

Housing and Community Development Department  
FY 2017 Human Services and Homeless Preference Program RFP process

FAQs as of 12/11/15

- 1) Question:** In reviewing the pre-application instructions for the FY16-17 zoom grant, a question 13 is listed to be completed. However, when I open the zoom grant form, the pre-application stops at question 12. Was question 13 left off the application form?

**Response:** Originally, there were only 12 questions for the pre-application when it “went live” on November 30, 2015. Per the ZoomGrants instructions, we did list 13 questions, but #13 was eliminated prior to the pre-application becoming available. We failed to remove #13 from the instructions. **This has now changed as of 12/7/15. We added two new questions for a total of 14 questions. Email notifications were sent to those applicants that had already registered in ZoomGrants informing them of the new questions. We apologize for the confusion.**

- 2) Question:** An agency is applying for funding for 4 different services. The instructions state each proposal must be submitted separately and the answers are automatically saved as you complete the questions. I am unsure about how to complete additional applications once the first pre-app is completed.

**Response:** We did a test pre-application and submitted it. We did need to log out of Zoom Grants and log back in under the same name/log-in. It then gave me the prompt button “Apply Again”. Just click that button and you can apply again. ZoomGrants saves the general information such as name, company, etc.

- 3) Question:** Our agency would like to use General Fund money if awarded to install a kitchen for a low demand homeless service shelter. Is that possible?

**Response:** No, the City has established priorities and capitol improvements are not included this year.

- 4) Question:** Can Agency submit the same application for all three funding sources?

**Response:** Yes as long as it meets the specific funding criteria. You will need to re-apply each time for each funding source as outlined in question number 2.

- 5) Question:** If Agency has not been in service for three years, can they still apply?

**Response:** Funding will not be awarded to agencies that have not been in business for three years or more.

**6) Question:** The final application lists as required documents to be uploaded are the agency's organizational chart and a current list of Board of Directors. There is no list of documents to be uploaded for the pre-application. Is this correct?

**Response:** That is incorrect. There are two required documents that are required to be uploaded before the Pre-application is complete. The rest of the documents listed will be required at application.

**7) Question:** I was reviewing the Zoom Grant application and noticed that on the pre-application that the questions on that section had changed somewhat from what was on the pre-app that I reviewed last week. Did you change the order of how the pre-app questions are listed? Also on the application there is a section labeled tables but there is no question or box to enter the answer in. What are we supposed to enter in that section?

**Response:** Two new questions were added. They are question 1 & 2 listed below:

1. *"are you a 501(c)(3) or (c)(4) organization?"*
2. *"has your organization been in existence for at least three years performing the service for which you are applying?"*

The other questions remain the same. An email notification was sent 12/7/15 informing anyone who has already viewed the pre-application that changes were made, and applicants were asked to log back in and make sure their application is complete.

Regarding the tables and budget tabs: Agencies cannot enter any information in these sections as they are part of the final application. The final application will become available at the end of business on December 21<sup>st</sup> to those applicants whose pre-application was approved. Agencies will be notified by email that your pre-application has been approved.

**8) Question:** Regarding the \$900 incentive for the Homeless Preference Program RFP, is it a flat rate or pay for performance?

**Response:** an Agency may receive \$900 when a lease-up occurs. There are no restrictions on how this fund is spent – can be used for administration or furniture for the client or case management, etc.

**9) Question:** How will the Housing Choice Voucher preference work for the Homeless Preference Program? Does an Agency make a referral and the name goes to the top?

**Response:** Yes, The case manager will assist the client in applying for a voucher online. The case manager will then notify HCD of this application and then that applicant will be given a preference on our waiting list.

**10) Question:** How do you define 'special population'?

**Response:** The agency will need to define the population and provide statistics to support their proposal.

**11) Question:** If an agency has been in existence for years and historically funded, are they eligible to apply (due to the requirement of expansion).

**Response:** Yes, agencies that have previously been funded can apply. Please note: agencies that can show their programs are providing services to new clients may receive more points than agencies that continue to provide the same service for the same people and do not look for ways to expand their service.

**12) Question:** What is the ESG maximum for Administrative costs?

**Response:** Zero. ESG funds are only available for program costs.

**13) Question:** How do I craft my application to be dazzling if we are a long term agency that has consistently provided quality service and now the City wants 'new or expanding' programs?

**Response:** We will accept applications for existing programs for agencies that have a minimum of three years of experience. As stated in the Description Tab in ZoomGrants, points will be given to agencies that collaborate, show match, and meet the needs of the priorities established as outlined in Attachment 2 which is located in the library. Additional points may also be awarded to projects that are innovative and evidenced based to meet the most urgent needs (priorities) of the community, provide assistance to a wider client base or help reduce the cost of the City's public safety services.

**14) Question:** Would my agency be competing against itself if we submit multiple applications?

**Response:** Yes, you could be. It depends on what your are requesting for each application and what funding source your are requesting funds from. Please be aware that we do not support multiple funding for the same program (double dipping) i.e. request funding from one source for a program that services a specific client for a specific service and then the agency applies for the same program serving the same clients under another funding source.