



## 2019 Community Action Programs Additional Information/Clarifications

Application Release Date: October 1, 2018

**Updated: 12/6/2018** (New questions are indicated in red)

QUESTION		ANSWER
1.	Is a home visiting program for low-income, at-risk families eligible for this application?	Yes, this is an eligible program.
2.	How does this year's funding compare to that of previous years?	Total available funding is less than previous years.
3.	Is the minimum \$45,000 request per year?	Yes. Applications should specify the funding request, budget, and leveraging amounts on a per-year basis. Available funds are listed per year.
4.	What opportunities are available for agencies that do not currently have HMIS?	Council for the Homeless will set up and train agency staff to use HMIS at no cost to the agency, if funds are awarded.
5.	Is the focus on this RFA to serve people who are homeless?	No, this RFA is to serve anyone under 200% of the Federal Poverty Limit. Please refer to the 2018 Poverty Guidelines chart on our website and in the RFA Library.
6.	Working collaboratively with another agency may result in multiple providers serving the same client, but providing different services. How do we avoid duplication?	HMIS tracks people on an individual level. Each person is only entered into the system once and then multiple agencies may enter the type of assistance provided to the person. This allows the County to report an unduplicated number of people served. The HMIS system will allow providers to see what services have already been provided to avoid duplicating services.
7.	Is there a concern with privacy in utilizing HMIS?	HMIS is regulated by strict Federal and State privacy and confidentiality standards. Information acquired in HMIS is not made public and each client is assigned a unique identifier by the system. Clients are asked to sign a release of information in order to be entered into the system. Programs may also lock sections of the systems (i.e., case notes, assessments) to protect privacy.
8.	Is it okay to specify a person is not homeless in HMIS?	Yes. The information should always be entered accurately.
9.	When the County is requesting additional information from an agency through ZoomGrants, who is notified when multiple staff are working on the application?	The agency must share a single login. Communication is sent to the contact(s) designated for that specific application.
10.	The pre-application asks for a request grant amount. If a situation changes after the pre-application, can the requested grant amount be changed before the final grant is due?	Yes, the amount requested can be changed. The amount requested documented in the "Program Summary" tab needs to match the amount in the "Budget" tab.
11.	For the partnership letters, if a partner provides multiple resources, is it necessary to obtain separate letters for MH, CD, etc., or can one letter be for the whole of each agency?	One letter specifying more than one collaboration may be submitted. Programs must fully specify the details of each collaboration in order to receive the most possible points.

12.	Our agency provides multiple programs. Can the services provided through our other programs to the participants in our proposed program be considered leveraged resources?	If the participant is enrolled in the proposed program and is determined eligible for a second program that will enhance the participant's support, but not duplicate assistance, then the second program may be used as leverage. The leveraged amount must be based on the percentage of people in the proposed program who will be found eligible and will enter the leveraged program.
13.	Should leveraged resources be included in the proposed budget for this application? If so, where?	Yes, leveraged resources should be included in the "Budget" of the application under the appropriate Budget Category (i.e. Local, State, and Federal funding). In Kind resources should be included under In-Kind Committed funding source and described in question 19 of the Application Questions
14.	Is it considered subcontracting if a provider works with another provider on a proposal?	No, collaboration with other agencies is encouraged.
15.	If a provider pays another agency for services, for example dental services, would this be considered subcontracting?	Subcontracting occurs when an agency has an agreement with another agency and pays them to provide a service. In the example of paying for dental services, this would be considered subcontracting. If the dental costs are being paid for by the dental agency, this would be considered collaboration.
16.	If partnering with a legal firm and the provider pays the legal fees, would this be subcontracting?	This depends on the agreement with the legal firm. If there is an agreement between the agencies and the provider is paying for services, this would be subcontracting. If this is a one-time assistance to help a client with legal fees, citations, etc, this could be considered support services. Please contact county staff before paying for any type of assistance that is not explicitly allowed in your contract as an allowable expense.
17.	If a service is provided by a collaborative partner, does that need to be entered into HMIS?	The agency would only be responsible for entering the service data into HMIS if the service was part of their county proposal. If the collaborative partner is also funded through the county, they will be responsible for entering the data into HMIS.
18.	Does peer support have to be incorporated into the contract or can it be a collaboration?	Peer support can be provided through a collaboration.
19.	Do peer supports require peer certification or does lived experience meet the requirement?	Although there is flexibility in how peer supports are provided, it must be clearly described in the application regarding how the peer support services are part of the program design including when and how the supports will be provided. <ul style="list-style-type: none"> <li>• If collaborating with a peer support organization, or if support from participants/prior participants of the program is part of the program design, they do not need to be certified.</li> <li>• If planning to use staff as the "peer," they need to be certified with training and experience as a recovery coach/peer coach (being in recovery does not necessarily make one a good peer support).</li> </ul>

20.	Is subcontracting allowed in this RFA?	No; Clark County Community Services General Terms & Conditions does not allow for subcontracting. Proposals must be submitted by the organization providing the services to be contracted.
21.	Can an agency apply to both the Homeless Crisis Response System and Community Action RFAs to fund one project?	Yes, but the agency will need to apply to both RFAs for their portion of the program.
22.	What funds can be considered as leverage for this RFA?	Any state or local funds that meet the following criteria: 1. directly contribute to the success of the household being served with funds from this RFA; AND 2. supports are part of the program design. Federal funds cannot be considered for leveraging purposes.
23.	Can you provide examples of supporting documentation for using best or emerging practices?	Program policies that include best or emerging practices (please specify where in the policies) or employee training requirements are a couple of examples of how to show supporting documentation.
24.	If our agency is applying for more than one program, how do we document our leverage that would all be used towards one program if that is the only one funded, or split between multiple programs if more than one are approved?	Apply as if you are going to get awarded for all programs and split the leveraged funds accordingly. You cannot use the same funds as leverage for each program.
25.	For the questions regarding outputs and outcomes, should our responses include the specific number of people meeting each output/outcome?	Yes, please be specific with the number of people that will achieve each output and outcome.
26.	Can you provide examples of support services?	Support services are additional supports such as work clothes, IDs, certifications, transportation, etc, that are crucial to a program participants success meeting the outcomes of the program, but the costs are going to a 3rd party on behalf of the participant (rather than staffing costs, for example).