Addenda I

Miami-Dade County Homeless Trust
Right at Home & Food and Beverage Request for Applications
<u>Response to written questions</u>

1. Will payment to the landlords be made with the fiscal agent's funds and then reimbursed to the fiscal agent; essentially this is a cost reimbursement grant.

   Yes, the contract will likely be a cost reimbursement agreement and Fiscal Agent’s that do not require an advance will be prioritized. Fiscal Agent's may request a one-month advance equal to 1/36 of their proposed budget to help them with startup costs.

2. Will the fiscal agent have to verify the information (address of the lessor, lease, etc.) coming from the Access Point and/or the Supportive Service provider.

   Fiscal Agent's must verify that the w9, check request and public property records match, or they must have the owner's delegation of authority to a property management company.

3. Will it be the responsibility of the fiscal agent to train providers on the check process? I am trying to determine the fiscal agent's responsibility beyond cutting checks.

   Yes, training on their processes will be a function of the Fiscal Agent. Fiscal Agents utilizing a sharable database allowing all stakeholders to track when requests are received, when they are approved, when checks were mailed, or ACH paid the vendor.

4. There is $10M in total funding but do you have any idea how the Trust wants the dollars split within the four funded categories?

   No, we have not assigned a cap for each of the allowable activities. No less than $5,000,000 must be spent on direct services. Direct services include rent and utilities, moving costs, furniture, travel.

5. Is this for single adults only, or does it include families with children?

   Homeless Prevention can serve both, households without children and households with children.

6. Will the RAH Access Point assume the diversion function currently performed by Chapman for families?

   No because the families being screened by Chapman for diversion are homeless, and the HP funding is for people who are housed but at risk of homelessness.

7. I would like to clarify that all clients served through HP dollars must first be assessed by the Access Point provider before being referred for supportive services, legal services, or the fiscal agent?

Correct, the access point provider will determine eligibility, which includes vulnerability, collect consent and randomize clients into the treatment or control group. Clients assigned to the control group will be referred to the ESG and HOME provider(s). Clients assigned to the treatment group may be referred to supportive services, legal services or fiscal agent depending on their needs.

8. What type of volume of clients is currently being served monthly in this category?

   Camillus served nearly 1,000 households last year, but RAH is asking us to serve 1,000-1,500 over three years.

9. Is there a cap on the amount of money a client/HH can receive, and how long can they stay "in the program" to receive SS?

   There is currently no cap in the amount of funding received by one household. RAH embeds a whatever it takes ideology. Our standards limit services to two years, but we want to provide robust services that offer shorter term of assistance whenever possible.

10. Wondering if we must open workforce to all CoC partners when applying for job development specific SSO or can we limit it to people coming through a specific program?

    The workforce program may have caseload or capacity limitations based on your budget. The program must benefit people referred by the Access Point.

11. Can we edit the Fiscal Agent budget to include costs not envisioned in the budget template?

    Yes.

12. We currently have a home/property that we may be able to utilize for this program. I was unsure if any special licenses or certifications would be required to operate this type of housing. I would be happy to provide the property address if that would help you determine any requirements.

    Homeless prevention is an attempt to keep people in their existing homes. You don’t need a property to apply.

13. Applying for Supportive Services, can some of these clients requesting assistance through the Access Point be clients of ours currently in our follow-up program? And if yes, is there a time period that they need to have been stably housed before contacting the Access Point for assistance?
    The program is designed to help people in a lease agreement that face a hardship, so yes, we can help people in a follow-up project.

14. Since we do not have an indirect cost rate, are we allowed to use the de minimis 15%?

You can apply an indirect cost rate; however, it requires careful accounting to ensure you are consistently treating similar costs across your organization. Terrell can provide additional guidance.

15. Please confirm that there is a total of $10M available to fund projects over three years (not $10M annually).

    Correct.

16. What does the Trust envision as the streamlined process from the access point to referral for SSO (# of hours/days before referral for SSO is received, and then from referral receipt to client contact by the SSO provider)? Will the referrals come via email similar to referrals for services for families with children?

    Referrals will be made via HMIS, and that also generates an alert email. We can discuss the design once we have awarded all grantees.

17. For the Rental Assistance budget, the template automatically multiplies the number of units by 12 months, which results in a requested amount that is significantly higher than what we are proposing. Will the requested dollar amount be adjusted after awards are made, or is there another way we should complete this section?

    You can change the 12 months to fewer months in your budget.

18. Budget structure for a two-agency team: Is there a requirement to submit separate proposals or a joint budget when a Prime Applicant partners with a subcontractor on a single project? If so, is there additional documentation required? For a partnership where one organization serves as Prime Applicant and a second organization proposes a distinct scope of activities (such as Access Point and Fiscal Agent functions), should the budget be submitted as a single combined Attachment 5 under the Prime, with the partner organization reflected as a subrecipient line item? Or should the partner organization submit a separate, companion budget referencing an interagency agreement?

    If you chose to submit one application, it should only have one budget and identify any partnerships in an attachment to the question: "Attach any MOUs, MOAs, service agreements, leveraging commitments or sub-agreements"

19. Administrative cost cap: The RFA caps administrative costs at 10% of the budget requested, split 50:50 with the Homeless Trust. For a two-organization application, is that 10% cap calculated on each organization's budget independently, or on the combined application total?

    The 10% cap is per application.

20. Attachment 5 submission format: Should the completed budget template (Attachment 5) be submitted in its native Excel format, or converted to PDF for the application package?

    Keep it in excel please.

21. Match/leveraging requirement: Does this RFA carry a defined cash or in-kind match requirement (as ESG funding does under 24 CFR 576.201), or is leveraging of mainstream resources documented primarily through partnership and referral letters?

    No match is required for the RAH and F&B RFA, leveraging however is encouraged.