

Emergency Solutions Grants Program
City of Rochester and Monroe County Request for Proposals
Questions & Answers
March 31, 2013 to April 11, 2013

1. Q. **What is the value established by HUD of 1 hour of volunteer time contributed to program operations ex: resident group sessions, shelter maintenance, transportation?**

A. Services provided by volunteers must be valued at rates consistent with what the recipient ordinarily pays for similar work. If the recipient 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. Therefore, 1 hour of volunteer time may be valued differently for each of the activities you listed (resident group sessions, shelter maintenance, transportation).

Please note that a noncash contribution may only be used for the ESG matching requirement provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable.

For additional guidance, please see the match requirements for ESG allocations listed in the ESG Interim Rule 24 CFR 576 under Subpart C- Award and Use of Funds, section 576.201.

2. Q. **We are thinking of applying under Part 5, III, page 11, Essential Services. I believe this would correspond with the Attachment E Budget. Am I correct that costs listed under Shelter Operations can be included as long as they relate to the Essential Services? If so, would these be considered direct costs?**

A. If the proposal includes expenses for operating the shelter, enter expenses specifically related to the shelter operating including staff. Staff may provide essential services in the shelter or at a different location. If the proposal does not include expenses for shelter operations, than the Shelter operation portion of the worksheet will be blank.

3. Q. **Section II-Emergency Shelter and Shelter Diversion, "c" indicates year round shelter operations.....Our shelter is open for only the winter months; November through April annually. Does this mean that we are not eligible to apply for these funds this year?**

A. You are eligible, it was an oversight. RFP Page 11 edit reads:

1. **Emergency Shelter Year-Round Operation Edited To "Emergency Shelter Operation"** The staffing, maintenance, operating costs necessary to operate and

maintain emergency shelters, and also to provide other emergency lodging when appropriate.

4. Q. Eligible sub recipients: Can not-for-profit agencies that are not direct service providers submit proposals?

A. Yes, Under the ESG Interim Rule, a "private nonprofit" organization may be a subrecipient of ESG funds. In its definition of a nonprofit (included below), the ESG Interim Rule does not specify whether the nonprofit provides direct services or program coordination, outreach, and design. The nonprofit, however, may only use ESG funds for eligible costs, which include the five program components and eligible activities that may be funded under each component as outlined in § 576.101 through § 576.107. Eligible administrative activities are included in § 576.108. Section 576.2 of the ESG Interim Rule defines "private nonprofit organization":

"Private nonprofit organization means a private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency."

5. Q. Is there a maximum amount that can be requested or that you would recommend not to go above?

A. No.

6. Q. 30% AMI is the income limit set for recipients of financial assistance under Prevention & Rapid Re-Housing. What is the income limit if services (ex., housing search, stabilization) are provided without financial assistance?

A. **To clarify**, first, the eligibility requirements for Rapid Re-Housing and Homelessness Prevention assistance are different (see § 576.103 and § 576.104). In particular, the income eligibility requirements for each type of assistance are as follows:

For Rapid Re-Housing, an income assessment is not required at initial evaluation. However, at annual re-evaluation, income must be LESS THAN OR EQUAL TO 30% AMI.

For Homelessness Prevention assistance, households must have an income BELOW 30% AMI at initial evaluation, and have no other housing options, financial resources, or support networks. At re-evaluation - not less than once

every three months - the participant must have an annual income LESS THAN OR EQUAL TO 30% AMI.

Second, to receive any type of assistance under either the Homelessness Prevention or Rapid Re-Housing component, whether it is financial assistance, rental assistance, or housing search and placement or housing stability case management, an individual or family must meet all the eligibility criteria under the applicable component.

7. **Q. RE: 576.101, 576.102 we don't see prohibition against counting expenses for Essential Services, including as DIRECT expenses the office(s), telephone(s), etc. Is it correct that these would be different from budgeting Indirect Costs and thus can be in Direct Cost budget?**

- A. If any of these cost items are part of an indirect cost allocation plan, then they may not be billed directly to any activity. If they are not billed as part of an indirect cost allocation plan, then they may be charged as follows.

If the costs are related to planning and executing the ESG program but are not attributable to particular ESG activities, they may be charged as administrative activities. Please review 24 CFR § 576.108 for additional detail. Otherwise, staff and overhead costs directly related to carrying out activities eligible under § 576.101 through § 576.107 are eligible as part of those activities (see § 576.108(a)).

If several ESG components or other programs are operated from the same office, the subrecipient would need to carefully document the costs and the rationale used to determine the portion of the costs assigned to each ESG component and to the other programs.

Finally, in addition to meeting the requirements in the ESG regulation, all subrecipient activities must comply with the sub-grant agreement with their recipient.

8. **Q. For proposals with lead agencies and sub-contracting agencies: How will providers that are part of one agreement with a lead agency report to HMIS.**

- A.
- They will continue to enter on their existing HMIS access.
 - They will agree to sign among themselves interagency Shared Access agreements/memoranda of understanding.
 - All parties to an agreement with a lead agency will meet with HMIS staff to discuss what data is to be shared among lead agency (subrecipient) and subcontractors.

9. Q. **If agencies are collaborating, would each agency need to submit separate applications/proposals?**

A. No, only one proposal needs to be submitted identifying the collaborating agencies as well as all of the services provided. A lead agency will need to be identified (this agency would be the agency either City or County will be contracting).

10. Q. **What is defined as “pre-approved” In-Kind contributions?**

A. The In-Kind contributions need to be confirmed and documented, either with an agreement or letter identifying/authorizing the contribution. This cannot be “anticipated” In-Kind contributions.

11. Q. **What is the total combined allocation of funds available?**

A. At this time, we are uncertain the total amount of ESG funds available between City and County. A guesstimate would be approximately \$750,000.

12. Q. **Is the combined City/County RFP effort to move away from multiple applications?**

A. No, our goal is to eliminate hotel placement with a priority to ensure that we provide adequate services.

13. Q. **Will each application/proposal need to touch on all areas identified (ESG RFP pg 10-11)? Of the three (3) identified categories, is any one a priority over the other? Will one proposal for any of the identified categories be more advantageous?**

A. No, proposals do not need to include all categories. (i.e.: If an agency can only provide 5 permanent beds, submit proposal for the 5 beds) All categories are equally a priority.

As it relates to the overflow beds, this needs to be in addition to what the agency is already doing or is currently available in order to eliminate hotel stays. (i.e.: if current C of O reflects 9 overflow beds, the proposal will need to show new overflow beds in addition to the 9 existing overflow beds).

We are not encouraging agencies to use this as a “test” run/try out new services.

14. **Q. Are all proposals to be considered or are all proposals competitive?**
- A. All proposals are competitive.
15. **Q. One of the identified needs is for single men w/teenage boys.**
- A. The added challenge is often placing a father with a teenage boy. We are looking for a solution to place single men who have teenage children (specifically teenage boys).
16. **Q. The 30 permanent beds and 40 overflow beds imply that there are only 70 homeless individuals, which is not the case.**
- A. The requested permanent and overflow beds are reflective of the needed beds and not of individual homeless people. The Homeless Resolution Strategy contains a breakdown for categories of clients within the larger numbers – 30 permanent beds and 40 overflow beds.
17. **Q. If an agency already has a SAM’s Cage #, will they need to apply for another one?**
- A. No, see answer below:
The System for Award Management (SAM) is a Federal Government owned and operated free website <http://www.FSD.gov> that consolidates the capabilities in CCR/FedReg, ORCA and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. Corporations may not have one. Corporations may apply for a SAMS number at the website above.
- There is no fee to request a SAM’s Cage #. If you run into a page that requires payment to sign up, please contact Mary Kay Kenrick @ 428-6309 or via e-mail kenrickm@CityofRochester.gov. SAM’s numbers need to be renewed annually.
18. **Q. The current version of “Housing Options for All” is from 2007. Has an updated version with work conducted by Marlene Bassett been released/available?**
- A. No, a final version of the analysis conducted by Marlene has not been finalized. However, she did provide the CoC with a summary of her work. If available, it will be shared with the group.

19. **Q. The RFP speaks to diversion, does this mean prevention services? Is this different than HUD's focus of Rapid Re-housing being more of a priority, where 60% is towards Rapid Re-housing and 40% on Prevention services?**
- A. Diversion services are to prevent an individual/family from entering the homeless system. ie: An applicant is living with family and requires mediation services in order to stay with their family and does not really need financial assistance. HUD's focus is the guide.
20. **Q. Coordinated Assessment**
- A. Yes, all contracted agencies will be required to participate in Coordinated Access once it is in place.
21. **Q. Will contracted agencies be required to engage organizations outside of the already created collaboration and link with another agency?**
- A. Yes.
22. **Q. Currently ABW has separate contracts with City and County. Through this RFP, will it be one contract with both?**
- A. Depending on the proposal, awards/contracts may be with just one government entity or separate contracts with both entities.
- Note:* This is an opportunity for agencies/service providers to focus on their strengths of their agency rather than use this opportunity to propose a training, or experimental program. We want to have agencies collaborate in their respective successful record vs. engaging in opportunities that they have no experience in/with.
23. **Q. Is there a contact for questions about Indirect Cost Plans?**
- A. Margaret (Marge) Hill, Finance Department/Sr. Accountant, hillm@cityofrochester.gov.
24. **Q. By having so many budget formats included in the zip file it makes it confusing to know which one we are supposed to use.**
- A. Different worksheets are provided for different components and elements proposed by an agency.

From the zip file

Attachment D worksheet for Homelessness Prevention and Rapid Rehousing should be used for the eligible expenses and services - see § 576.103 to §576.106 of the Federal Register.

Attachment E worksheet for Emergency Shelter should be used for the eligible expenses and services - see § 576.102 of the Federal Register.

Attachment F, worksheet for Emergency Shelter – Overflow Beds should be used for the eligible expenses to implement new overflow beds.

Attachment G, worksheet for Emergency Shelter – Added overflow beds should be used for the eligible expenses to implement new year round beds.

Attachment H, worksheet for Indirect Cost should be used for the eligible expenses and services used for development of the Indirect Cost Plan. See §576.109 of the Federal Register. The Indirect Cost rate on Attachment H will be applied to the Salary amounts of each proposed budget and added to costs in the worksheet.

Submitting an Indirect Cost rate and expense IS NOT REQUIRED