

**Miami-Dade County Homeless Trust
Request for Applications
Response to written questions**

1. The sample budget references the 2023 de minimis indirect cost rate of 10%. Are applicants permitted to use the newly implemented 15% rate?

Grant agreements that started 10/1/24 or after are allowed to charge a 15% de minimis indirect cost rate. By 10/1/25 all grants will be allowed to use the 15% rate. We will amend the budget to show 15% indirect cost rate.

2. When will all required forms and attachments (e.g., Attachments 1–12, 20) be made available for download or distribution?

All required forms are available at <https://www.homelesstrust.org/homeless-trust/providers/home.page> under the Fiscal Agent Funding Opportunity tab.

3. What is the projected program start date?

No earlier than October 1, 2025.

4. What is the projected program end date?

Grants have varying start and end dates. If we start with the grants that take effect on 10/1/25, those grants will end on 9/30/26; but other grants will start in subsequent months and end 12 months later. We anticipate entering a one-year contract with the Fiscal Agent with two, one year renewal options.

5. Are you seeking for current employees under the existing provider to transition to the new provider?

While we are not seeking to transition County staff, we may ask subrecipients if they want to offer transition opportunities to their employees managing Rental Assistance.

6. If yes to question 5, how many employees are there, and what are their job functions?

Unknown.

7. Will the new provider be permitted to co-locate with the County?

No, we do not have the space, but we may be able to suggest co-location opportunities such as the Salvation Army and the United Way.

8. Can leadership positions be funded with the available program funds or administrative cost?

General management, oversight, and coordination can be added to the proposal as part of Administrative costs. If the leadership is performing activities related to delivering Rental Assistance, those costs can be billed to the Rental Assistance budget line item. We will amend the budget to allow for general management, oversight, and coordination.

9. Are inspections currently conducted in-house or through a contracted service?

Currently, Housing and Community Development, the county's PHA conducts inspections for our legacy Shelter Plus Care portfolio. Most subrecipients receiving Rental Assistance directly conduct their own inspections, training their staff to complete HQS inspections, at least one contracts for the service.

10. Could you please provide a list of unallowable costs under this RFA?

This question is too broad. The RFA provides a list of allowable costs. If you want to ask questions about activities you are considering that are not named in the RFA, please do so.

11. Will leadership costs be considered allowable under this RFA?

See response to Q. 8.

12. What is the meaning of the 1/3, 1/3, 1/3 Admin Split?

All CoC grants have an Admin budget line item. If the Admin BLI is \$90,000 the split would work like this:

Homeless Trust: \$30,000

Supportive Service subrecipient: \$30,000

Fiscal Agent: \$30,000

13. Can you please provide the current metrics on the following:

- a. Average length of time from project referral to housing in PSH - 196 days
- b. Average length of time from project referral to housing in RRH - 61 days
- c. Average annual number new of leases executed in PSH - 512 units
- d. Average annual number of renewal leases executed in PSH - 2463 units
- e. Average annual number of new leases executed in RRH - 1217 units
- f. Average annual number of renewal leases executed in RRH - 445 units
- g.

14. What is the anticipated role of the fiscal agent in tenant housing search?

The support service provider will provide housing navigation. Once a property is identified, the fiscal agent can arrange to inspect the unit, check the rent is reasonable and take steps to enter into a payment agreement with the landlord.

15. May an applicant propose the use of software solutions in addition to HMIS? Are there certain questions where the use of software solutions in addition to HMIS should be explained?

We encourage support services providers to use HMIS to upload required housing documents such as identification and proof of income, update a housing needs assessment that facilitates matching clients to properties, and complete a milestone tracker which tells us where the client is with their housing search. We acknowledge that HMIS is not a grants management software, and respondents may offer other tools for communicating with subrecipients and managing the grant. We will consider utilizing other software solutions.

16. Can the administrative budget be used to establish a fixed fee payment model instead of administrative payments being reimbursable?

No, this is a cost reimbursement contract.

17. If the administrative budget remains a reimbursable model, will the Homeless Trust consider adding a budget line to allow the contractor to charge for profit?

No, the CoC program does not allow for earning profits.