

# Special NOFO Start up Session: Getting to Grant Agreement

OCTOBER 4, 2023



# Logistics

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The Start Up Sessions will all be recorded and shared with communities

Please use the chat to ask questions throughout the session

There will be time to ask questions orally at the end of the session

# Agenda

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Welcome and Overview of Start Up Sessions

Satisfying Issues and Conditions

Grant Changes

Timeliness Standards

Where to Find Answers

Role of CoCs

Welcome



# Overview of the Start Up Sessions

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Start up sessions will occur each Wednesday from 2:00 to 4:00 pm ET beginning on October 4, 2023

These sessions are scheduled to end on November 1, 2023 but we may hold one additional session if needed to cover outstanding topics that people would like HUD to provide more training on

Start up clinics will include time at the beginning to ask questions about the content of the last session

Our goal is to provide you foundational knowledge about how to execute, administer, and close your grants

# Satisfying Conditions

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Rural Set Aside projects with hard costs have up to two years to complete the acquisition, new construction or rehabilitation activities.

All other projects must satisfy conditions within 12 months of the announcement of the award.

Conditions that must be satisfied include:

- Site control,
- Documentation to show the project is financially feasible,
- Completion of an environmental review
- Firm commitments of match,
- A copy of the organization's Code of Conduct, and
- Such other documentation specified by HUD

Additional project information must be submitted no later than 30 days from HUD's written request, except as otherwise provided in 24 CFR 578.21(c).

# Satisfying Conditions: Site Control

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When grant funds will be used for acquisition, rehabilitation, new construction, operating costs, or to provide supportive services, the recipient or subrecipient must demonstrate that it has site control within the time frame established in section [§ 578.21](#) before HUD will execute a grant agreement.

Acceptable evidence:

- Deed
- Lease
- Purchase Agreement

Note: The owner, lessee, and purchaser shown on these documents must be the selected applicant or intended subrecipient identified in the application for assistance.



# Satisfying Conditions: Financial Feasibility

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HUD reviews financial feasibility to determine if the project is viable.

Documentation of the project's financial feasibility may be requested before it moves to grant agreement.

Documentation may include:

- Financial records and/or previous audit exhibiting the recipient's financial standing
- Explanation of activities listed in budget line items (BLI) such as staff wages and FTEs
- Disbarment search results from SAM.gov
- Letters committing leverage
- Match commitment letters

# Satisfying Conditions: Environmental Review



Who completes the ERR depends on the local jurisdiction where the unit/building/activity is taking place. Note: if a local jurisdiction is refusing to certify ERR's, please reach out to your local HUD Field Representative to troubleshoot.



What: Level of ERR depends on type of activity being implemented.



When: Environmental Review Record (ERR) should be completed prior to funds spent on applicable activities.



Where: Paper

# Satisfying Conditions: Environmental Review

Exempt	Soft Costs (excluding RA and Leasing): Use Nationwide ERR completed by HUD
CENST	TBRA and TBL where client has a choice in location of unit: Use Statewide ERR completed by Local Field Office
CEST	TBRA and TBL where client does not have a choice in location of unit: Complete " <u>Limited Scope</u> " ERR and sign as "Preparer", send to local jurisdiction to sign as "Certify".
EA	Hard costs: Complete <u>applicable level of ERR</u> on paper.

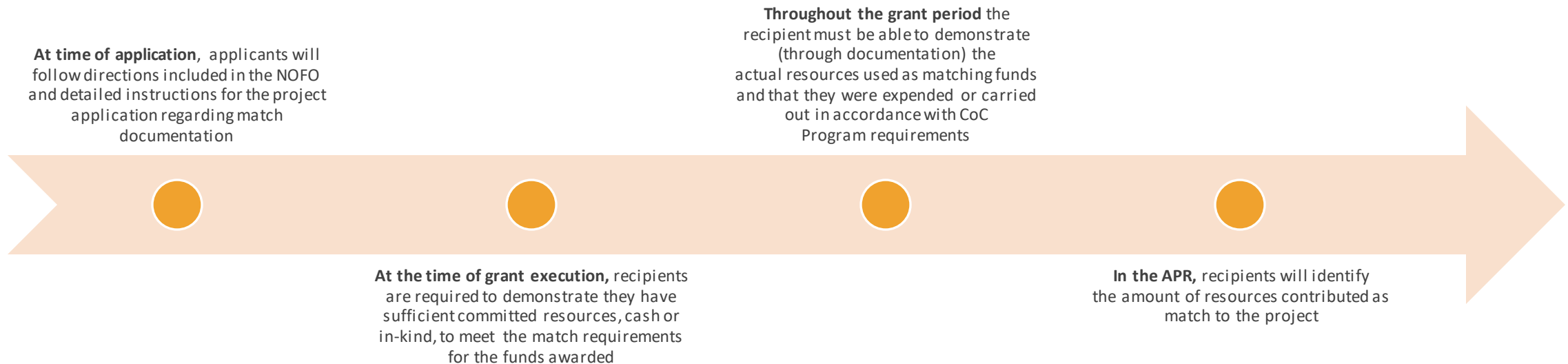
# Satisfying Conditions: Match

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Recipients/subrecipients must match all grant funds, excluding leasing, with 25% cash or in-kind resources.

- Must be used on eligible CoC costs

Match documentation verification occurs at four points during the grant's life cycle:



# Satisfying Conditions: Cash Match

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On agency letterhead:

- The amount of cash to be provided for the project and source name
- The specific date the cash will be available to support the project
- The allowable activities that can be funded by the cash match
- Grant Number/Project Name its being applied to

During the grant term, the recipient must:

- Show that the funds were recorded on the agency books during the project's operating year
- Document, in accordance with program requirements, that the funds were expended on eligible expenses in accordance with CoC Program requirements

# Satisfying Conditions: Volunteers as Match

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- The value of volunteer time performing an eligible activity in accordance with CoC Program requirements is an eligible form of match
- Volunteer time is documented through sign in sheets or other similar documentation that allows the recipient to determine the amount of time volunteered and the activities carried out by volunteers
- Eligible activities provided by volunteers must be valued at a standard rate for the industry and geographic area in which the project operates
- When feasible, the time (in hours) of volunteers should be supported by the methods used to support the allocation of regular personnel costs

# Satisfying Conditions: In-Kind Goods

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On agency letterhead:

- Description of the value of the donated property, equipment, or goods
- Method used to determine the value of the property, equipment, or goods
  - Fair Market Value
- Specific date the property, equipment, or goods will be made available to the project
- Grant Number/Project Name its being applied to

During the grant term, the recipient must:

- Document, in accordance with program requirements, that the in-kind goods were used on eligible expenses and at the minimum value committed in accordance with CoC Program requirements

# Satisfying Conditions: In-Kind Services

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MOU with the recipient (or subrecipient) and the organization providing the supportive services

- Establish the unconditional commitment to provide the supportive services
- Specify the supportive services that will be provided to the project
- Specify the dates the supportive services will be available
- List the profession/qualifications of the person who will provide the supportive services
- Include the hourly cost of the supportive services to be provided\*
- Specific contract to be matched
- Point-in-time number of clients receiving service
- Total clients receiving service over grant term

\*Services must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market



# Grant Changes



# Grant Changes – What is Allowable

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## Budget

Must serve the same # of people, beds, and have the same effort of services

10% threshold for amendment still applies

## Population

Chronic to dedicated plus

Includes change in subpopulations

## Component

TH-RRH to RRH

SSO – Street Outreach to SSO (Other)

## Recipient

New recipient must be eligible

Does not include change in subrecipient

**\*With all changes, HUD approval is required and the project must still be consistent with the CoCs Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs**

# Timeliness Standards

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- Initial grant term is for three years
  - Including CoC Planning and UFA Costs
  - Operating year is from the date the grant agreement is executed
- Construction, Acquisition, and Rehabilitation (Rural only)
  - Begin within 9 months of the signing of the grant agreement
  - Have 24 months after signing of the grant agreement to use the funds.
- Draws
  - At least once per quarter
- Payments to Subrecipients
  - No more than 45 days from a request

# Resources for Help



# Find Answers to Your Questions

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- CoC
- Field Office
- Technical Assistance Provider
- HUDExchange AAQ
- [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov)



Questions?

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