



FY 23 Super NOFO Frequently Asked Questions

October 27, 2023

*Please send all Super NOFO questions to the Grants and Contracts team email grants@rtfhsd.org.
Deadline for questions has ended. To see the FAQ's released on 10/18/23 [Click Here](#).*

Application Questions

We submitted the RFI but can we update the request amount in the application?

Yes, applicants may change the requested amount. Applicants will not be obligated to apply for the information submitted under the RFI. The RFI was a tool RTFH was using to keep track of interested parties and requests.

Can we apply for funding for multiple program sites? Would this require a separate SOW for each site? Applications should be based on projects not program sites. If multiple sites are used for one program, applicants will submit one application with one scope of work and include the different site locations in the narrative.

Our organization doesn't intend to have sub-recipients. Should we skip question 7?

Even if the applicant does not intend to have sub-recipients, please check the box, agreeing to comply. ZG will not allow you to move forward with the submission of the application if it's left blank.

Does the application require a signature from our Dept. Director or City Manager?

The application requires a signature from an authorized signatory of the organization who can submit the proposal. If awarded, the contract will need to be signed by the authorized signatory as determined by the applicant. The application has a prompt that auto-generates when an applicant is being submitted.

Can we use some funds specifically for one site, but use diversion funding for all sites? How would that be distinguished in reporting/contracts? Would we need to complete a separate application?

Applicants can submit one application for multiple project proposals. ZG has been designed so applicants can include in their application multiple projects, scope of works and budgets. If the sites are different projects, then the applicant must provide the scope of work for each project. Reporting and contracts will be based on each project.

Is the SOW different from the Implementation Plan? Do we need to upload separate SOWs and Implementation Plans for each requested project?

The implementation plan should be included in the Scope of Work. The scope of work will include the phases of implementation and sustainability, given the SuperNOFO is one-time funding.



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Is homelessness prevention an allowable or eligible program initiative under the Super NOFO and RCP? Our program plan is homelessness prevention using rental assistance and flex funds to keep older adults and families in their homes and prevent entry into unsheltered homelessness.

Prevention is not an eligible designated activity under the Super NOFO. Examples: If a provider is currently operating a Rapid Rehousing program, an application can be submitted to extend the RRH program. If a provider is working with previously unhoused households, an application would be submitted for housing retention, describing activities and funding needed.

The ZG application requires the applicant to enter the awarded amount in the organization's executed agreement. Is the agency eligible to apply if we do not have a pre-existing agreement with RTFH?

Yes, any eligible entity may apply for the SNOFO, even if the applicant does not have a pre-existing agreement with RTFH. ZoomGrants will be used if the applicant is awarded for the grant term to monitor the grant funds. If the applicant is awarded, RTFH will ensure the awarded amount matches the executed agreement and the applicant will be able to copy/paste from the agreement.

Current Agency Operating Budget: Is this referring to the project budget or the budget for the entire City?

This is referring to the Project Budget.

When is the application's deadline, can we ask for extension?

Application submission is October 31, 2023- 11:59 PM PST. No extensions will be granted.

Selection Process Questions

Which application question corresponds to the "Capacity" and "Experience" selection criteria found on page 7 of the SNOFO, however there doesn't seem to be a specific question in the proposal with this description.

The Capacity for the organization can be explained in the description of the organization and the mission statement (Question #2). The Experience for the organization can be explained in the description of the organization and the mission statement (Question #2).

Which application questions correspond to the Implementation phase found on page 8 of the NOFO? "Describe the proposed project, service area, target population(s), and implementation plan", this does not appear to be a specific question in the proposal, is this correct? There are other bullet points in this criteria as separate questions—I just want to be sure there isn't another question we are missing.



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The implementation plan can be provided in the question for the project's scope of work (Question #4), how the project will work towards reaching the 5 System Goals (Question #10) and how the project will implement the Regional Community Action Plan (Question #12).

The SNOFO outlined in the selection criteria around our experience, capacity, and implementation. Should these sections be uploaded into the "other documents," or should we include narrative in the application questions to address these areas?

The applicant must utilize the application sections to provide the narratives.

The Cost Effectiveness/Leverage selection criteria (which instructs us to submit a detailed budget) carries a 25 point total (p.7) and the Budget Selection Criteria (p. 8) says it is not scored—are these different budgets?

The information that is provided for this section will be scored up to 25 points. Cost Effectiveness/Leverage section is a narrative that should include activity costs, goals and outcomes, while addressing the scalability of the activity and leveraging of other funding sources. When *available*, applicants will cite prior success in addressing inflow (those becoming homeless for the first time), length of time homeless, outflow (those housed), two-year recidivism or other outcomes. If current data is *unavailable*, please cite best practices to be used to support projected outcomes of the proposed activity. In addition, applicants will describe the organization's ability to support feedback loops, through tracking and monitoring to meet activity goals, and adjust as needed.

The **budget** provided by the applicant is **not scored**. The budget will detail the costs for the activity and any leverage of other funding sources. Proposals must fully describe all costs for the entire term of the service/project, including a budget narrative.

Documentation Questions

The Documents Upload page does not include a space for uploading a project budget, is the budget just the fill-in included in the budget tab or should we upload a separate document?

Applicants should be able to upload the budget documents in the required documents with the label: *Current Agency Operating Budget*. Applicants can upload a separate document for the proposal budget or one document that has both the current operating budget and proposal budget. In the documents upload page, there's an option to upload a document that doesn't fit in any other category, labeled as "other." Applicants will also need to complete the "fill in" budget tab with the proposal budget.

What should be provided for the Evidence of 501(c)3 Determination or Unit of Government?

Organizations that are a 501(c)3 should have a copy of an exemption determination letter from the IRS. This letter of exemption should be uploaded in ZoomGrants.



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Can accounting services required to track and certify funds to report back to RTFH be billed as a program expense or would it have to be part of 7% admin?

Any administrative tasks, including reporting and accounting activities, can be expended under the 7% administration line item. Program expenses are generally expenses that are used to support the project (i.e. program staff costs, rental assistance, transportation, etc.).

Do you have examples of the Policy/Statement on how the organization engages people with lived experiences?

Organizations can provide a statement or policy on how the organization engages those with lived experience or expertise of homelessness in leadership roles and decision making processes.

- If an applicant is applying for a program that includes this category this information would be captured in the SOW and can be included in their policy/mission statement.
- For an organization not applying for a program that includes this category, they can provide a narrative/statement. *The information submitted should be demonstrated so RTFH and the reviewers know how the work is completed.*

Awarded Questions

I received notice that we were chosen as a SNOFO subrecipient, now what?

Organizations selected to implement designated activities will enter into an agreement with RTFH. Funding will be reimbursed to the contracted organizations monthly, upon submission of the required documentation of eligible expenses. Organizations can request a one-time funding advance equal to 20% of the budget. Final agreements may include additional provisions, depending on the funding source contributing to the designated activities.

What financial tracking requirements does RTFH have for flex funding that is awarded? Where do we submit invoices? Are receipts cross-referenced with anything else like bank statements?

Awardees are required to have financial practices in place that meet accounting practice standards and are responsible for retaining both fiscal and program records that can be audited by RTFH. Upon being awarded funds, the awardee is required to comply with the terms and conditions of the agreement, which includes reporting, reimbursements, and outcomes. RTFH currently utilizes ZoomGrants for awardees to request reimbursements. Invoices are due by the 15th of each month for the expenses of the previous month and supporting documentation is required and typically includes items like timecards, receipts, and General Ledgers. RTFH will hold a grant kick off webinar for all awardees which will review the reimbursement process.



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What is Pulse for Good? How will we connect with Pulse for Good?

Pulse For Good is an anonymous survey kiosk/tool that will be provided by RTFH. Applicants will be required to utilize Pulse for Good Kiosks as part of the CoCs initiative to obtain feedback from people with lived/living experience and their experience with the homeless response system. RTFH will provide accepted projects with additional information, including connection to Pulse for Good. [Click here for more information.](#)