Chat

Special NOFO Training

Session 1 – Getting to Grant Agreement

October 4, 2023

---

from Ashley Richards to all panelists: 2:07 PM

Good afternoon! I am a rural SNOFO TA with ICF and I have a community that is asking if they are able to begin their PSH program as scattered site and shift the enrollments/future enrollments once their site based facility is completed.

from Brett Esders she/her to everyone: 2:08 PM

@Ashley - hello! thanks for joining us. For this question, can you send an email to SpecialCoCNOFO@hud.gov and provide the grant number and additional information about the set up of the project so we can look at all of the details and give you the best answer? Thanks

from Ashley Richards to everyone: 2:10 PM

Thank you!

from manny sarria to everyone: 2:10 PM

We have a SO project awarded as part of the S-NOFO which added lived experience to an existing CoC funded SO team. Do we need separate HMIS projects?

from manny sarria to everyone: 2:13 PM

A barrier to housing for some unsheltered persons is having to pay any rent. Our local policy is to charge 30% of client income in rent. We love to learn about models in communities that may have a PSH project that charges 10% or no rent.

from Christine Meissner to everyone: 2:15 PM

Can you add CPD Reps to the SNOFO listserve? Also I dont know if my grantees correct emails are on the existing listserve.

from Brett Esders she/her to everyone: 2:15 PM

@Manny - You can incorporate this project in HMIS in the bigger project that already collects data for the existing CoC funded street outreach team. We published HMIS Set Up guidance for the Special NOFO here: https://www.hudexchange.info/news/coc-special-nofo-hmis-project-setup-guidance-now-available/

from Abreka Hawkins to everyone: 2:16 PM

Will we get a copy of the slides?

from John Betts to everyone: 2:17 PM

I have seen conflicting agreements about site control needs. One of our grants has a rent line for office space, but site control evidence was not listed as a condition.

from lorette ordogne to everyone: 2:17 PM

Hello - Will the slides be available after the webinar has ended.

from Brett Esders she/her to everyone: 2:17 PM

@Abreka - yes. A copy of the slides were sent out with the invite. Also slides and a copy of this webinar will be posted for all to view in a few business days.

from lorette ordogne to everyone: 2:18 PM

Thanks

from Alyssa Plesser to everyone: 2:19 PM

Does HUD have common expectations or definitions around the term "unsheltered" for program participants. Is a participant considered to be unsheltered if their residence at first point of contact was the streets, but if they are currently in shelter. Or were unsheltered for a certain amount of time. individuals' experience of unsheltered homelessness is obviously complex and clearer guidance from HUD around participant eligibility would be helpful.

from Jessie Schwartz to everyone: 2:20 PM

Original application was submitted with in-kind which we would like to switch to cash match. Should I update the application in esnaps?

from Brie Richards to everyone: 2:21 PM

Can we report on more in-kind utilized than what we secured for the match?

from George Payne to everyone: 2:22 PM

Are letters of leverage required or optional. Match is required.

from Brett Esders she/her to everyone: 2:22 PM

@Alyssa - for these projects, HUD did not limit eligibility for the projects to those experiencing unsheltered homelessness. Instead, eligibility for Unsheltered Set Aside projects is category 1 and 4 of the homeless definition and for the Rural Set Aside projects is category 1, 2, and 4 of the homeless definition. But, all projects have to be consistent with the CoC's plan to serve individuals and families experiencing homelessness with severe service needs, which includes a strategy for reducing unsheltered homelessness in the CoC's geographic area.

from Valerie Coffin to everyone: 2:23 PM

We are unsure of the amounts per BLI to appropriately update the match. When will this information be available so we can move things forward?

from Brett Esders she/her to everyone: 2:25 PM

@Valerie - I recommend reaching out to your CPD representative in your local HUD field office. They will work with you through the technical submission process to update your budget line items and your match amounts

from Brett Esders she/her to everyone: 2:26 PM

@Brie - yes! you can always report more match than what is required by HUD.

from George Payne to everyone: 2:27 PM

Are EER done annually by the municipality? I thought it was done once for a project.

from Carlton Mason to everyone: 2:27 PM

If we have already completed an EA for a HUD CPF grant can we use that same completed EA for this grant

from Lois Gaetz to everyone: 2:29 PM

How does a recipient complete and environmental review for Rental Assistance - Project Based Vouchers when the location/addresses have not yet been identified?

from Trish Gregory to everyone: 2:30 PM

Is the environmental review even applicable to a coordinated entry grant?

from Katharine Booton Wilson to everyone: 2:30 PM

If we received notification of a new grant that can be used as match since submitting our application and commitment, can we use that new grant a documentation? We've received an email notifying us of the new grant but have no written grant commitment yet.

from John Betts to everyone: 2:32 PM

can we just upload the funding contract to demonstrate the match?

from Ebony Rankin to everyone: 2:33 PM

@Jessie, yes, you should be able to update the application in esnaps. If there is an issue, please contact your field office rep

from Daniel Blankenship to everyone: 2:33 PM

Follow-up to Lois Gaetz question - How does a recipient complete an ER for Rental Assistance - Project Based Vouchers (match only) when the location/addresses have not yet been identified?

from Kenneth King to everyone: 2:34 PM

What words does CENST, CEST, and EA stand for?

from Brett Esders she/her to everyone: 2:34 PM

@Katharine - yes, you can update your matching commitments to include this new grant. You will have to follow the requirements for documenting the form of match that the grant is providing (e.g., cash or in-kind goods or in-kind services)

from Maggie Johnston to everyone: 2:34 PM

EA = Environmental Assessment

from Maggie Johnston to everyone: 2:35 PM

I also need CENST and CEST

from Valerie Coffin to everyone: 2:35 PM

If you receive donations of in-kind goods from community members throughout the year (i.e. furniture) can we use the receipts we give the donors as documentation?

from Jessica Bleile to everyone: 2:36 PM

CENST- Categorically Excluded Not Subject to Section 58.5

from Jessica Bleile to everyone: 2:36 PM

CEST- Categorically Excluded Subject to 58.5

from Axton Nichols to everyone: 2:36 PM

When assigning a value to a volunteers time, should you use the hourly rate your agency pays staff to do similar work, or use the Independent Sector estimate (approx $31/hr for 2023)?

from Jamie Schecter to everyone: 2:37 PM

If we're providing in-kind match to a project serving households experiencing domestic violence (and thus not using HMIS) are there any concerns around data sharing with the CoC to document the in-kind services?

from Brett Esders she/her to everyone: 2:38 PM

@Valerie - those receipts need to be backed up by the method that you use to determine the value of the goods. So the receipts plus the documentation of the method you used to determine the value would be sufficient for items donated by community members.

from Brett Esders she/her to everyone: 2:38 PM

SpecialCoCNOFO@hud.gov is the email box Ebony mentioned

from Triina Van to everyone: 2:38 PM

Can a TBRA project change to Project-Based? Will a grant amendment be needed?

from Sarah Frye she/her to everyone: 2:38 PM

RE: MOU's w/ mental health / health providers - are we held to using the hourly rate? Rates may vary greatly from provider to provider, patient to patient, procedure to procedure. Can we use an invoice from a provider for match?

from Marya Gilborn to everyone: 2:39 PM

If we document anticipated match above the required minimum 25% are we held accountable for tracking and documenting that higher match, or only for the 25%. In other words, is it preferable to only document match of 25% even if we expect to have more?

from Denise Resendez to everyone: 2:39 PM

When a grantee utilizes In-Kind Good match, specifically, use of a building in lieu of paying rent, does the MOU only need to contain what is listed on the In-Kind Goods slide? Are there any other recommendations?

from Katharine Booton Wilson to everyone: 2:40 PM

Is this in reference to grant changes made after grant agreement has been signed?

from Brett Esders she/her to everyone: 2:40 PM

@Axton - if you have staff in your agency doing similar work, you can use your agency's hourly rate to value the time of the volunteers for those similar activities.

from John Betts to everyone: 2:41 PM

someone else asked earlier about the definition HUD is using for unsheltered. Can we serve those who were recently unsheltered, but have moved into a low-barrier bed?

from Brett Esders she/her to everyone: 2:42 PM

@Marya - you are only required to document the minimum amount of match required by HUD.

from Marya Gilborn to everyone: 2:43 PM

@Brett – thanks

from denise charles to everyone: 2:43 PM

Can a component change be requested from RRH to TH-RRH

from Martha Kenton to everyone: 2:43 PM

Under Component - if needed, does this change in CT apply to other CoC Joint projects (e.g. beyond projects awarded through the Special NOFO)

from Taylor Kiely to everyone: 2:43 PM

@Lois Gaetz - You should complete the applicable level of ERR as soon as you have the building address. Best practice is to prepare the ERR with the building address without unit numbers so the entire building is then covered by that review.

from William Snow to everyone: 2:43 PM

@Jamie - most in-kind documentation does not include client-specific data. It generally reflects the time of volunteers to assist eligible program participants. If for some reason there is client-data involved, this should be in the recipient's/subrecipient's records. If that documentation needs to be provided to HUD for as part of a monitoring or for some other reason the recipient should redact any client identifiers when providing evidence of documentation.

from Ashley Lewis to everyone: 2:44 PM

Can a component change be requested from TH-RRH to PSH

from Maggie Johnston to everyone: 2:45 PM

Definition for UFA costs please

from Janice Hack to everyone: 2:45 PM

Are we expected to spend the grant equally over three years?

from Jim Ward to everyone: 2:45 PM

Maybe I missed this, but are there any SNOFO grants in operation already, nationally?

from Brett Esders she/her to everyone: 2:45 PM

@John - this is where it is going to be very important to check-in with your CoC and gather more information about their plan for serving individuals and families experiencing homelessness with severe service needs that you are expected to be consistent with in operating your project. From HUD's perspective, individuals and families living in emergency shelter are considered homeless under Category 1 and are thus eligible for projects funded under this NOFO. But, you also have to be consistent with your CoC's plan so you will want to check with your CoC.

from Maggie Johnston to everyone: 2:46 PM

Definition for UFA costs please

from Jamie Schecter to everyone: 2:46 PM

@William, thanks! We provide in-kind l health services as the County Health Department so match documentation is generally at the client level. Usually we utilize HMIS identifiers to generate reports, but DV specific projects are challenging in this regard

from Ebony Rankin to everyone: 2:46 PM

@Maggie: UFAs may use up to 3 percent of their FPRN, or a maximum amount to be established by the NOFA, whichever is less, for fiscal control and accounting costs necessary to assure the proper disbursal of, and accounting for, federal funds awarded to subrecipients under the Continuum of Care program.

from Taylor Kiely to everyone: 2:47 PM

@ George: it depends on your project type if HUD already completed the appropriate level of review for your project. In recent years, HUD has been completing lower levels of reviews over larger geographic

regions in an attempt to expedite this process for grantees- please see the flowchart found here to determine which level of review to use: https://files.hudexchange.info/resources/documents/CoC-Program-Environmental-Review-Part-50-Flow-Chart.pdf

from Ebony Rankin to everyone: 2:47 PM

We have 14 Unified Funding Agencies out of 390+ CoCs

from Jeff Chambers to everyone: 2:49 PM

When will the CoC be informed or contacted by our TA provider. NE-500 BOS has not.

from Brett Esders she/her to everyone: 2:50 PM

@Jim - that is a great question for others on this call. But yes, there are some grantees that have executed their grant agreements

from Jim Ward to everyone: 2:51 PM

@Brett, thank you!

from Axton Nichols to everyone: 2:51 PM

Are CoC projects that utilize Tenant Based Rental Assistance required to have a Housing Assistance Payment Contract in place with the landlord (in addition to the lease that the tenant signs)?

from Ebony Rankin to everyone: 2:51 PM

@Triina, in general, it is possible for a TBRA change to project based - however, you will need to send information on the change request to the field office.

from Tamara Tregoning to everyone: 2:52 PM

Do we have to submit documentation for 100% of the 25% match before getting the grant application even though we won't know how much is required to match each quarter's draw down (basically for $1.5 mil do we need to show the match for all of that even though we may only draw down $500,000 in the first year?)

from Darrel Reinford to everyone: 2:53 PM

Are there certain dates that program period will start (i.e. 10/1, 1/1) or will it just be the first month after the grant agreement is executed?

from Brett Esders she/her to everyone: 2:54 PM

@Darrel - you will establish your operating start date when you work on grant execution with your local HUD field office.

from William Snow to everyone: 2:55 PM

@Darrel - yes, it will be the first month after the grant agreement is executed

from Taylor Kiely to everyone: 2:55 PM

@Darrel: there is a place for the operating start and end date of the grant in the actual grant agreement

from Susan to everyone: 2:56 PM

To follow up on the 3 year spending, if the funds are for rehabilitation, we are able to spend the money sooner to complete the project, Correct?

from Connie Howell to everyone: 2:57 PM

I noticed that there is an APR in SAGE that needs to be submitted Quarterly with the first one due by the end of December for the first Quarter. But the projects have not yet started for us. Will there be more sessions about the APR requirements in SAGE?

from Jackie Edens to everyone: 2:57 PM

when moving funds between BLIs either under or over 10% should we be using the dollar amount for all three years?

from Ebony Rankin to everyone: 2:57 PM

@ Susan - that is correct. for capital costs (rehab, acquisition, and construction) you have 24 months after signing the grant agreement. So those funds will be spent before the 3 years are over

from Brett Esders she/her to everyone: 2:57 PM

@Susan - if you have funds for rehabilitation you can start drawing your rehabilitation costs first. Then when the rehabilitation is done (you have up to two years to finish rehabilitation) and you start serving clients that is when the 3-year clock starts for those projects.

from Diane Dillahunt to everyone: 2:57 PM

What is the timeframe for Field office to monitoring the SNOFO grants.

from Ebony Rankin to everyone: 2:58 PM

@Jackie, yes, it is the dollar amount that is for all 3 years (the dollar amount that show up in eLOCCS under each budget line item)

from William Snow to everyone: 2:58 PM

@Connie - the quarterly reporting will not begin until January 2024. At that point, all grants that were operating prior to January 1 should be reporting. If you start a grant after that you would not begin reporting until the subsequent reporting quarter (in April). There will be more training on reporting.

from Rachael Sample to everyone: 2:59 PM

ESNAPS only lists rent utility assistance, short-term lodging, repairs to units for habitability, emergency food and clothing assistance, and costs to make federal inventory property for people experiencing homelessness. It did not list section 2 capacity building activities as a line-item in the ESNAPS budget. Were these ever eligible for us? Did HUD limit the types of funding from the eligible list of items or will there be future opportunities to move funds into these other line items?

from Ebony Rankin to everyone: 2:59 PM

ESnaps technical issues: e-snaps@hud.gov

from Sherry Mullane to everyone: 3:00 PM

Maybe a weird question? But could a Landlords time be considered a type of Match? We have Landlords that spend more time with our clients and have assisted with like moving and coming to meetings providing storage for personal belongings.

from Sarah Figueroa to everyone: 3:00 PM

(along with the recording) will a copy of the chat be accessible, later, as well?

from Brett Esders she/her to everyone: 3:00 PM

@Rachel - the capacity building budget line item is included on the summary budget close to where you enter your project administrative costs.

from Jeff Chambers to everyone: 3:00 PM

Thanks marlisa.

from Tasha Ham-Deponte to everyone: 3:00 PM

When will the training for reporting occur?

from Anne Cooper to everyone: 3:01 PM

Can Capacity Building BLI be subgranted to another agency?

from Connie Howell to everyone: 3:01 PM

@William - thank you, but we still have one listed out under reports coming due, so should I just ignore it?

from Ebony Rankin to everyone: 3:02 PM

@George - for your technical submission, please contact your local field office

from Martha Kenton to everyone: 3:02 PM

thanks!

from John Betts to everyone: 3:03 PM

the instructions for our technical submission in ESNAPS indicated uploading a contract to verify match. Is that acceptable documentation of match without a specific letter?

from Janice Hack to everyone: 3:03 PM

Do we file an amendment in e-snaps? How will we know that it is reopened to file the amendment?

from Taylor Kiely to everyone: 3:03 PM

Match Podcast: https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/

from Brie Richards to everyone: 3:03 PM

If we are housing people with our own agency funds and do not plan to submit that for reimbursement, should that still be reported as a grant outcome?

from Jessie Schwartz to everyone: 3:03 PM

Is it correct that budget changes within a project (SSO - other) that are within the existing budget (i.e., moving some personnel funding from one staff line to another) is allowed and doesn't require prior authorization (just email notification)? For example taking two PS lines for entry level staff and combining them to hire a more experienced position - even it is equal to 10% of the overall budget?

from Christine Reimler to everyone: 3:03 PM

Any best practices on match tracking tools? I haven't found on HUD Exchange

from Martha Kenton to everyone: 3:03 PM

Can you share where those Match resources are located? The HUD website has a lot of information and can be hard to search

from Brett Esders she/her to everyone: 3:04 PM

@Tamara - you have to demonstrate your entire match commitment before we can execute your grant agreement. So that is 25% of the total you were awarded for all three years less any funds awarded for leasing

from Sarah Kahn she/her to everyone: 3:04 PM

Are budget changes between BLIs allowed during technical submission?

from Teneisha Parker-Abrams to everyone: 3:04 PM

Where is the kickoff training located? Can you share the link

from Ebony Rankin to everyone: 3:04 PM

@Jessie - if the budget changes are within an existing Budget Line Item, it does not require an amendment

from William Snow to everyone: 3:04 PM

@Connie - that is odd because I don't think that is built out in Sage yet. I would just confirm that it is not tied to a different reporting requirement. But if it is showing up for the Special NOFO for some reason than you can ignore it.

from Ebony Rankin to everyone: 3:05 PM

@Sarah - yes, budget changes are allowed with HUD permission during technical submission

from Sarah Frye she/her to everyone: 3:05 PM

Will any of these sessions cover fiscal requirements? Such as appropriate line items, etc?

from Ebony Rankin to everyone: 3:05 PM

https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/

from Christine Reimler to everyone: 3:05 PM

HOME gives detailed tracking requirements. Do you have any best practices examples?

from Janice Hack to everyone: 3:07 PM

Where would we find the conditions-- are they within the contract agreement?

from Brett Esders she/her to everyone: 3:08 PM

@Janice - please reach out to your local CPD field office. They will be able to share those with you.

from Connie Howell to everyone: 3:08 PM

@William I will ask out UFA TA as well as our Special NOFO TA. Potentially I will also send an email to the special NOFO email with screen shots of what I am seeing. Thanks!

from Janice Hack to everyone: 3:10 PM

I think I remember now!

from Susan to everyone: 3:11 PM

Do you know the time line for grant agreements?

from Diane Dillahunt to everyone: 3:11 PM

where can I find the kick off documents please

from lorette ordogne to everyone: 3:11 PM

Thanks

from Verna Jones to everyone: 3:11 PM

Thank you

from Katharine Booton Wilson to everyone: 3:11 PM

Thank you for holding these sessions.

from Valerie Coffin to everyone: 3:11 PM

Yes, potential timeline for agreements would be nice so we can staff up

from Martha Kenton to everyone: 3:11 PM

thanks!

from Alicia.Alferez to everyone: 3:12 PM

Thank you.

from Ted Barzev to everyone: 3:12 PM

Thank you

from Tasha Ham-Deponte to everyone: 3:12 PM

Thank you

from Maggie Johnston to everyone: 3:12 PM

Thank you ~

from Brett Esders she/her to everyone: 3:12 PM

Kick off materials can be found here:
https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

from Kathy Stanton to everyone: 3:12 PM

thank you!