

# Cooperative Agreements to Benefit Homeless Individuals (Short Title: CABHI)

Funding Opportunity Announcement (FOA) No. SM-16-007

## Questions and Answers

February 12, 2016

- **Could someone explain the intergovernmental review and impact statement?**  
Refer to FOA Part II, Appendix C – Intergovernmental Review (E.O. 12372) Requirements. Under Intergovernmental Review (Executive Order 12372), states may design their own processes for reviewing and commenting on proposed federal financial assistance. Some states choose to participate in the process. A current listing of states that have established a State Single Points of Contact (SPOCs) can be found at: [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

If an applicant's state is identified on the listing, a copy of the application must be submitted to the corresponding office (e.g., Clearinghouse, office of planning).

If your state does not have a SPOC and you are a community-based, non-governmental service provider, you must submit a Public Health System Impact Statement (PHSIS). The Public Health System Impact Statement similarly is intended to keep state and local health officials informed of proposed health services grant applications submitted by community-based, non-governmental organizations within their jurisdictions.

- **Who is an eligible applicant?**  
Eligible applicants are:
  - **States and territories;**  
Eligible state applicants are either the State Mental Health Authority (SMHA) or the Single State Agency (SSA) for Substance Abuse. However, SAMHSA's expectation is that both the SSA and SMHA will work in partnership to fulfill the requirements of the grant.
  - **Local governments;** and
  - **Communities,** which includes:
    - Other domestic public and private nonprofit entities
    - Federally recognized American Indian/Alaska Native (AI/AN) tribes and tribal organizations
    - Urban Indian organizations
    - Public or private universities and colleges
    - Community- and faith-based organizations

- **How do I find out if there is any interest from my state to apply for this grant?**  
Applicants are encouraged to contact both the State Mental Health Authority (SMHA) and Single State Agency (SSA) for Substance Abuse in their state.
- **Are sub-awardees of CABHI-States grants eligible to apply?**  
Yes. Sub-awardees of CABHI-States grants are eligible to apply. Grantees that received an FY 2014 (SM-14-010) or FY 2015 (TI-15-003) CABHI-States grant award or a GBHI-SSH grants award in FY 2014 or FY 2015 (TI-14-007) are not eligible to apply.
- **Can CABHI-States grantees who received 2015 Enhancement grants apply?**  
Yes. Those who received FY 2015 CABHI-States Enhancement Grants are eligible to apply unless they also received an FY 2014 (SM-14-010) CABHI-States grant.
- **Can the grant project have for-profit agencies as sub-awardees?**  
Yes. For-profit agencies may receive a sub-award, if they meet the criteria specified in the FOA.
- **Can private and non-profit entities collaborate for this funding as a partnership?**  
Private and non-profit entities can collaborate for this funding as a partnership; however, only one organization may serve as the applicant. A private, for-profit entity cannot be an applicant but can be a sub-awardee.
- **Can a local government and/or community apply if the population of focus is different from the state's? Would the state's application take priority?**  
If a local government and/or community applies with a different population of focus from the state application and all are in the fundable range, there is no potential duplicate funding scenario, therefore the state applicant would not take priority. SAMHSA encourages all local government and community applicants to coordinate within their state.
- **Are there funding limitations within each state or federal region or are they nationally competitive?**  
The FY 2016 CABHI program is nationally competitive.

However, per Section I. Funding Opportunity Description, 2. Expectations (page 10), a funding limitation may result in cases where a state, local government, or community application is received from the same state and in the fundable range, SAMHSA will review the applications to ensure that a local government or community applicant(s) would not receive duplicate funding (as a sub-awardee to a state or local government, and directly as a recipient) to serve the same population of focus. In cases where duplication of the population of focus is identified in the same state, funding priority will be in the following order: state applicant; local government applicant, community applicant.

- **Can the state's 20 percent for infrastructure be used to hire staff?**  
Costs related to infrastructure usually correspond to systems that will enable the organization to become operational in order to accomplish the goals and objectives of the

program. If this staff is hired for these purposes, it could be considered part of the 20 percent (e.g., technician that sets-up and perhaps maintains a system, staff member that is responsible for State Interagency Council on Homelessness coordination and statewide planning for the grant project). The idea is that these costs may be temporary (to help set-up to become operational). If a staff is hired to perform more programmatic duties, it should not be considered infrastructure.

- **Are we expected to serve a larger number of clients with this grant?**  
SAMHSA does not specify the target numbers of clients to be served.
- **Is there a general expectation of dollars-per-person served for these grants?**  
SAMHSA does not have a general expectation of the dollars-per-person served for these grants. SAMHSA expects that grantees use the awarded funds in an efficient and effective manner that best meets the needs of the identified population(s) of focus in their communities.
- **Is it expected that our application show 50 percent SMI and 50 percent SUD participants?**  
No. Each grant award will consist of 50 percent CSAT funds and 50 percent CMHS funds, even if the applicant requests less than the maximum award amount. This requirement does not specify that number of participants must follow a 50/50 split. See Section I. Funding Opportunity Description, 2. Expectations (page 10).
- **Do all families have to be chronically homeless, as there are not many in households that meet that definition in my state?**  
Families, who experience homelessness with one or more family members that have SUD, SED, SMI, or COD, may be enrolled in the grant project.
- **Is PTSD considered an SMI for the Veteran population?**  
Applicants should refer to their state's Projects for Assistance in Transition from Homelessness (PATH) definition of SMI to determine what qualifies as an SMI.
- **Can multiple Peer Recovery Support Specialists be funded?**  
Yes. Peer Recovery Support Specialist funds may be applied to the salaries of more than one individual.
- **CABHI-States grants have required SOAR staffing in the past. Does this round of CABHI awards require or give preference to programs that are utilizing SOAR?**  
For state and territory applicants, the FY 2016 CABHI FOA requires state SSI/SSDI Outreach, Access, and Recovery (SOAR) representation on the State Interagency Council on Homelessness (page 11).

The FY 2016 CABHI FOA does not give preference to programs that are utilizing SOAR.

- **SAMHSA has a SOAR contract. Do grantees have access to training and materials via that contract?**

Yes. SOAR training and materials are available online at <http://soarworks.prainc.com/>.

- **Can the grant funds be used for housing?**

SAMHSA services grant funds must be used primarily to support allowable direct services. SAMHSA grant funds may not be used to fund housing.

- **May grant funds be used to support direct services to clients in their homes?**

Yes. SAMSHA grant funds may be used to provide services to eligible persons in the setting that is most appropriate for the client. This may include services to be delivered in the home (i.e., case management).

- **Does an applicant have to have a minimum number of units being subsidized in order to apply for funding?**

The FOA does not specify a minimum number of housing units required. However, all applicants are required to locate permanent housing for all individuals or families who experience chronic homelessness and/or veterans who experience homelessness or chronic homelessness. For families or youth experiencing homelessness, grantees are, at a minimum, required to link these populations to HUD's Coordinated Entry system; but are encouraged to permanently house these populations. Grantees will be required to report housing status, type of housing placement, and linkages with HUD's Coordinated Entry system for individuals and families served.

SAMHSA grant funds may not be used to fund housing. The applicant must sign the Statement of Assurance (See [Appendix II - Statement of Assurance](#)) documenting the availability of permanent housing units that match the number of clients that require permanent housing as part of enrollment for each year of the grant and that the housing units qualify as permanent housing, as outlined in the FOA. The Statement of Assurance must be included in Attachment 1 of the application.

- **Does rapid re-housing qualify as permanent housing?**

For those enrolled in the grant project who require permanent housing, the housing must meet the permanent housing definition in Section I. Funding Opportunity Description, 1. Purpose (page 7). SAMHSA is not specifying the mechanism used to fund permanent housing; however, please refer to Section I. Funding Opportunity Description, 2. Expectations (pages 16 and 17) for the information SAMHSA will require if the applicant's score is within funding range. Requirements per funding type are listed under number one.

- **Can grant funds be used to serve individuals already in permanent supportive housing?**

Yes. Grant funds may be used to serve individuals already in permanent housing if the individual met the FOA definition of homeless (for youth, families, or veterans) or chronic homelessness prior to permanent housing attainment. In addition, the housing

must also meet the definition of permanent housing. See Section I. Funding Opportunity Description, 1. Purpose (pages 7-9) for the definitions.

- **May grant funds be used to pay for leasing or other housing costs of program participants?**

No. SAMHSA grant funds may not be used to fund housing costs, but are intended to be used for services linked to permanent housing.

- **Does SAMHSA have a required format for the State Interagency Council on Homelessness MOU or contract?**

SAMHSA does not specify the format for MOUs or contracts to use for the State Interagency Council on Homelessness.

- **Would an executive order from a governor be an acceptable form of an MOU or contract for the State Interagency Council on Homelessness requirement of this FOA?**

Yes, an executive order that specifies at least the minimum required membership of the State Interagency Council on Homelessness is an acceptable form of an MOU or contract.

- **Our existing State Interagency Council on Homelessness membership is set by state statute and for this FOA we are required to add roles that are not currently represented on our Council. At this time, we are unable to alter this state statute; therefore, can we create a subcommittee that meets the required membership?**

Yes, a subcommittee/committee/workgroup that meets the minimum membership as specified in Section I. Funding Opportunity Description, 2. Expectations (page 11) is acceptable.

- **The SAMHSA government project officer is a required member of the grant project State Interagency Council on Homelessness. Are we required to obtain a signature from SAMHSA for this role on the MOU or contract submitted in Attachment 1 of the application?**

No.

- **For American Indian/Alaska Native populations, can promising practices be substituted for evidence-based practices?**

Please refer to Appendix I – Using Evidence-Based Practices (EBPs) for information regarding practices that may not have been formally evaluated.

- **Does the credentialing requirement pertain only to delivery of substance abuse and mental health services?**

The requirements apply to all service provider organizations.

- **Will we have an opportunity to apply for a Certificate of Confidentiality if we decide to submit an application to the IRB?**

Yes. For questions related to Certificate of Confidentiality, contact Summer King at 240-276-1243 or [Summer.King@SAMHSA.HHS.gov](mailto:Summer.King@SAMHSA.HHS.gov).

- **The FOA states that both entities applying have to have a system in place for billing CMHS and CSAT. How is a community-based organization without this able to get it to qualify as a partner entity?**

Because this program is jointly funded by CMHS and CSAT, SAMHSA requires that an organization have an appropriate accounting (billing) system which would allow them to track the separate funds according to the purpose of which they were funded. Refer to I. Funding Opportunity Description, 2. Expectations (page 10).

- **Do the required one-page description and two-page bio of key staff count toward the page limit?**

The Project Narrative (Sections A-E) together may be no longer than 30 pages. Section F: Biographical Sketches and Job Descriptions are not part of the page limit.

- **The FOA provides a link to what it says will be the GPRA data collection tool for this program (page 20). However, the link is to the Best Practices data collection tool. The CABHI program is a service program, so wouldn't the appropriate GPRA instrument be the Discretionary Services tool?**

Yes. The correct collection tool is available at <http://www.samhsa.gov/grants/gpra-measurement-tools/csat-gpra/csat-gpra-discretionary-services>.