces, so we're going to keep flowing there. There's a follow-up question around, kind of, the format of submitting a scored document, a scored tool.

Does it need to be electronic? Can it be something that's penciled in, right, where the, where the answers are penciled in for reviewed projects for the scoring guidance? What format are you looking for with a scored document?

Kevin Turner: So for people who do this electronically, then we'd want, you can PDF your tool. And if you, you can separate those pages out, or print it to PDF with the, with the, with the specific pages.

If you score your applications manually, then that's who we want to see. What's important here is that that tool posts the maximum points allowable, and the points you actually gave to that applicant.

William Snow: Perfect.

Kevin Turner: And I want to go back.

William Snow: So we don't care – well, well, go ahead, Kevin.

Kevin Turner: I want to go back to that one question because we thought this could be confusing, the ratio equity question. So this is how we responded: For elements one through four and six, select, 'yes,' if these elements represent findings from your racial assessment?

'No,' if they were not; but for element five, select, 'yes,' if your racial assessment found no racial or ethnic disparities in the provision or outcomes of homeless assistance. It seems counterintuitive but, yes, you did not find it.

William Snow: So a follow-up on the race equity, a follow-up on the race equity question has to do with the concept of different races. Right, you may find different results with different races or ethnicities. So is this really saying that it's more or less likely for at least one race, for all races?

So that's one of the questions as well, is what is this different races or ethnicities category? And how do we – how do they respond based on that?

Kevin Turner: So the different races mean the different races in your CoC. So whatever races are in your CoC, that's what we would expect you to be responding to.

William Snow: Yeah but I think it's a little more nuanced than that. What if the results show that people who identify as Black or African-American are more likely to receive homeless assistance, and people who identify as Hispanic are less

likely? Do they have two responses, right? You have both a, 'yes,' and a, 'no,' right, are you yes or no, depending on which one of those two you're answering, the more likely or less likely.

Is it, do they answer, 'yes,' to both of them in that case, 'no,' to both of them? Again, that's, I think that's the real question here, is, does it apply to all races? Like, is this a, in general, all people of color are more likely, or less likely? Is that the question? I think that's what they're really asking.

Kevin Turner: Norm?

Norm Suchar: So can you see, so let's. William, can you ask the question, specifically, again? Because I've gotten lost in what, 'yes,' and, 'no,' means as a response. Yeah.

William Snow: Yep. So how do you respond to the question; let's just stick to the, "More likely to receive homeless assistance," question, just that one. In the event that you find that different races and different ethnicities experience it different.

So you would have, let's again, say, Black African-Americans are more likely to receive homeless assistance. But people who identify as just, as Hispanic are less likely. So how do you answer the one question, "Different races are more likely to receive homeless assistance," when you have two contrary responses?

Norm Suchar: Yeah and Kevin, can you remind me? This is, this has, you can check multiple boxes here in this question?

Kevin Turner: Yes. Yes.

Norm Suchar: So the answer is, "Yes, you should check all of them," all of them that apply. The one, sort of, I think, I want to, sort of address one of the reasons I think this might be confusing, is, like, there's an approach. That you can look at this and say, "Well, obviously if some races are more likely to be served, or then, then, almost by definition, other races are likely to be served."

So that, that's, sort of, true in most cases. I will say, like, when you do statistical analyses, like, the answers can be a little more complicated. You can have a lot of noise in your data, you can have, sort of, like, when you have low sample sizes, you get some weird answers.

We wanted to provide, sort of, ways to respond, and that that could address almost any situation. But if the answer is obviously, like, "Both of these apply," then you should just check both boxes. That is, it's, that this isn't one of the ones where you need to think a lot about what you checked here.

William Snow: Alright, well, look in the chat to make sure that's helpful but those are great questions. Again, complicated, we're also trying to learn about what the best

questions are, especially on race equity, and this is a great, a great opportunity for all of us to learn, so.

I love those, I love those questions. We had, again, a more technical question around attachments. We'll see who the best one –? Brian, you might be the best one to, to take the first stab at this one. So attachments come in different forms, what if you have, let's say, a score form?

Let's just focus on the 1E-2 attachment, that is an Excel document, it's, that's very large, right, like, a large document. And it doesn't make sense to PDF it unless you want to use the magnifying glass to review it.

What do you do in that case? What formats are we allowed to upload, and are there any size limits that you're aware of?

Brian Fitzmaurice: I think that's, off the top of my head, I am not sure. I'd have to consult with our technical folks who work with our contractors that have set up the system.

Kevin Turner: So I know.

Brian Fitzmaurice: I guess it depends how large an attachment you're really talking about. I know. And instead, I don't know if you recall, but we have asked in the project application. And typically, we do have attachments in the project application.

But usually, in the project application, we're looking at the length of, the amount of a narrative response that can be sent back. Which I know is different, obviously, than in an attachment.

Kevin, I don't know if you have some, better idea on that? But I don't know actual sizes limitations.

Kevin Turner: The size limit is five megabytes. And as one of our astute people just put in the Chat, you can also use the zip feature. We prefer that you only use the zip feature if you have to, but you can use it.

And so, yeah, so I don't know. I mean I wouldn't. So if, so if you, let's say you had a scoring tool, and you had a page in there for 300 projects, let's say renewal projects, and there was a, there was a page in there for 300 projects. I could see how that could be problematic.

Yeah, that's a great question. So our limit is 500 megabytes. So I would think that, I don't know, besides zipping the file, what one would do in that case? If the tool exceeds the capacity for the system to take it.

William Snow: Well, and the other alternative, so most of the time when they're that large, it has to do with having several pieces that usually are tied to each, separate project application. You could just PDF individual tabs. They would be large,

Transcript – CoC Office Hours November 4, 2021
yes; hard to read, yes. But that's another route to go.

I know, Excel has some allowances for what you select for putting into a PDF format. So again, you may want to just say, "Okay, I don't need 300 tabs, I just need tab one and six," and you select those, and then you choose to print those to PDF, or save those to PDF. And that's another way to possibly, possibly do that. And somebody mentioned moving as well, which is another good, another good tip there.

Kevin Turner: Now, I would, I would warn.

William Snow: Kevin, were you going to add more?

Kevin Turner: I was going to warn that we've seen situations where someone downloaded, I think they thought they were PDFing their scoring tool. And the only thing we got was the cover page.

So to William's point, you really want to double check those attachments to make sure they have what you intend to submit after you've uploaded them, open them back up, and check them, and make sure they include everything you intend to submit.

William Snow: Yep, good point. I saw a few questions around where is the requirement listed in the application, or in the NOFO regarding various attachments? Right, depending on what we're talking about, specifically, some questions around the 1E attachments.

So the best place to look is in Section VII, which is where all the scoring pieces are. But the scoring, to receive maximum points, you have to upload the attachment. That's where it's listed. And that's outlined in Section VII B-2 is where most of the 1-E. questions are found.

So if you're looking specifically for, "What am I supposed to attach, and where?" those should outline that, and often they'll say you have a requirement to do some sort of process and demonstrate that. And this is the form of demonstration, and so that's, that's generally where it's found, really. I would look, specifically for there in Section VII B-2.

Kevin Turner: And I would add to that, that also, the detailed instructions give the NOFO references for all of the questions this year. So if the – the detailed instructions should tell you where you can find that requirement just as William described it.

William Snow: Alright, thanks, Kevin. Alright, we have another question around the bonus, the bonus points this year, the housing and healthcare. And this one may, it may go to Kevin but it may go to Norm as well.

So the question is for the 25% match for healthcare, "Can the same company that provided the mental health services be the same folks that provide the

housing services as well?" And can the MOU state that, right, cover both the health, and the housing aspect?

Norm Suchar: So the requirement is that these, sort of, be, like, mainstream housing and healthcare providers. It's definitely possible that you could have an entity that, sort of, serves both functions. So it might be possible, but I don't think, it's not like it's just a, any, sort of, funder would, sort of, qualify as a housing provider or a healthcare provider in that context.

So it would have to be, sort of, one of those rare cases where you have an entity that both serves as a mainstream health provider, and a mainstream housing provider. I think some state or local jurisdictions are, sort of, organized that way. It seems to me like it would be rare but, I don't know, maybe there's, there are more, sort of, of those kinds of entities out there.

William Snow: Perfect, thank you. Alright, I'm scrolling down. I don't. I'll let others chime in if you have a question that you already are queued up to answer. I'm going to keep scrolling and making sure; I know there's a variety of questions but many of them we've covered in some shape or form.

I will note, some had mentioned, kind of, the desire for us to revisit the capacity for attachment, the size. That's something certainly we can look into for the future. We can't do it for this competition. We just have restrictions with the system while it's open.

But that's something we can look into for the future, absolutely. Brian or Sid, any project application questions that I have not seen so far?

Brian Fitzmaurice: I have been looking at the chat, and, I guess, for good reason, a lot of these questions are CoC applications. So I'm, none are, kind of, bubbling up to my attention yet, but I am keeping an eye out for those.

William Snow: Perfect, alright, I saw one that was answered earlier, and maybe it makes sense to raise it here. And that's on the HMIS question. In the project application, it asks about, "Are you compliant with the 2020 data standard?" And what to do if you've shifted already to the 2022 data standards, which we'd hoped most folks would have by now.

I'll answer that one, and the short answer is, if you're using the 2022 HMIS data standards, you should answer, 'yes,' to that question. We do want you to reflect that.

One other question, and Brian, or Sid, this one may come to you. And it has to do with the new rapid rehousing project application. If you want to use something that's less than the FMR, it appears the system won't allow you to do that. What's the reason for that?

Brian Fitzmaurice: Well, the NOFO does, does state that for new projects as opposed to renewal projects, new projects that are requesting rental assistance are required to to

Transcript – CoC Office Hours November 4, 2021

request the amount based on the full FMR. So if you're trying to put something less than the full FMR for a new project, for rental assistance, the system is designed to not accept that. Rather, you have to submit the full FMR.

William Snow: Perfect, thanks. Yeah that's a good clarification. New projects have to come in, in FMR. Alright, there's another question around the bonus match piece. Norm, that's probably going to go to you, "For leveraging healthcare resources and showing the 25% match, I want to ensure that the percentage is in relationship to the amount we're applying for through the competition, and not the total project costs."

Norm Suchar: And I accidentally gave half an answer in the chat window, so I'll revise that. But also, the answer is that the calculation is 25% of the amount that you are applying for in the CoC Competition. So if you are applying for a million dollars for your project, then you would need a, to demonstrate 250,000 of leveraging there.

William Snow: Perfect, thank you. Kevin, I'm going to come back to you. Liz is asking for clarification, again, just on the 1E-2 piece, the, "What exactly do you submit? Is it the full project application that gets scored or just the scoring tool?"

Kevin Turner: So for 1E-2, we want one renewal project that has been scored. The one that most projects in your CoC] apply under, so we want one score renewal project for 1E-2So there's several pieces.

Can you reverse back up to that slide so we can just show that slide? Because I can't think of it off the top of my head, that was – yes, NOFO 1E-1 is the 30-day notice. Wait a minute, so we're talking about one and two, right?

William Snow: One and two.

Kevin Turner: So that, it's the scoring tool that you used, and one copy of one renewal project application that your CoC scored. That includes maximum points, and points you awarded for that renewal project, and the final projects is for all projects.

Norm Suchar: So Kevin, I think one point of confusion here is when people, when you're saying, "The application," I think people are, have a question as to whether the application you're talking about is the application to the collaborative applicant to determine whether they should be included in the application? Or are you talking about the application, the project application that people are submitting to HUD?

Kevin Turner: So I'm talking about the project application, and that's a good point, Norm. I'm talking about the thick application score form that that the CoC used in their local competition.

Norm Suchar: So in that case, if I am a project and I submitted something; and obviously

that that differs from CoC to CoC, but I submitted something to the collaborative applicant, or to the scoring board, or whoever is doing the scoring. And they, like, had a a form, or a series of check boxes, or whatever.

Then what, what we are asking them to attach is not the project application that they submitted in e-snaps because we already have that, right? We're asking for whatever that thing is that they scored locally to demonstrate, so that we can see that they, they actually used the objective scoring criteria and performance-based criteria. So that's what we're asking for, right?

Kevin Turner: Yes that's exactly right.

Norm Suchar: Hopefully, that clarifies some of the confusion. We probably should have thought of a different word than application in there. I can totally see how it's confusing.

William Snow: Yep. People have asked if that's the scorecard's scoring tool? Yes and yes.

Norm Suchar: Well, it might be.

William Snow: Yep a great clarification there.

Norm Suchar: Sorry, it might be the scoring tool. But it depends on how you're – like, some people in their scoring tool have very minimal information. Like, it just says, like, overall score or something like that. But some people, and some people, sort of, score like a, teacher scores tests in, they, they grade each one separately.

So you may have something like that; or you may have all the data inputted into a scoring tool, and it might be that. So, like, to clarify here, the purpose of what you're attaching is it should be able to show us that you scored an application using objective criteria, and performance-based criteria.

So if that's all in your scoring tool, then that's great. If not, then what whatever it is, attach that thing that you used to, to, like, indicate what the criteria you were using to score a particular application. Attach one of those.

William Snow: Yeah but I'm seeing the questions coming in. It sounds like there's a little bit of everything that's happening in communities. That's not surprising. Hopefully, what Norm just said clarifies, it's, the intent is what we need to see out of this, right. You have scoring elements, and you actually implemented them.

We need to have something that's, that shows that aspect of it. For some, it sounds like that's going to be a score card. For others, it's going to be a scoring tool. I think it would rarely be, like, what the actual application is but it's possible. If your community doesn't really have a scoring card or a scoring, scorecard that's, like, roll, rolls it all together, and shows you all of the elements, and you might have to go that far.

But the intent is, what are your elements, and are you implementing them? Right, are you actually scoring projects based on that?

Norm Suchar: And I'll just add one last –

William Snow: So it sounds like that's an area.

Norm Suchar: – Thing. Yeah, I'll just add, if you, if you're –

William Snow: Yep.

Norm Suchar: – Not sure, and you have a whole bunch of stuff, just submit it all. Right? Like, we will, we will sort through it if we have to. We'd obviously prefer things that are, sort of, clear and straightforward.

But if that's not where you are, then just submitting all three in the, in the case, someone put in the chat window, is fine. We'll do our best to, to sort through it. So yeah. Also –

William Snow: Okay.

Norm Suchar: – One last thing, I know, like –

William Snow: Then, like....

Norm Suchar: – We've talked a lot about attachments and stuff. If you are having problems, please, like, even if it's over attachment size things, please, make sure you reach out to us before the application deadline. We can try to help you with some of that.

And we're obviously happy to, but we can help you troubleshoot a bit on how to, sort of, whittle your attachments down to a more manageable size, or or talk about some different options for that.

William Snow: Perfect, thank you. I see we are at time for today's webinar. Thank you all for your questions and for all your hard work. We know this is, like, your worst time of year, although with COVID, maybe, maybe it wasn't.

Lots of, lots of rough times this year, but thank you all for your effort, and we look forward to responding to questions that we get through our various mailboxes, and thank you again, and have a great day.