

**Department for Children and Families, OFFICE OF ECONOMIC OPPORTUNITY
HOUSING OPPORTUNITY GRANT PROGRAM (FFY 2016 / SFY 2017)
Notice of Funding & Application
FREQUENTLY ASKED QUESTIONS**

The SFY 2017 Housing Opportunity Grant Program (HOP) Notice of Funding and Application can be found here: <http://dcf.vermont.gov/sites/dcf/files/OEO/Docs/HOP-App.pdf>

To view a recording of the April 11th webinar hosted by the Office of Economic Opportunity, click here: <https://attendee.gotowebinar.com/register/2269049325742472962>

1) Where do I include the narrative about the proposal I'm making for a community-based alternative to General Assistance (GA) motels?

Under the appropriate section that describes the project you are proposing (i.e. Emergency Shelter, Transitional Housing, etc.) Be sure to clearly indicate how the program will reduce use of GA motels in the short term. Include a detailed budget breakout for use of GA funds in the Budget and Justification section (column A). Please also indicate on the cover page that your request includes a proposal to use GA funds.

2) Can I apply with a simplified renewal if I'm planning on requesting funds for a GA project?

No, you will need to complete the whole application. We are thinking of HOP and GA as two funding sources to meet the same end goals of reducing homelessness. Thus, your "GA" request should be fully integrated into your HOP application. There is no separate section for describing the activities you hope to have be funded by GA. You should simply lay them out clearly in the applicable eligible program component(s) (i.e. transitional housing, emergency shelter, etc.). Be sure to clearly mark what you hope to have funded by GA in the narrative and the budget. You are only eligible for simplified renewal if you are requesting the same overall dollar amount as the current year of HOP funding, and have met performance and reporting requirements.

3) Is there more money this year? For example, if I apply for a GA project, will it take away from my HOP budget or add to it?

The HOP funding is similar to last year with sources including the federal Emergency Solutions Grant as well as significant state funds as laid out on page 2 of the Request for Proposals. The difference this year is that we are combining the application process for new General Assistance (GA) community alternatives with the HOP application. So, if you apply for and receive funding for a GA project, it will be considered separately and not as replacement funding for current projects. It will not take away from the HOP funds.

4) What does 10% de minimus mean?

It basically just means that applicants can apply for 10% for administrative costs as calculated on the base of the program request, as opposed to 10% of the total grant amount.

EXAMPLE:

Emergency Shelter Request	\$15,000
HMIS Request	\$1,200
Subtotal Program Request	<u>\$16,200</u>
10% Indirect Rate (de minimus) (= .10 x Subtotal)	<u>\$1,620.0</u>
Total Request	\$17,820.0

5) My organization serves multiple AHS Districts or Continua of Care in Vermont. Should we submit one application or one per region? How do we handle the budget? Do we have to break out the areas separately?

Each organization need only submit one application. Where more than one local Continua of Care (CoC) or region is served, the organization will need to address these local regions separately as applicable in the narrative (e.g., Question 4 under Program Narrative, Local Coordination/Continuum of Care). As well, the organization should submit a separate Budget & Justification for each region.

Here is the link to the Vermont Point-In-Time Count data by county/AHS district to assist you in planning for local needs, including for specific populations: http://helpingtohousevt.org/wp-content/uploads/2012/11/Vermont-PIT-Summary_FINAL_3.30.16-1.pdf

6) Are we required to get a letter of support from the Continua of Care for every project?

New projects are encouraged to get a letter of support from the local CoC. Continuing projects do not need a letter, but applications should be coordinated with other partners in the CoC.

7) The RFP states that facilities need to obtain current Certificates of Local Government Support. If our shelter has a Certificate from last summer, can we submit that?

Many of the Certificates of Local Government Support that we have on file are many years old or missing. We are trying to establish a new baseline, since HUD requires that these be updated regularly. If you have one that was signed off by the local government within the past year or so, you can submit a copy of that. However, if you are proposing to add a new facility or new use at your facility (e.g. a Day Station where previously there was only an overnight shelter) then you would need a new Certificate. Since municipal processes vary, you will know best who in your town or city has the authority to sign off on this Certificate. HUD does not mandate a specific approval process. If you are not operating a facility-based program, you do not need this Certificate.

8) Can new organizations apply for funding?

Yes, any organization that meets the eligibility criteria (Page 3 of the RFP) may apply for funding.

Feel free to contact Emily Higgins at emily.higgins@vermont.gov or (802) 798-2251 with further questions.