



**CT BOS New Project Application for HUD CoC funds
Frequently Asked Questions
March 2024**

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1. CoC Bonus (all applications that are not DV Bonus)

A) QUESTION: Please provide clarification regarding the match requirements. If a provider seeks funding via this RFP to obtain supportive services (SS) funds for an existing HUD CoC project which has SS funds below \$5,000 per household per year, must the match within the proposal reflect 25% of the funding sought via this RFP or 25% of the calculated total funding for new amount sought plus the existing contract?

ANSWER: The match within this RFP must equal 25% of the funding sought within this RFP. However, DMHAS will provide match for funds proposed to serve people in PSH who meet the DMHAS definition of disability.

B) QUESTION: DMHAS proposes to provide 50% of the match for only participants who meet DMHAS definition of disability. Is this applicable for a project applicant seeking only SS funds, but not expanding PSH units? Would DMHAS provide 50% match for these existing participants as applicable?

ANSWER: The DMHAS match parameters state that DMHAS will provide match for only the portion of participants meeting the DMHAS definition of disability. If the proposed project will serve 100% participants meeting the DMHAS definition of disability, then DMHAS will provide 100% of the required match amount. If the proposed project will serve 50% participants meeting the DMHAS definition, then DMHAS will provide 50% of the required match amount and so on.

C) QUESTION: It appears that only PSH programs with NO support services dollar are eligible to apply for support service funding only. We have a DMHAS funded program with less than \$2,000 annually per household in services. It appears this program is not eligible for this RFP - can you please confirm if that is correct.

ANSWER: If this is a non-CoC PSH project, then you are correct in your assessment that the program is not eligible to apply for more supportive services funds in this funding opportunity. For a non-CoC project to be eligible for more supportive services (SS) funds, it would have to receive no SS funds from any public source, such as DMHAS or DOH. If, however, the project is CoC funded PSH and receives either no SS funding from any source or less than \$5K in supportive services funding per household per year, then it can apply for supportive services funding in this current RFP.



D) QUESTION: What documentation is needed to demonstrate funding level below \$5,000 per household per year for existing PSH projects seeking additional funding for supportive services?

ANSWER: Applicants are required to report sources and amounts of supportive services funding in the application. Though applicants are not required to upload related documentation, such documentation may be required during the application review process.

E) QUESTION: Please advise if any attachments are required within the application. The Zengine application appears to have only a handful of fillable narrative fields. Will additional documentation, i.e. proof of non-profit status, agency audits, etc. be required?

ANSWER: The only attachments required within the application will appear if the application meets the criteria for those attachments. Proof of non-profit status and agency audits are not required for submission with this application, although if a project is chosen for submission to HUD, they may be required during the application review process. Attachments are required if the proposed project is a capital project requiring site control or if you are requesting rental assistance funds for a PSH project, and the LMHA will administer those funds.

F) QUESTION: Can you clarify which types of PSH projects need a letter from the LMHA?

ANSWER: PSH projects requesting rental assistance funds which will be administered by a Local Mental Health Authority (LMHA) need a letter from the LMHA stating that they agree to administer those funds. Use the [template](#) provided.

G) QUESTION: As an existing PSH project with Rental Assistance, would I still need to submit the letter from our LMHA or is that only required for new projects?

ANSWER: If the proposed project includes new rental assistance funding, then you are required to submit a letter from the LMHA or a detailed description of the plan to administer those funds as requested in the Zengine application. If the proposed project does not request new rental assistance funding, then no such letter is required.

H) QUESTION: The link in the Zengine application is for the 2023 HUD FMR. Can we not use the 2024?

ANSWER: Using the 2023 NOFO as a guide, we anticipate that HUD will use the previous year's FMR rates, which is why those are included in the application. Please note that this is subject to change pending the release of the 2024 NOFO. For our application purposes, use the 2023 FMR rates and if adjustments are needed, you will be notified during the e-snaps application process.

I) QUESTION: Our agency is applying for PSH units with another agency as a subcontractor for services. I am uncertain how to respond to questions D and E in updating our applicant profile:

- **D) Describe your organization's (and sub recipient(s), if applicable) experience in leveraging Federal, State, local and private sector funds. Include experience with leveraging all federal, state, local and private sector funds. If your organization has no experience leveraging other funds, include the phrase "No experience leveraging other federal, state, local or private sector funds"**
- **E) Describe your organization's (and sub recipient(s), if applicable) financial management structure.**

ANSWER: Subrecipients and contractors are different in CoC programs. Responses for this opportunity must include the relevant experience in D and E for your agency. The same information for the other agency must be included only if the other agency will be classified as a subrecipient. See guidance on [Subrecipient vs. Contractor](#).



J) QUESTION: If the subrecipient is going to have another agency as subaward to provide the services, does the subrecipient need to list that organization in the RFP or can the subrecipient wait after being successfully selected for the funds?

ANSWER: Similar to the response above, applicants should include information on subrecipients in the application in all areas where sub-recipients are indicated. Keep in mind and apply the [Subrecipient vs. Contractor](#) guidance linked here. If your organization plans to conduct a competitive bidding process post award to select a subrecipient, please state that in your application.

K) QUESTION: We are applying for some new PSH vouchers through the 2024 RFP. One of the questions on the new project application has a bullet asking about how we plan to use the Critical Time Intervention (CTI) model to inform service delivery...is this even applicable to PSH as it is not a time limited program? I understand it in the context of RRH, but does not make sense to me with PSH. Is this something you think we would be ok with not addressing in our response?

ANSWER: CTI can be used in both RRH and PSH projects. CTI services are focused on: the transition to and stabilization in housing; connections to sustainable resources; establishing and maintaining a base in the community; attention to immediate needs that affect housing retention; assisting people to increase income; assessing barriers and strengths to maintaining housing; collecting info from previous workers and program participant, working the service plan to create expectations and structure and creating a resource list. While the intensive services offered through CTI when someone initially enters PSH would be time limited, in PSH you would continue to provide ongoing services at the end of the critical time period.

For more information on CTI: <https://www.criticaltime.org>

L) QUESTION: Are any agencies ineligible due to (renewal evaluation) scores?

ANSWER: No. There is no ineligibility due to renewal evaluation scores.

M) QUESTION: Is a letter of intent required?

ANSWER: No. There is no letter of intent required.

N) QUESTION: As far as a start date for the project, is it aligned to a federal fiscal year?

ANSWER: The start date does not align to the federal fiscal year. Start date will depend on a number of factors, mostly related to when new project awards are announced and the timeline in which HUD can release contracts. For projects involving capital development, project start date may depend on the development schedule of the project. From instructions: *Applicants must demonstrate a plan for rapid implementation of the program; the project narrative must document how the project will be ready to begin housing/serving the first program participant within the required time frame: for RRH and PSH expanding services in an existing project within 12 months of the award (i.e., by no later than December 2025); for new congregate PSH units as defined in the CoC Program NOFO and - anticipated to be by 9/30/26.*

O) QUESTION: What if you own the building? How is leasing handled or does that qualify?

ANSWER: Projects may not apply for leasing dollars to use in buildings that they own because an agency cannot lease units from itself. Where agencies own the building, PRA and SRA are allowable funding types.

From instructions:

Sponsor-based rental assistance (SRA) Sponsor-based rental assistance is provided through contracts between the HUD CoC grant recipient and a sponsor organization. A sponsor may be a private non-profit organization, or a community mental health agency established as a public nonprofit organization. Program participants must reside in housing owned or leased by the sponsor.



Project-based rental assistance (PRA) Project-based rental assistance is provided through a contract with the owner of an existing structure, where the owner agrees to lease the subsidized units to program participants. Program participants will not retain rental assistance if they move.

Additional information regarding PRA and SRA can be found at these training links:

- [PRA to SRA Conversion Slides](#)
- PRA to SRA Conversion [Recording](#)

P) QUESTION: All of these projects must meet the dedicated plus definition?

ANSWER: No. Only the PSH project participants must meet the Dedicated Plus definition.

Q) QUESTION: Is PSH project funded through the CT Department of Mental Health and Addiction Services (DMHAS) or the US Department of Housing and Urban Development (HUD)?

ANSWER: For new PSH projects funded through this opportunity, DMHAS will be the project recipient, also known as the grantee. The funds will come from HUD to DMHAS. DMHAS will contract with and pass along the HUD funds to the subrecipient agency.

R) QUESTION: If an agency was just recently awarded funding through BOS, are they still eligible to apply again?

ANSWER: Yes

S) QUESTION: If an agency is applying for expansion of existing PSH, does that mean another agency in the same Coordinated Access Network (CAN) cannot apply for new PSH?

ANSWER: No. There is no limitation on the number of applications that can be submitted in each CAN regardless of the project types being submitted.

T) QUESTION: Is there a cap on what can be requested for service dollars per PSH participant?

ANSWER: There is a cap of \$9,000 annually for supportive services per household for PSH projects.

U) QUESTION: Who is the applicant for RRH?

ANSWER: CT Department of Housing (DOH) will be the applicant for RRH projects that are submitted to HUD in the esnaps application. For this current step in the Zengine application of the funding opportunity, the applicant for RRH is an agency who fits the description of Eligible Applicant on p. 10 of [the instructions](#).

V) QUESTION: If LMHA is applying for PSH, is the contact and agency the LMHA or DMHAS?

ANSWER: If the LMHA is applying for a PSH project, in Zengine input the contact and agency as the LMHA.

W) QUESTION: Are there any signatory forms that must be completed and then uploaded?

ANSWER: No, there aren't any signatory forms. Required attachments are explained on page 2 in Question #1.E.

2. DV Bonus

A) QUESTION: If you are applying for DV Joint TH/RRH and don't currently receive HUD funds for that nor have that type of program, can you apply for a new DV Joint TH/RRH?

ANSWER: Yes



B) QUESTION: Would a Sexual Assault project answer the DV Specific Questions?

ANSWER: If a project is applying for an RRH or Joint TH/RRH project from the DV Bonus in which project participants must meet HUD's definition of Category 4 Homeless (see definition below), then they would respond to the DV Specific Questions. If you are applying for a DV Bonus project and respond yes to question 2.A.i) in the application, you will be asked those questions.

From Instructions: *Category 4 – HUD Homeless Definition – Fleeing/Attempting to Flee DV, dating violence, sexual assault, stalking, or other dangerous conditions Individual or family who: (i) Is fleeing, or attempting to flee, domestic violence; dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing.*

C) QUESTION: Within the Joint Transitional Housing/Rapid Rehousing model, we would be requesting funds for on-site Transitional Housing and scattered site (by victims choice of units in the community) RRH. All participants who meet HUD Category 4 definition of homelessness would be eligible. We would serve any gender and families with children and households with only adults. Is this model eligible?

ANSWER: Yes, that Joint TH/RRH model is eligible under DV Bonus

3. Zengine (the database for application submission)

A) QUESTION: What is the link for Zengine?

ANSWER: Here are the instruction documents for Zengine. The link for the application is within.

- [2024 Zengine Provider Instructions for All Applicants](#)

B) QUESTION: We have experienced staff turnover and the person who created the RFP profile for our agency has left the agency. How do we go about accessing the agency profile that was created in the past?

ANSWER: In order to access the previously created agency profile you must use the credentials previously used to enter the profile, which is usually the creator's email address and a password that they created. You can then access and update the profile with the new staff's information. If this is not possible and/or to change the email address with which the agency logs in, contact Housing Innovations at shannon@housinginnovations.us. If your agency creates a completely new RFP profile, the user will not have access to anything that was previously submitted. Contacting Housing Innovations is recommended to provide a smoother submission experience for agencies.