

CHF RFP FY24 Questions and Answers

Questions regarding CHF RFP deadlines:

Question: [Program name] is a seasonal shelter funded through [agency] last year, what's the application deadline for this project?

Answer: *Seasonal shelter projects must apply by Deadline #2 (August 31, 2023, by 11:59pm EST).*

Question: Can new projects apply for the 8/3 deadline?

Answer: *Yes. New and renewal projects can apply under each deadline. Below are the types of projects you can apply to under each deadline.*

Deadline #1: *Proposals due on Thursday, August 3rd, 2023, by 11:59 pm EST.*

- *Emergency Shelters*
- *Street Outreach*
- *Rapid Re-Housing*
- *Housing Problem Solving*
- *Supportive Services Only*
- *System-wide and systems projects*

Deadline #2: *Proposals due on Thursday, August 31, 2023, by 11:59pm EST*

- *Warming Centers*
- *Temporary Seasonal Shelters*
- *New Permanent Emergency Shelters*

Question: We have a family shelter contract that ends in June 2024; do we need to reapply in this cycle?

Answer: *Yes, you will need to reapply if you wish to continue the program beyond June 2024.*

Question: Can you specify the time that the FY2024 CHF RFP is due on August 3rd?

Answer: *There are two deadlines. Deadline #1: 11:59pm on August 3rd and Deadline #2: August 31st at 11:59pm.*

Question: Can we have an extra 2 weeks to complete this?

Answer: *No, the timeline and deadlines for the CHF RFP application remain as is. No change.*

CHF Application questions:

Question: When I go to the funding opportunities page, I don't see the FY24 CHF Funding under RIHOU - Department of Housing.

Answer: *The eCivis application is accessible through the following link under "RIHOU-Department of Housing" <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/state-rhode-island-grant-funding>*

Solicitation Name	Application Start Date	Application End
Rape Prevention and Education (RPE) 2019-2024 - Y5	02/01/2023	01/31/2024

DPS - Central Management		
Solicitation Name	Application Start Date	Application End
VOCA FY 23	07/11/2023	08/23/2023

RIHOU - Department of Housing		
Solicitation Name	Application Start Date	Application End
CDBG-22 AFFORDABLE HOUSING	04/01/2023	07/27/2023
CDBG-22 Housing Rehab	05/03/2023	07/27/2023
CDBG-22 Economic Development	05/03/2023	07/27/2023
CDBG-22 Competitive (updated)	05/03/2023	07/27/2023
Consolidated Homeless Fund (Updated)	06/29/2023	08/31/2023

Question: Could you repeat where we access the UEI and [SAM.gov](#) registration?

Answer: Yes, please visit the following website. <https://sam.gov/content/entity-registration>

Question: Can multiple proposals be received by one agency in E-civis?

Answer: Yes, your organization can submit multiple applications.

Question: Can agencies apply for both renewal and new projects?

Answer: Yes.

Question: Is there a limit to the number of projects an agency can apply for?

Answer: No

Question: If we apply for a project that we haven't done before, would that be a new or renewal project?

Answer: That would be a new project. The form asks if the project received CHF funding for FY23. If it did not, it would be considered a new project.

Question: We are going to be submitting an application with another partner this year. Would we put it in under one of us with a letter of explanation? Is that the best way to do that?

Answer: It is important to select one lead applicant and we encourage partnerships. There is a place in the application where you can list partnering organizations, and we highly encourage that kind of approach.

Question: If we were planning to open a shelter for a three-year time frame (obviously applying for funding each year) would that be considered permanent?

Answer: Our Department considers Permanent shelter beds as yearlong beds added to the system through the FY24 CHF funding year.

Question: Are projects considered renewal only if they were funded through CHF/ESG in the last fiscal year?

Answer: *Yes. Projects are considered renewal projects if your agency received funding for the project(s) during FY23.*

Question: We've received funding for Permanent Supportive Housing in the past. Which category of service would that fall under this year?

Answer: *Supportive Services Only*

Question: If the project has been funded by the city, does that count as renewal?

Answer: *Yes.*

Question: Is it possible to end up with more than one contract?

Answer: *Yes.*

Question: Can multiple people create applications at an agency?

Answer: *Yes, multiple people can create applications for an organization. If multiple people are creating applications for an organization, please make sure everyone is coordinating with each other. We want to avoid receiving duplicate applications.*

Question: Where on the website can you preview the questions that will be asked?

Answer: *Please visit our website by clicking on the following link and scrolling at the very bottom of the page: <https://ohcd.ri.gov/homelessness/apply-funds-grants>.*

- *Questions for RENEWAL projects can be accessed directly through this link: <https://ohcd.ri.gov/media/2426/download?language=en>*
- *Questions for NEW projects can be accessed directly through this link: <https://ohcd.ri.gov/media/2421/download?language=en>*

Question: Are there character/word limits in any of these fields?

Answer: *Yes. Two questions have word limits. The question regarding the "Scope of Services" has a 550-word limit and the question regarding the "Need for project" has a 350-word limit. Please see the updated PDF documents and the eCivis application for details.*

Question: What if you don't use HMIS? it appears to be a required field

Answer: *Most projects are required to use HMIS. Only specific Systems Projects do not use HMIS. You can enter "N/A" for those questions.*

Question: Do the questions change based on the type of project

Answer: *Yes, there are certain questions that only apply to specific project types.*

Question: How do you deal with questions that don't apply to your project...n/a?

Answer: *Most questions apply to ALL project types. For systems projects, there may be some questions that do not apply to your specific project, in those cases, please write "n/a."*

Question: Are you able to paste from a word doc into the narrative fields?

Answer: *Yes*

Question: If last year's funding was ERA2, would the application to CHF be considered a new application?

Answer: *No, the application will be considered a renewal project as long as it received CHF funds (regardless of funding source).*

Question: Does the eCivis process still only allow one person to work with the application until it is awarded?

Answer: *Yes. One user creates the application but once an award has been made, that user can share the application with other colleagues.*

Question: If we have a new project and a renewal, do they need separate applications?

Answer: *Yes, please submit ONE application PER project.*

Question: There is a statewide housing navigation program, is it combined with LIP?

Answer: *The Statewide housing navigation program and the Statewide Landlord Incentive programs are separate. However, if you wish to add a component of the Landlord Incentive program into the Statewide housing navigation program you can do so. The proposal will be considered for evaluation.*

Question: Is there a standard percent for operations for shelter costs?

Answer: *Please include the necessary costs to operate the program. Including matching funds will make your proposal more competitive, as it is a component of the cost evaluation.*

Question: Our current program runs May to May, should we apply for funds from June-October?

Answer: *Yes, you will need to apply if you wish to continue the program beyond May 2024.*

Question: Our agency received funds for shelter and winter shelter, can both programs be in one application?

Answer: *We suggest you submit different applications for each project. However, if it makes more sense for your organization to apply for both programs under one application, please indicate that in your proposal.*

Question: Agency Capacity Assessment – can someone other than the Board President sign as his designee? He will be out of the country until after the RFP deadline.

Answer: *Please look into your organization's governance to validate if an alternative person is authorized to sign on behalf of your organization.*

Question: Our Street Outreach project was funded by ESG-CV this past year. If we want to apply for Street Outreach in this cycle, do we apply as a renewal project or new?

Answer: *The project will be considered a renewal project as long as it received CHF funds (regardless of funding source).*

Question: Can we complete the application on paper and copy and paste into the eCivis portal once we have access?

Answer: *Yes. Applications will only be accepted through eCivis.*

Question: I'm wondering if those that applied and received funds from the Expanded Shelter Grant this spring would apply for those projects as a renewal or new project?

Answer: *Any project that received funding through any of the Department of Housing's LOI's during FY23 are considered renewal projects.*

Question: We are currently receiving CHF funding for a [program]. At the time of applying for these funds, the funding was only open to current CHF providers, so we applied with [another CHF vendor] (and they just pass it through to us). Now that the funding is open to applications from new Homeless providers, we may apply directly for continuation of the same project. In this case would this be considered a new project or a renewal? And is there any benefit to applying directly on our own or partnering with [another CHF vendor] again?

Answer: *This project will be considered a renewal project and you do not have to reapply with another CHF vendor, unless you want to collaborate/partner with other vendors/partners.*

Question: In eCivis, it appears that our annual organization registration is still pending [...]. It says that no action is required on our part, but I'm concerned that this will prevent us from accessing the application forms.

Answer: *During the application phase, you do not need to register your organization in eCivis. To access the application, you only need to create log-in credentials.*

Question: I submitted our Annual Organization Registration in 2022 for a VOCA grant, and I'm not able to create a new one or edit our original registration. I only have the option of viewing the registration, and the status bar says "Peer Review." How can I update it for 2023? I submitted a request for support through the GMS support form but haven't heard back yet (form website <https://accountscontrol.ecms.ri.gov/grants-management/grants-management-system-gms/contact-gms-help-0>.)

GMS-ask their

Answer: *During the application phase, you do not need to register your organization in eCivis. Please continue to work with the GMS team for additional support.*

Questions about project eligibility

Question: [Organization] is working with the state on a pilot for Medical Respite for the homeless. As part of that project, we have 5 beds that are used to provide respite for homeless patients. As part of discharge planning, they try to find temporary housing, nursing home placement, etc. We would apply for funding to support the expenses we pay monthly for the beds (on site nursing staff, security, food, etc.). Would I also be able to add in expenses for clothing and basic needs that these patients sometimes need?

Answer: *Yes, those expenses should be listed under client assistance.*

Question: Another project involves medical street outreach, our provider goes into [city] to meet the homeless where they are and provide medical care/consult, [provider] tries to connect them to our homeless clinic at [X organization] and will refer to respite if appropriate. If they become a patient, we have a community health worker and nurse that will work to address their social determinant needs including housing. Before I move forward with the application process, I would like to know if these would be appropriate projects for funding under the CHF RFP.

Answer: *Street outreach is an eligible project type. This may include emergency health and mental health services. However, services that are typically paid for with Medicaid funds are generally not eligible. Also, please note that we are encouraging applicants to emphasize working with clients to develop and implement a housing plan.*

Question: Could you please provide examples of “system-wide and systems projects”?

Answer: *Yes, please see below:
Innovative projects to address homelessness
Systemwide landlord outreach and incentives
Statewide landlord mitigation
System-Wide Housing Problem Solving
System-Wide Housing Navigation Services
Bridge Housing (RRH/State Rental Assistance)*

Question: If an agency operates a day-time Drop-in Center that is funded by another source, is it possible to submit a proposal for emergency "pop-up" night-time shelter in the event of a cold snap or snow storm? For example, the proposal would be for 30 nights that would be spread out over 5 -10 weather events for 3- 6 nights each. This would replace last minute requests and scrambling by both the agency and the State when a storm/cold-snap is pending. Is this an eligible option for a warming center?

Answer: *Yes, please do. We encourage these innovative and proactive proposals.*

Question: Our Essential Day Services project is categorized in our current contract as “Emergency Shelter Operation and Renovation” (see attached executed contract line item 22). Should we apply as a renewal project under the Emergency Shelter category? Or as a new project under the Supportive Services Only category? We currently operate a “day center”

Answer: *Please apply under a Supportive Services Only project.*

Question: Are rapidly deployable structures an eligible expense?

Answer: *Yes*

Questions about Matching Funds:

Question: Where do we find what the match requirement is?

Answer: *The various funding sources have different requirements. ESG funds require that we match dollar-for-dollar with funding sources that are not ESG or CoC dollars. We do not have a match requirement to apply, but rather we will be matching other funding sources. Please do your best to maximize matching funds. Matching funds will make you more competitive, as it is a component of the cost evaluation.*

Question: How do we know if our category of funding needs a match and how much?

Answer: *The various funding sources have different requirements. ESG funds require that we match dollar-for-dollar with funding sources that are not ESG or CoC dollars. We do not have a match requirement to apply, but rather we will be matching other funding sources. Please do your best to maximize matching funds. Matching funds will make you more competitive, as it is a component of the cost evaluation.*

Questions about the Audit form:

Question: For the audit - do you want the full report or executive summary sufficient?

Answer: *The executive summary and any findings found during the audit will be sufficient.*

Question: Could an annual report be used in place of an audit- so long as it contains financial info about the organization?

Answer: *Yes, an annual report is sufficient if your agency has not had a formal audit completed within the past 3 years.*

Question: Will a 990 be accepted in lieu of an audit

Answer: *No, that is a different federal tax document.*

Questions regarding CHF Budgets

Please see the CHF FY24 eCivis Budget & Helpful tips document for more guidance on completing your budget in eCivis. In the eCivis budget, please only input the amount you are requesting from CHF funds. (You can access the document by visiting our website: <https://ohcd.ri.gov/homelessness/apply-funds-grants>)

Question: On the [excel budget document], for the source of match do we have to list each foundation, or would you list Private funder?

Answer: *Yes, listing "private funder" is fine, but adding more detail is always helpful.*

Question: On the [excel budget document], how do we show by quarters?

Answer: *On the excel budget template form, please scroll to the right. The columns on the right show a breakdown per quarter. The budget template form is currently on our website.*

Question: Can we include the fringe into the per hour rate?

Answer: *Yes.*

Question: Can Liability Insurance be included in Operational Expenses?

Answer: *Liability insurance can be included under administrative expenses if the insurance is for your entire agency or under operational expenses if the liability insurance is specifically targeted to your project.*

Question: What is the difference between "Extended Costs" and "Costs"?

Answer: *Extended cost and the cost are the same. For more information, please reference the document called “CHF FY24 eCivis Budget Helpful tips.”*

Question: Where do we put fringe in the personnel costs?

Answer: *Please calculate the fringe and benefits for each staff under the salary for each personnel.*

Question: Is there any way to enter the extended or direct costs without entering the units? It is somewhat difficult to come up with a number of units or amounts for each thing. We would have to have several lines for rent, a one bedroom, a two bedroom, etc.

Answer: *No. Units and Unit costs are required in order to submit your budget through e-Civis.*

Question: So essentially, we need two versions of the budget? One in excel, and one in the e-civis format?

Answer: *Yes. Please complete the excel budget first and include the specific information requested in the eCivis budget.*

Question: What is "units" referring to? the number of staff

Answer: *Please reference the document called “CHF FY24 eCivis Budget Helpful tips.”*

Question: You said we do not have to fill in one aspect on the budget page - was it the narrative?

Answer: *Yes, the narrative section is required on the excel document and not on the eCivis budget.*

Question: Can you explain the difference between Extended Cost and Cost in the eCivis Budget

Answer: *Extended cost and the cost are the same. For more information, please reference the document called “CHF FY24 eCivis Budget Helpful tips.”*

Questions regarding CHF Funding Sources:

Question: Who is the contact for Woonsocket?

Answer: *Alyssa: amcdermott@woonsocketri.org and Mike: Debrousse, Mike <MDebrousse@woonsocketri.org>*

Question: Will we need to submit separate proposals for funding allocated to cities, or will designations be made by your office?

Answer: *No, you do not need to submit separate proposals for City funds. All CHF applications need to be submitted through e-Civis. Once we receive all applications, the Department of Housing and Entitlement Cities will ultimately determine which projects receive funding from each funding source. If an organization receives funding from an entitlement City (Pawtucket, Woonsocket, and Providence) the award and contract will be overseen by the City.*

Question: Can you send out the funding source details i.e.: match, allowable admin?

Answer: *Please see the table below:*

Funding source	Allowable admin	Match	Program types allowed
HRC	Up to 10%	No match required, but encouraged	All program types
Title XX	Up to 10%	No match required, but encouraged	Emergency shelter, Rapid Rehousing, Street Outreach, and Supportive-Services only programs.
ESG	0%	Dollar for dollar match	Emergency Shelter, Street Outreach, Rapid Rehousing, and Homeless Prevention programs.
SFRF	Up to 5%	No match required, but encouraged	All program types

Question: Are you able to speak to the pool of available funds per program type?

Answer: *At this time, we do not have a breakdown of the pool of available funds per program type.*

Other questions:

Question: What is the email address to ask questions?

Answer: *Housing.cdbg@rihousing.org. Unfortunately, the deadline to submit questions was Friday, July 14th at 12pm.*

Question: What TA is available to identify properties available for purchase or to add capacity to the system?

Answer: *The Department of Housing is likely to offer some information/assistance; however, we encourage organizations to pursue available opportunities proactively.*

Question: Can a list of last year's awards including agency, amount funded, source of funding, census, and capacity?

Answer: *We will send out an updated document.*