# Consolidated Homelessness Fund (CHF)

FY2024 RFP - Information Session #3

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# Agenda

**Today, we'll cover key points from the CHF RFP:**

I.     Welcome

II.     Steps on submitting an online application through E-Civis

III.     Live Demo through E-Civis

IV.     Questions

V.     Next Steps

**Important:** please read the RFP thoroughly. This presentation does not review the full content, but rather focuses on highlights and some selected changes to the process.

# Submitting an application

## Applications will now be accepted through Rhode Island's Grants Management System (eCivis)

- You can access the CHF RFP application by visiting here. [Welcome | Office of Housing & Community Development (ri.gov)](#)

- Vendors must submit unique proposals for each project they are applying for.

- A complete application will consist of the following items:

  - Organization profile

  - Organization capacity form

  - CHF application (one per project)

  - Budget and Budget Narrative (one per project)

- Applications and supporting documents will ONLY be accepted via eCivis.

  - Please ensure members of your organization have registered for an account and have taken the necessary trainings to access the online application.

  - For more information on creating an account in eCivis please click on the following here. [Funding Opportunities - Find a Grant Opportunity in Rhode Island (ri.gov)](#)

  - We have also included helpful tips in the Appendix section of this RFP to help potential vendors navigate the eCivis portal.

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# Reviewing the Solicitation

**The Consolidated Homeless Fund (Updated) solicitation is a public notification of available grant funding from the Department of Housing**

- You can access the solicitation and other State funding opportunities by visiting: https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/state-rhode-island-grant-funding

- The solicitation is made up of 5 tabs:
    1. Overview
    2. Eligibility
    3. Financial
    4. Contact
    5. Files

# Downloading required documents

Download the following documents from the "Files" tab:

1. **CHF FY24 RFP** ((official rules for reference and review)

2. **FY24 CHF Line-Item Budget and Budget Narrative**
   - Complete one per project/proposal

3. **FY 2024-Capacity Assessment Certification Form**
   - Complete one per agency/organization



State of Rhode Island

Consolidated Homeless Fund (Updated)

✔ Apply

| Overview | Eligibility | Financial | Contact | Files |

Files:

| Budget: | 📊 FY24 CHF Line Item Budget and Budget Narrative FIN... (27.1 Kb) |
| CHF FY24 RFP: | 📄 FY2024_CHF RFP FINAL (617.2 Kb) |
| CHF Agency/Organizational Capacity Assessment and Certifications: | 📝 FY 2024-Capacity Assessment Certification Form.Fin... (33.7 Kb) |

File Notes:

Please see the RFP document associated with this solicitation eligible projects and expenses.

Complete one Organization Capacity assessment form per ager application.

Complete a detailed budget and budget narrative form for each

For more information you can visit our website at: https://ohcd.ri.gov/homelessness/apply-funds-grants

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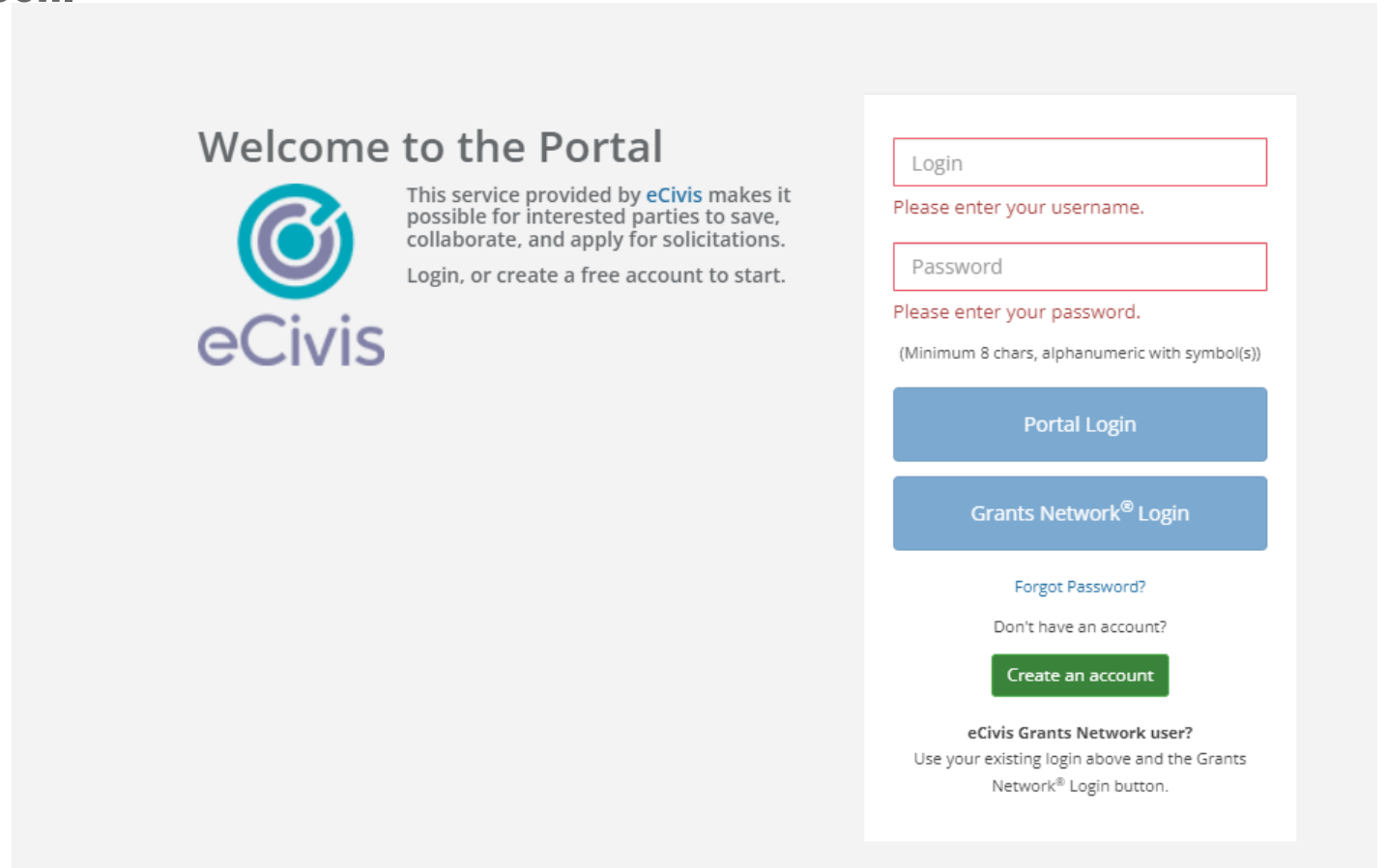
# Step 1: Create an account

Once you have reviewed the solicitation, the CHF FY24 RFP, and are ready to begin the application process, click the *Apply* button on the top left side of the screen.

When you click on the *Apply* button you will be prompted to create an account. You will need to enter the following information:
- First name
- Last name
- Email
- Password

After you verify your email you will be brought back to the Portal Login. Enter your full email address and the password you created, then click on *Portal Login.*

### Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

eCivis

Login

Please enter your username.

Password

Please enter your password.

(Minimum 8 chars, alphanumeric with symbol(s))

**Portal Login**

**Grants Network® Login**

Forgot Password?

Don't have an account?
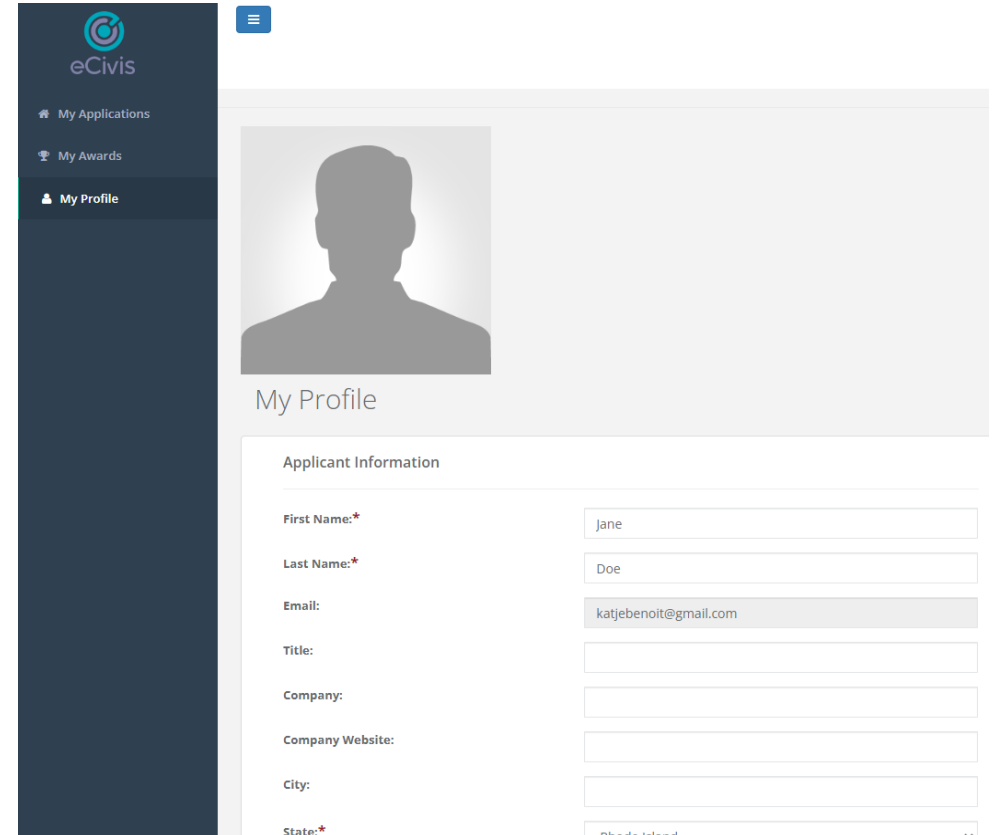
Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

# Step 2: Fill out profile

If this is your first-time logging in, we encourage users to fill out as much of the "My Profile" tab as possible. SOME of the information will auto-populate into your application.

- Contact information for your organization, including the Executive Director, Fiscal/Finance contact, and HMIS Administrator contact.
- A Unique Entity Identifier (UEI):
  - Request a UEI if you do not already have one. For additional information, [click here](#).
  - Confirm or create your SAM.gov registration. For additional information, [click here](#). Please note you will need a UEI to complete your SAM.gov registration.
- Please note that a DUNS number is not required.
- You will need to upload the following documents:
  - Organizational Capacity Assessment and Certification Form
  - Current agency audit report
  - Copy of Agency's 501(c)3
  - Current board list

# Step 4: Fill out application

Once you have logged in and verified your email address, you will be brought back to the landing page of the original application you are applying for. If not, click the Apply button on the solicitation again. Click on the green *Create New Application* button.

- Prior to beginning the application, you will need to verify your account one more time and log in.

- When you click on the "Create New Application" button you will be prompted to click on the profile.

- You will need to complete one application for each project. When you click on the application, you will be prompted to answer whether your project is a NEW or RENEWAL project.

- **Questions:** Once you click on the appropriate field, you will be able to see the appropriate questions for your project. (Note: there is a PDF list of the application questions posted on our website to help you prepare.)

- **Files:**  Be sure to upload the <u>project's budget line-item and budget narrative (excel file)</u> at the bottom of the application

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# Step 5: Complete your eCivis budget

**To complete the budget, scroll down to your Application Budget section**

- Please summarize each line item from your excel budget template

- As you enter your budget line items, the totals will be calculated in the Budget Summary at the top of the page

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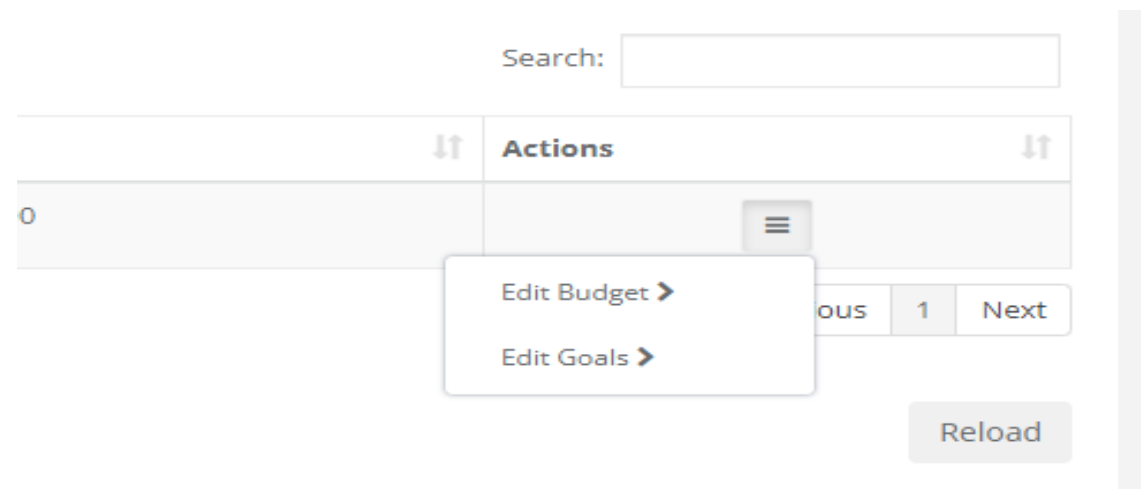
# Step 5: Complete your eCivis budget Cont.

- In the Budget Items section, you can add and/or adjust your budget item, add sub categories, and enter line item budget entries. Click on the Budget Item hyperlinked category name to begin adding budget entries. Once the budget category is open, click the gear icon and select Add Table.

- ONLY include Direct Costs

- There is also an option to include a budget narrative (not required)

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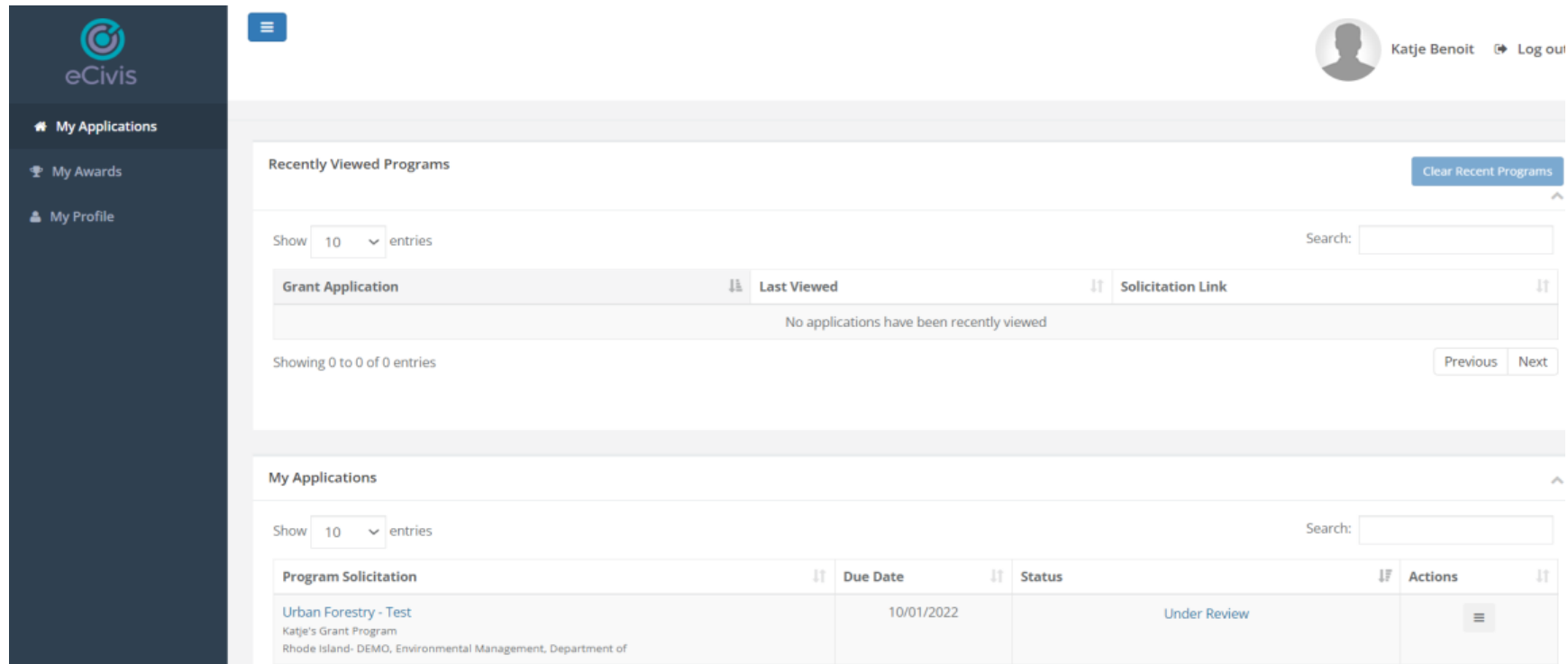
# Step 6: Submitting your Application

**Once all necessary sections of the application have been completed, the Submit button will turn green, allowing you to submit your application.**

- After you successfully submit your application, the status of your application will appear as "Under Review"
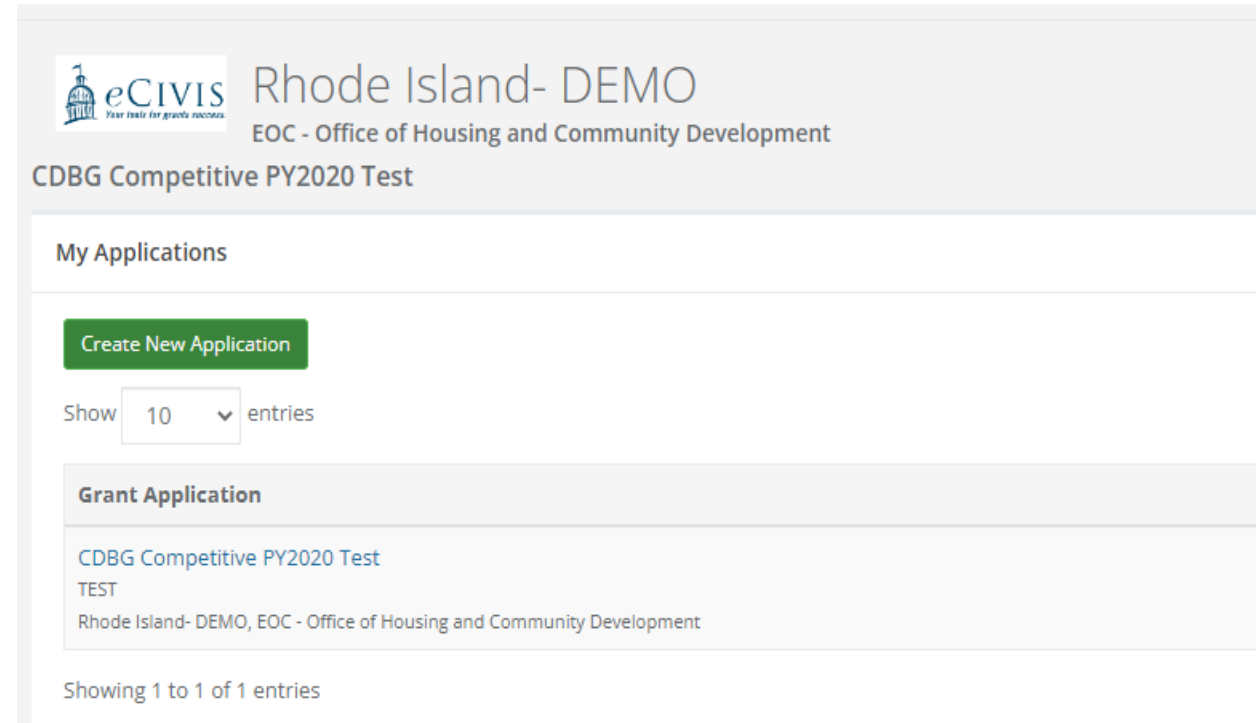- You can view the status of your application on the "My Applications" tab:

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# Step 7: Adding another application

- If you need to submit multiple applications, select the "Create New Application" option and complete the Application and Budget sections for the 2nd, 3rd,or 4th submission.

- Repeat this process until desired submissions have been made. The Profile section is only completed once per program.

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# Questions

Please feel free to add questions to the chat. Please check answers posted on website for additional information.

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# Next steps

**Thank you for joining this session today.**

- Recordings available: these sessions will be posted online at https://ohcd.ri.gov

- Send questions to [Housing.CDBG@housing.ri.gov](mailto:Housing.CDBG@housing.ri.gov) by the question deadlines:

  ⭐ Submit Questions by Friday, July 14th at 12:00 pm for deadline #1. ⭐

  - Submit Questions by Thursday, August 10th at 12:00 pm for deadline #2

  - Submit all questions via email: [Housing.CDBG@housing.ri.gov](mailto:Housing.CDBG@housing.ri.gov).

- Additional sessions may be added. Please continue to check https://ohcd.ri.gov/homelessness for supplemental information, including about additional meetings/information sessions.

- Reminder about deadlines

  - Deadline #1 (Emergency Shelters, Street Outreach, Rapid Re-Housing, Housing Problem Solving, Supportive Services Only, System-wide and systems projects ) is August 3rd

  - Deadline #2 (Warming Centers, Temporary Seasonal Shelters, and New Permanent Emergency Shelters) is August 31st

- E-Civis technical support

  - If you have any technical issues with e-Civis, please contact the Grants Management Office and e-Civis by visiting the following website: [Submit a User Support Ticket - Grants Management | Rhode Island (ri.gov)](https://ri.gov)

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