

# HEAP Frequently Asked Questions

## Regional Task Force on the Homeless

### San Diego Continuum of Care – Homeless Emergency Aid Program (HEAP) RFP

On 2/7/19 all Q&A's were reordered to reflect Topic Categories.

#### All Q&A, regardless of topic, that result in RFP Guidance Changes

1. Can a single organization apply as a lead applicant on two distinct collaborative applicant projects?
  - a. Yes, a single organization can serve as the lead applicant for more than one collaborative. The lead agency must have the financial and staff capacity to oversee each distinct collaborative project.
  - b. **NOTE CHANGE IN RFP GUIDANCE**: Submit a separate applications for each distinct Collaboration. (answer 2/7/2019)

#### Applicant Eligibility

1. Is an organization, including Sheriff Departments, eligible to apply to conduct a street outreach program within a jurisdiction that did not declare a Shelter Crisis?
  - a. Yes. It is classified as a service. Services are eligible in all areas. (answer 2/1/2019)
2. I applied for 501 (c) 3 with the IRS in January and am waiting for a response. It can take up to 180 days to get a response. Can I still apply?
  - a. Yes, you can apply. Include the application to the IRS for the 501 3 c and any appropriate information regarding the application and status. Provide documentation that you are a legal entity to operate within the State of California. This could include Articles of Incorporation and Certificate of Status with the State of California Secretary of State. (answer 2/5/2019)

3. I'm currently enrolled in the PHD program Public Health and specializing in community health. I'm currently filling out the IRB for approval through the school. Will this disqualify me from the grant requirements?
  - a. No, you personally, or any staff, working on a PHD does not disqualify an organization from applying for funding to provide services to address the immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness. (answer 2/5/2019)

### **Program/Project Questions & Eligibility**

1. Can we apply for flex funding?
  - a. Client flexible funds to address the immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness is an eligible activity. Flex funds to incentivize landlord engagement is not eligible under this RFP. (answer 2/1/2019)
2. Are innovated programs that are not explicitly identified in the RFP allowed?
  - a. Yes. Any program that provides immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness is an eligible activity. (answer 2/1/2019)
3. Are innovated programs that do not meet a priority allowed?
  - a. Yes. Any program that provides immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness is an eligible activity, regardless of addressing a listed priority. (answer 2/1/2019)
4. Our program policy is to drug test our clients? Can we still apply?
  - a. All programs funded with HEAP must align with the State of California Housing First Policy. If a program intended to be funded with HEAP requires drug testing of clients to be used as a screening tool to participate/enter into the program, the program does not align with Housing First Principles and is not eligible. HEAP rules do not require other, non-HEAP assisted, programs provided by an

agency to align with the State of California Housing First Policy. Agencies should refer to the programmatic rules of other funding sources used for their programs about Housing First requirements. (answer 2/5/2019)

5. Is a repair to a roof or security upgrade needed at an existing PSH Property, in Escondido serving people who experienced homelessness is eligible?
  - a. Capital Projects are eligible in Escondido. Repair to a roof of an existing PSH property is not eligible as the purpose of HEAP funding is to address the needs of persons experiencing homelessness and those at imminent risk of homelessness. (answer 2/7/19)
6. Are the definitions for Diversion and Prevention from the National Alliance to End Homelessness the current HUD definitions and/or do they align with that RTFH is using for HEAP applications?
  - a. Please refer to the definitions and associated links for Diversion and Prevention in the RFP Appendix B- Glossary of Terms. (answer 2/4/2019)

### **Collaborative Applications**

1. What is lead applicant's liability for the performance of a sub-recipient or sub-contractor in a collaborative application?
  - a. The lead applicant is responsible for collecting and submitting all appropriate information as necessary for a complete collaborative application. The Lead Applicant, in answering question 18 in ZoomGrants, must address how the recipient agency will ensure compliance to all agency, program and funding policies and procedures. (answer 2/7/2019)
2. What is the lead applicant's responsibility for the performance of a sub-recipient or sub-contractor in a collaborative application?
  - a. The lead applicant will hold the contract with RTFH and therefore is responsible for the performance of the project as outlined in the application and negotiated for the final contract, regardless as to

which subrecipient or subcontractor is actually performing specific activities. The Lead Applicant, in answering question 18 in ZoomGrants, must address how the recipient agency will ensure compliance to all agency, program and funding policies and procedures. (answer 2/7/2019)

### **ZoomGrant Question Clarifications**

3. On question 16 in ZoomGrants under collaboration: I did not collaborate with other organizations to help me design this program; this program was designed by me based on experiences through current employment. Will this disqualify me from applying for the grant?
  - a. No, lack of collaboration with other service providers in the design does not disqualify your agency from applying. Describe any collaborative efforts in the design of the program and implementation. As outlined in the RFP the responses to the Collaboration questions are to demonstrate a system approach to addressing the needs of persons experiencing homelessness and those at imminent risk of homelessness. (answer 2/5/2019)
  
4. On question 17 in ZoomGrants under collaboration: it's asking for partners that I proposed in the activity, regardless of sub-recipient status? How will you coordinate services with other providers? How I will coordinate care with other providers are through referrals there are no Partnerships. The referrals that will be made are to organizations that already provide services to the public and they're accessible. Will this disqualify me?
  - a. No, lack of contractual partnerships does not disqualify your agency from applying. Partnerships are any relationship with other service providers, including referrals; they are not just partnership outlined in MOU or other agreements. Describe how you will coordinate with services other providers. As outlined in the RFP the responses to the Collaboration questions are to demonstrate a system approach to addressing the needs of persons experiencing homelessness and those at imminent risk of homelessness. (answer 2/5/2019)

### **Funding Intent**

1. Why is \$8,000,000 of the HEAP funds being released with the RFP and not the total amount?
  - a. Approximately \$8,000,000 is being released for Year 1 of a two year program operation cycle. Within the application, applicants identify not only the amount requested for Year 1 but also identify the amount of HEAP funds that will be required in Year 2 to continue the program(s). The total amount award can be adjusted up or down based on the quality of applications submitted and needs addressed. All agencies and collaborative applicants are encouraged to apply for what they need to facilitate the project. (answer 2/1/2019).
2. Why not release the entire HEAP amount in Year 1?
  - a. The intention of RTFH is to move toward right-sizing the homeless service system. This one-time only State funds is an investment in service support, addressing service gaps and enhancement improvements. Strategically prepare for program costs up to and including 2 year of operations. For example we want to make sure rental assistance programs are able to provide rent and on-going wrap around housing stability services for up to 24 months. (answer 2/1/2019)
3. If we spend the total amount in Year 1 won't it show the state that we need more money and they can give us more for Year 2?
  - a. The funding is only one-time. The state is looking for smart strategies and therefore only requiring that 50% of the funds to be obligated in the first year. We are following the state's best practice. (answer 2/1/2019)
4. What if the state provides additional HEAP funds (or other funds to address homelessness)?
  - a. If additional funds is provided to RTFH from the state the funds will be added to the existing RFP or run a second RFP, as appropriate. (answer 2/1/2019)
5. Is there going to be a % of the HEAP funding awarded to Capital vs. services vs. real estate, etc.?

- a. There is no set percentage of HEAP funding that will be awarded to each category. All agencies and collaborative applicants are encouraged to apply for what they need to facilitate the project.  
(answer 2/7/2019)