

## Quick RFA Step-by-Step Guide

1. Click the link or scan the QR code

<https://forms.monday.com/forms/accf1f0c963af316d14c761be05bfc7e?r=use1>



2. Wait for the form to load. **Once the form displays**, review and click “Begin Here.”



### Welcome

#### Introduction

The Homeless Trust (“HT”), on behalf of the Miami-Dade County Continuum of Care (CoC), releases this Right at Home Prevention Pilot grant application to identify a nonprofit provider to deliver homelessness prevention services, including financial assistance and supportive services, to households at imminent risk of homelessness in Miami-Dade County. HT serves as the Collaborative Applicant for the Miami-Dade County Continuum of Care (CoC) — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in Miami-Dade County.

#### Project Overview

##### Right at Home Prevention Pilot:

This opportunity seeks experienced nonprofit provider(s) to implement targeted homelessness prevention services for households at imminent risk of homelessness. The selected provider will deliver flexible financial assistance and supportive services designed to help households remain stably housed for a three year term. The provider will conduct prevention assessments, provide problem-solving support, and issue financial assistance quickly to address urgent housing needs. Supportive services must be client-led, strength-based, and trauma-informed, with Housing Stability Plans developed for each participant. Participants may also be referred to legal services when housing-related legal issues are identified. The selected provider must coordinate with the Right at Home legal services provider to ensure continuity of care. The selected provider must also participate in a randomized controlled trial (RCT) conducted with the University of Notre Dame’s Wilson Sheehan Lab for Economic Opportunities (LEO), which includes random assignment of clients to treatment and control groups and adherence to research protocols.

#### Anticipated Award

Respondents are requested to submit a budget proposal to collectively serve no less than 1,000 households over a three period. The funds available over the three years will be no less than \$8,000,000.

[Begin Here](#)

3. Next, The form will now open for you to **complete the RFA**. Complete the questions on the page. When you are ready to continue, select “Next” for the following page to display. **NOTE: Any question marked with a red asterisk ( \* ) is mandatory and must be completed before you can move forward.**



Karina Garcia Homeless Trust

**HOMELESS TRUST**

### Homeless Prevention RFA

1. Organization and Contact Information \*

Name of Organization:

2. Organization Tax ID (EIN): \*

3. Application Contact Person Name \*


4. Application Contact Person Email \*

5. Application Contact Person Phone Number \*

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- As you complete the form, you can select **“Save as Draft.”**  
**NOTE:** When you save the form as a **draft**, you will receive a **unique link**. Make sure to save or bookmark this link so you can return to the form later and continue working on it.

The screenshot shows the 'Homeless Prevention RFA' form. At the top, it identifies the user as 'Kanna Garcia Homeless Trust'. Below the title, there is a section for '6.1 Threshold Requirements' with a dropdown menu. At the bottom of the form, there are 'Back', 'Save as draft', and 'Next' buttons. A modal dialog box titled 'Save as draft' is open, displaying a unique URL and a 'Copy' button. An orange arrow points from the 'Save as draft' button on the form to the modal dialog.

- Continue completing the form until you reach the pages where **document uploads** are required. Carefully review the title of each upload section to confirm which specific document is needed. You may upload multiple relevant files if needed.  
**Note:** *If you need to delete a file, click on the garbage can icon*  Once your documents are uploaded successfully, you can continue to the next page.

The screenshot shows the 'Homeless Prevention RFA' form at a document upload section. The question is '22. If yes, upload HMIS APR or like report to be scored.\*'. Below the question is an upload area with a trash can icon. Two files are listed: 'CSV-APR\_FY2026\_1778512819856.zip' (26.5 KB) and 'field\_23-3-1-1\_client\_list\_1773406613302.zip' (630 B). A red box highlights the file list, and a blue circle highlights the trash can icon. An orange arrow points to the trash can icon. At the bottom, there are 'Back', 'Save as draft', and 'Next' buttons. Another orange arrow points to the 'Next' button.

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6. Ensure you complete the **“Signature”** section at the end of the form. Once all required fields are filled out, click **“Submit.”**

After submitting, the next screen will display a **confirmation page**.

**Important:** Copy and save the **submission link** shown on this page.

This link allows you to **return to your application** if you need to make any edits or add additional information later.

The image shows two screenshots of the Homeless Prevention RFA submission process. The left screenshot displays the '28. Signature' section of the form. It includes a text area for the signature, which contains the name 'karina garcia'. Below the text area are two buttons: 'Draw signature' and 'Use signature'. At the bottom of the form, there is a blue 'Submit' button. An orange arrow points from the 'Submit' button to the right screenshot. The right screenshot shows a 'Thank you!' confirmation page. It features the Homeless Trust logo and a large graphic of a paper airplane. A pink box highlights a 'Copy submission link' button, with an orange arrow pointing to it. Below this button, there is a link to 'View or edit your submission. Click here.' and a 'Back' button.

7. If you need to make any edits after submitting, go to the **“Submission Link”** you saved earlier. Click on **“Edit Submission.”** The application will reopen, and you will be able to make any necessary changes or updates.

The image shows a screenshot of the Homeless Prevention RFA application form. The form is titled 'Homeless Prevention RFA' and is divided into several sections. The first section is 'Organization and Contact Information', which includes fields for Organization Name (redacted), Organization Tax ID (EIN): 1236, Application Contact Person Name: karina garcia, Application Contact Person Email: karina.garcia@miamidade.gov, and Application Contact Person Phone Number: 13058729689. The second section is '1 Threshold Requirements', with a dropdown menu set to 'No'. The third section is 'Describe your experience in effectively providing the activities proposed in the application?' with a text area containing 'test'. The fourth section is 'Trauma-Informed Care. Give a specific example of how your agency incorporates trauma-informed care when working with clients. If your agency does not currently incorporate trauma-informed care competencies with clients, how will you incorporate this practice model in the proposed project? Fiscal Agents may write N/A.' At the bottom of the form, there is a blue 'Edit submission' button highlighted with a pink box and an orange arrow.

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- 1. Q: Can I edit an existing application?**  
**A:** Yes. Review Steps 20–22 for detailed instructions on how to edit an existing application.
- 2. Q: Can I save a draft?**  
**A:** Yes. Go to Step 8–10 for instructions on how to “Save as Draft.”
- 3. Q: If I edit any information and resubmit, does it replace the previous information I entered?**  
**A:** Yes. The form will always save and display the most current, updated information.
- 4. Q: If I want to go back to a previous page, can I?**  
**A:** Yes. Just click the “Back” button, and the form will return you to the previous page.