

SDG Homelessness Prevention Services for By and For Organizations Application Question & Answer Document

Q & A from Application Workshop 3 – Budget on 5/23/23

Q: Should “in-kind” dollars be included in the “Other Resources” column C in the Budget Workbook Tab 1?

A: Yes, as long as there is a dollar amount that you can include. Having additional funding sources for this project is not required. Mostly it strengthens your application if you have other funding that you can leverage for your proposed project.

Sub Q: Can you categorize staff that are going to be contributing to this project as “Other Resources”?

A: Yes.

Sub Q: If our organization is putting on an event that is related to this project, I would assume that childcare and food costs would be excluded from this funding source.

A: Yes, childcare and food are ineligible costs for this funding source. If you are putting on an event with other funding, and you will be recruiting clients or providing education about your proposed homelessness prevention project, you can include the related cost in the “Other Resources” section of the Budget Workbook.

Q: When allocating costs for individuals, is there a cap or limit on how much you can pay in deposits or rent and other costs for one client?

A: There is no dollar amount cap or limit. It is up to your organization to choose how much funding and for how many months you would like to assist each of your clients. With this funding, your organization will only be reimbursed for admin and operations costs that are accrued during the months that you also provided client assistance. The County recommends that you take the amount of total client assistance (rent payments, arrears, utilities, and move in costs) that you have budgeted for, divide that by 11 (the contract for 2023 will be for 11 months), and use that monthly average as a guide. In planning for your organization to continue serving your community for the entire 11 months, we strongly recommend making client assistance decisions with that monthly average in mind.

Q: Are we able to use these funds to support our clients who may have originated in Snohomish County, but now reside in a different county?

A: The address needs to be a Snohomish County address to pay rent, arrears, or utilities. Where they are experiencing housing instability needs to be in a Snohomish County location.

Q: Can you further explain the performance measure mentioned in the application of at least 80% of clients served remain in secure housing for 6 months after they are served?

A: The County utilizes performance measures with our funding to ensure that clients are being served effectively and that project outcomes support the ultimate goal of the funding. The WA State Dept. of Commerce (the source of this funding) has not established performance measures for this funding, since

it is new, and is choosing to monitor performance outcomes and measures during the first year before determining if standard performances may be established in the future. The County decided to include a performance measure from our Snohomish County Continuum of Care local standards, which requires that 80% or more of clients assisted in the proposed project remain securely housed for at least 6 months after receiving assistance. As part of the application, the County is asking that your organization plan to track this performance measure. There is a possibility that this performance measure will change at some point based on feedback from award recipients. The County acknowledges the difficulty of tracking clients 6 months after receiving assistance and will not penalize the organization for being unable to contact clients.

Q: If you are a brand-new nonprofit and do not have an “Audited Financial Statement”, what can you attach to your application in its place?

A: The County needs to have a way to assess the financial capacity and stability of an organization applying for funding. Audits are always preferred. New organizations should be producing some kind of financial statement or profit and loss statement for internal or Board use. The County will accept those documents for the purpose of reviewing applicants for this funding, as well as IRS Form 990, in place of an Audited Financial Statement.

Q & A from Application Workshop 2 – Narrative on 5/16/23

Q: What if we do not have “Audited Financial Statements”, should we continue to apply?

A: Yes, you should continue to apply. We would ask that in place of Audited Financial Statements, please submit with your application alternative recent financial documentation for your organization that will help us to assess the organizations financial capacity to manage the WA State Dept. of Commerce SDG grant dollars, such as:

- Financial Statements
- IRS Form 990
- Financial review engagement

If you have additional questions regarding what you could submit in place of Audited Financial Statements, please reach out to Natasha Doyea natasha.doyea@snoco.org before the technical assistance deadline of Friday, June 2nd, 2023 at 12:00pm.

Q: How did the County decide on the amount 15% - which is allocated to By and For Organizations from the SDG Homelessness Prevention funding?

A: The WA Sate Dept. of Commerce Guidelines requires that at least 10% of the SDG Homelessness Prevention funding must be awarded to By and For Organizations. Prior to this RFP intended to contract directly with By and For Organizations, Snohomish County emergency rental assistance funding was awarded to a larger existing grantee with the prevention funding who would then sub-contract with By and For Organizations. By and For Organizations would then refer clients back to the contracted nonprofit for services. The County is moving forward with this RFP to contract directly with the By and For Organizations. The County also chose to increase the percentage of funds sub granted to By and For Organizations from 10% to 15%. This specific type of funding is new to the County and contracting

directly with By and For Organizations is also new to the County. The County will monitor the impact, and percentages designated to By and For Organizations will be reviewed in the future.

Q: Who typically participates on the Project Review Committees (PRC) that review applications and make funding recommendations?

A: The PRC Members who tend to volunteer their time to participate on PRCs are generally familiar with the Homeless Housing and Services system. This could mean people who participate on local boards and committees (example: The Partnership to End Homelessness, or the Racial Equity Advisory Board), or people who work at other local nonprofits, or people with lived expertise, as long as they do not have any conflicts of interest with the organizations that are applying for funding.

Q: Is the funding going to use an invoicing process where the organization provides the services first, and then turns in invoices in order to be reimbursed for the services, operational costs, and administration costs?

A: Yes, you will need to provide the services, turn in invoices, and then you will be reimbursed. The County acknowledges that this can be a financial barrier for some smaller organizations who may not have the funds to cover the initial costs. The County doesn't want this barrier to stop organizations from applying for this funding. The County is willing to work with organizations that are awarded this funding, on an individual basis, to find solutions that ensure that they are able to successfully serve their community through this program.

Q: What do you mean by "Organizational Chart"?

A: One of the documents that we are asking for in addition to the completed application is a current organizational chart. The County staff who is reviewing the application should be able to see the names of the organizational staff that are listed in the narrative portion of the application (as performing the proposed homelessness prevention services and activities) on the organizational chart, as well as who will be managing them. Organizational Charts are a visual representation of the leadership and staff structure of the organization. Please reach out if you have additional questions.

Q: What are the reporting requirements for this grant?

A: Reporting requirements include submitting the monthly invoices with back-up documentation (which may include general ledger, source documentation such as receipts or costs incurred by the organization in operating the grant, and timesheets), entering required client information into HMIS, and submitting to the County quarterly reports on project performance outcomes (such as positive outcomes). Organizations will also be required to document participant eligibility, which will remain filed at the organization, but may be reviewed by County staff during monitoring.

Q & A from Application Workshop 1 – General Info on 5/11/23

Q: You mentioned [Sam.gov](https://sam.gov), do we have to have a Unique Entity Identifier (UEI) prior to applying for this grant?

A: You don't have to have a UEI in order to apply, but if you don't have it we ask that you show us proof that you are going through the process of getting one. We require that you have a UEI prior to

contracting but we will work with you. In the past there were delays in organizations receiving their UEI, and we had a process for a waiver in extreme circumstances.

Q: Is there going to be any emergency funding, like for motel stays, available for individuals who might have housing readily available but not available at that time?

A: The intention of these funds is really for prevention, not for homeless housing assistance. That's not really the intent. But if for instance someone was in housing and they were being evicted, and the organization is trying to move them to a new place, and there was this short interim time where they wouldn't have housing, that could potentially be eligible, in some limited circumstances. This funding is set aside from Commerce to specifically fund prevention services, with the intention that people who currently have housing are prevented from losing their housing and becoming homeless.

Q: How much is the award typically?

A: These are new funds so there is no typical award. We have set aside 15% of the total SDG Homelessness Prevention funds (\$1,142,000) for By and For Organizations.

A previous RFP earlier this year selected one agency to perform prevention services for the more general population (\$5,938,000) and selected one agency to perform prevention services for the young adult population (\$533,000).

With this set aside By and For funding (\$1,142,000) the intent is to fund multiple By and For Organizations.

The Project Review Committee (PRC) makes the funding decisions, and it would be highly unlikely that they would only fund one organization. That being said, we do not know how many applications will be submitted and will not know how many organizations the PRC will recommend to fund. The PRC has the ability to not fully fund projects at the requested amount. As an example, they could choose to fully fund multiple organizations that scored highly, or choose to fully fund the highest scoring application and then partially fund additional organizations. The PRC determines the funding recommendations and then passes those recommendations on to the Director of Human Services at Snohomish County. The Director makes the final awards.

Q: Is it okay to start working on the application prior to the next two Application Workshops?

A: Yes, we recommend you start filling out the application. It will be especially helpful for Application Workshops 2 and 3 that you are familiar with the application and come prepared with any questions or issues that arise. With this first Application Workshop we wanted to be very transparent about what is required of an organization that is contracting with the County for the first time. These Application Workshops are simply opportunities for additional technical assistance. Please reach out to Natasha Doyea natasha.doyea@snoco.org with any questions or to set up a one-on-one conversation.

Q & A from the Information Session on 4/26/23

Q: What does "controlled by" mean, in reference to the WA State Department of Commerce definition of a "By and For Organization"?

A: "Controlled by" means that the people in leadership positions in the organization would be from the same community that they serve. If the organization is governed by a board, then the majority of board

members are from the community they serve. The people being served by the organization are represented in leadership positions in the organization. The wording is “substantially controlled by”, which means mostly controlled by, or the majority of people in leadership positions within the organization.

Q: Do you anticipate or are you open to using a “bill back template”? The template is nice because you get the same thing that you want from everyone, including general ledger, and it makes it easier to track the billing codes. There are individual tabs for each month, you turn in your invoice each month, and it helps you keep track of your running total for the year. It’s especially helpful if you don’t have large accounting systems, like we don’t. We participate in other County programs that use this template, such as the Advancing Health Literacy Project with the County Health Department.

A: We’d love to learn more about that because we’re not familiar with that template. The Health Department recently became part of us, and it would be interesting to see how they do it. We do have templates on invoicing type that helps keep track of how much you have billed to date. Our invoicing documents do tend to align very closely with the Budget form that is part of the application process. But that sounds different, and we’d be curious to see how they do it. *We will reach out and have that follow-up conversation. *We will have additional Application Workshops, and one of them will focus solely on the Budget document (**Tuesday, May 23rd from 3:00 – 4:30pm on Zoom**, you’ll find the Zoom link and additional information on our [By and For Organization](#) website).

Q: Since HMIS is required, do we have to contract that independently? Is there a budget for that?

A: There is no cost to be in the HMIS system, it’s a free access so to speak. There is staffing cost for entering in the data, and that is an eligible cost for this funding. So you can definitely bill your time to entering your clients into HMIS. There are no hardware or software costs to you, it is all free of charge, and web based.

Q: Is 10% de minimis acceptable for this funding?

A: Yes. The state is allowing that. We’ll go more into those specifics in future Application Workshop sessions.