

Right at Home Prevention Pilot Grant Q&A

1. **Q:** Would applicants for the homelessness prevention program be able to limit it to families, or would they also have to serve individuals?
A: Applicants will not be able to limit service delivery to a specific population, such as families or youth, and must be open to serving all eligible households. The assessment tool used to determine eligibility will screen for the predictive risk factors we have identified as priorities for service. Because of that, providers will not be able to further narrow the population they choose to enroll in the program.
2. **Q:** Will the pilot serve 500 households among the approved applications? Additionally, do the agencies that receive funding have 1 year to use the funds?
A: Our goal is to serve a total of 500 households in the first year across all selected organizations. For example, if three organizations are selected through this RFP, the 500 households will be served collectively across those three providers—not per organization.
3. **Q:** The 10% includes administrative costs. Are case managers and the chief program officer included in the 10%?
A: The case managers would be considered direct service staff and therefore included under personnel. The CPO would fall under administrative costs and be covered within the 10% cap.
4. **Q:** Is there an expectation for how long the agency should provide case management to the referred client? Is case management supposed to last 3 months, 6 months, or the full duration of the grant?
A: Case management should be available for clients for the entire time that they are enrolled in the program. We expect most clients will be enrolled in this program for up to 6 months. If someone is in need of assistance for longer than 6 months, we will have a process established to request a longer stay in the program.
5. **Q:** Will this grant cover late fees the client may have incurred for late rent, utilities, etc.?
A: Yes.
6. **Q:** Will Partners for Home and the CoC coordinate with the funded agencies to determine the number of referrals that may be sent each week or month? (i.e., will there be a steady flow of referrals?)
A: Yes, we will work with the funded agencies to ensure that there is a steady flow of referrals. All referrals will be processed through Coordinated Entry, so we will have the ability to monitor capacity and ensure that referrals are stopped and/or sent based on each funded agency's established caseload.
7. **Q:** What documentation will Partners for Home need to show how grant funds were spent?
A: We require a monthly finance report that should include a PF-1 and PF-40 (templates will be provided), timesheets, payroll register, segregated general ledger accounts, bank statements, canceled checks, and any purchase receipts.
8. **Q:** Re: the budget— is there any flexibility within the budget categories once the grant has been awarded? For example, if we allocate funds to food or car repair and are not seeing clients who need this assistance, can we reallocate those funds to rental assistance or rental arrears?
A: Yes

9. **Q:** Re: the Housing Stability Plan - is this an assessment that Partners for Home has or is creating that the agencies implement? Or is this more like an Individualized Case Management Plan that we create for each client referred to this program?
A: We are creating a Housing Stability Plan template that all funded agencies will be able to use. The Housing Stability Plan is similar to an individuals Case Management Plan, with a focus on goals that will result in stabilization in housing during the course of a client's time in the program.
10. **Q:** What are the reporting requirements regarding the data needed and the frequency of reporting?
A: The agency will submit monthly performance reports.
11. **Q:** We understand that funded agencies will be awarded two months' worth of grant funds at the start of the grant. How long will it take to receive future reimbursements, and what does that process look like?
A: The agency should submit invoices as needed, in two-month increments.
12. **Q:** The application asks for how the agency will develop Housing Stability Plans for clients, so I'm assuming we should reference implementation and personalization of the template that Partners for Home is creating, correct?
A: Yes.
13. **Q:** What is the estimated turnaround time for reimbursement to be received after reimbursement requests/documentation have been submitted?
A: Because this grant operates on an advance payment basis, funds will already be available in your account rather than reimbursed after submission. Providers will submit draw requests and supporting documentation after expenses are incurred to confirm that spending aligns with eligible cost categories.
14. **Q:** Could you please provide clarification on the funding amount or direct us to where this information may be found?
A: There is no specific award amount. We are asking providers to propose a budget based on the number of households they want to serve.
15. **Q:** Regarding the questions on trauma-informed care and cultural and linguistic competency, would you prefer specific situational examples or general examples of the approaches we use when working with clients?
A: Please provide a specific example of how these competencies were applied and the outcome.
16. **Q:** I am seeking clarification regarding the client assistance budget. The maximum client assistance amount is listed as \$4,500 per household. Can you please confirm whether this amount includes all items categorized under client assistance, or if the \$4,500 applies specifically to rental assistance, with additional client assistance line items allowed beyond that amount? For example, if we plan to serve 100 households, would the total client assistance budget be capped at \$450,000 to cover all client assistance expenses combined?
A: It includes all items categorized under client assistance.