

Housing Trust Silicon Valley:

Safety Net Capital Improvement Program (SNCIP) NOFA

Questions and Answers

Posted: June 8, 2016

May 16, 2016

Q1. Can a group of faith-based organizations apply jointly?

A. Yes, this is preferred

Q2. If not enough requests were made by the June 10th deadline, what happens to the remaining funds?

A. If there are remaining funds, HTSV will open a over-the-counter application process.

Q3. What happens to any recaptured funds?

A. Recaptured funds will be returned to the County.

Q4. We obtained a permit from the City of San Jose to operate a shelter. Will that suffice to show we can operate the shelter legally?

A. If the permit is specific to shelter operations within the City of San Jose. You must obtain a permit from each city where you plan on providing services.

June 8, 2016

Q5: There seems to be a heavy emphasis to increase the number of person service days. Does that include maintaining a full capacity of the program where in other cases it wouldn't be at full capacity?

A: An increase in the number of person service days does not have to mean an increase in the number of beds. It could be an increases in number of people who receive services - for example, additional persons receiving meals and/or showers.

Q6: We are already working with a contractor. Are we required to use a contractor from the program's approved list?

A. Contractors need to be on the approved list and there is still time to get your selected contractor on the list. To that end, they should respond to the RFQ as soon as possible: <http://www.housingtrustsv.org/wp-content/uploads/2016/04/SNCI-RFQ-FINAL.pdf>

Q7: The application posted online is 3 pages long - is that really the whole application?

A: Attachments 2-10 are narratives and correlates to the NOFA scoring. Once the narratives, requested documents and 3 page Application are combined, that creates the completed application.

Q8: Attachment 8 - project readiness - what are you looking for?

A: Describe what steps they'd taken/where there are in the process of being ready to move on the proposed project. If they are working with a contractor, you may want them to respond to the RFQ.

Q9: Attachment 10 - Applicant statement of cost effectiveness - what are you looking for?

A: Is the cost to construct going to result in an increase in service and is the cost to construct reasonable. This will be reviewed by staff and the selection committee to determine if costs are reasonable.

Q10: Attachment 11 - evidence of site control - we're working on a lease for a new location for their drop in center, what should we submit.

A: If you do not have a lease by application submittal, we will accept an intent to lease with contingencies listed, monthly lease amount, and lease start date. Must be signed by both parties.

Q11: Attachment 15 - three most recent audits - we've only been an org for 5 years and only big enough to warrant an audit one year.

A: Submit the audit you have and the two previous 990's would work along with the letter of explanation.

Q12: Attachment 19 - operating proforma - what are you looking for?

A: This would be the budget for the organization showing revenue and expenses for the programs they offer including the increase in drop-in units of service.

Q13: 21 and 22 - cash flow projections - are these for the organization or for the project?

A: This would be for the organization which will include the project. One should be for the loan and the other for the grant.

Q14: Attachment 23 - evidence to legally operate shelter, transitional housing or drop-in center - aside from a business license, what are you looking for (related to a drop in center)?

A: You may need a Conditional Use Permit, please consult with City Planning.