

THE COALITION OF HOMELESS SERVICES PROVIDERS

HHAP 5 Frequently Asked Questions

Updated March 14, 2025

Q: Our agency does not utilize HMIS due to being a victim service provider. Can you let us know how we can provide this information?

A: You can provide an APR report from a comparable database and send it to the CHSP grants department at grants@chsp.org.

Q: Can we apply for a different type of program than what we provided in our LOI?

A: Yes, your application is not bound to the information you provided in your LOI. Agencies may apply for multiple and different programs regardless of what was submitted in the LOI, as long as the agency meets all applicable eligibility requirements.

Q: If applying for different project types, are we required to submit separate applications?

A: Yes, separate applications are required for each type of funding, such as Rapid Rehousing, Interim Shelter, and Street Outreach.

Q: Can you clarify the 25% staff capacity?

A: The 25% staff capacity refers to the percentage of the requested funds allocated to staff salaries, including benefits and related expenses. This helps the CoC understand staffing needs in the community and ensures sufficient resources go directly to the population experiencing homelessness.

Q: Is there a word count for application narratives?

A: No, there is no specific word count or page limit for the narrative section of the application. However, concise and clear responses are preferred.

Q: Can our project have subrecipients?

A: Yes, projects can have subrecipients. If you plan to subcontract portions of your project, you should describe the goals and outcomes of the program, without necessarily naming specific agencies in your application at this stage. If selected for awards, you can provide more details during the contracting period.

THE COALITION OF HOMELESS SERVICES PROVIDERS

Q: How should I refer to the agencies that will be subrecipients in the application?

A: It's recommended to refer to the agencies more generally, such as "these are the agencies funded by [Agency Name]." Specific identification of partners can be done later once funding decisions are made and contracting begins.

Q: How long is the budget period for the application?

A: The budget period for the application is three years.

Q: Is there a match requirement for the funding?

A: No, there is no match requirement for this funding.

Q: Is there a spending deadline for the funds?

A: Yes, the program must spend 50% of their allocated funding by June 30, 2026 and 100% of their funding by June 30, 2028.

Q: Can I use the same email address to open multiple applications?

A: Yes, you can use the same email address to open multiple applications. Simply complete one application and use the provided link to start another.

Q: Can the budget request be spent in one year, or does it need to be spread across three years?

A: Yes, the budget can be spent in one year if needed, but a 3-year budget must still be shown. This ensures the program's continuation beyond the one-year period. If you plan to use other funds to support the project, they should be included in the budget as well.

Q: What are the reporting requirements if the budget is spent in one year?

A: If the budget is fully expended within one year, the final annual report will be provided, and you will be done with the reporting requirements for that project.

Q: What is the timeframe for the APR reports that will be used to answer application questions?

A: The APR reports will cover the most recent completed fiscal year, from July 1, 2023, to June 30, 2024. Ensure that your data aligns with this timeframe when answering questions in the application.

THE COALITION OF HOMELESS SERVICES PROVIDERS

Q: Can we include our own data in the application?

A: Yes, you can absolutely include your own data in the application. While the CHSP team will pull APR reports and other data to pre-score applications, you are encouraged to add relevant data and details in your narratives. There is no word count limit for these responses, so feel free to provide as much detail as needed. If you encounter a word limit issue, you can reach out to grants@chsp.org for assistance.

Q: Can youth between the ages of 18-24 who are unhoused but not exiting the foster care system qualify for the youth set-aside funds?

A: Yes, for the youth set-aside funds, the eligible population is defined as Transitional Age Youth (TAY), which includes individuals aged 18-24 who are experiencing homelessness. It is not a requirement to be involved in the foster care system.