



# **RHI GRANT REVIEW**

Site Manager and Supportive Services Provider | October 23, 2023

# Grant Application

## Application

- Respondents may apply for one or both funding categories or collaborate with another partner for both activities. If applying with a partner agency, please indicate this in your application.
- Agencies are requested to submit a budget for this project based on their projections of costs. Budgets submitted will be used to determine the award amount.
  - You will need to submit a separate budget for each funding category.
- **Deadline is November 12, 2023, at 11:59 PM ET**
- Award announcements made the week of December 1<sup>st</sup> with an estimated December start date



## General Information

**This section will be reviewed by internal and external reviewers.**

This funding opportunity is part of the Atlanta CoC homeless response plan. The following documents will be uploaded as part of the application:

- FY23 organizational budget
- Two years of audited financials or internal financial statements to include a State of Financial Position (Balance Sheet), Statement of Activities(Profit & Loss)
- Financial Policies and Procedures (organizations funded by PfH in the past 12 months do not need to submit)
- Data Quality Submission report for the period of April 1 - June 30, 2023

**1. Applicant Partnership.** Is your organization applying with another agency to provide the supportive services component of this program? If yes, please share the name of the agency applying with your organization. If no, please enter N/A.

**\* 2. Organization and Contact Information.** Provide the information below for the application's point of contact.

Name of Organization

Organization Tax ID  
(EIN)

Organization Founding  
Year

Application Contact  
Name

Application Contact  
Email

### Threshold Section

**\* 3. HMIS:** Will your organization use the homeless management information system ClientTrack for this project?

- ☐ We currently use ClientTrack and will use it for this project.
- ☐ We do not currently use ClientTrack but will use it for this project.
- ☐ We do not currently use ClientTrack and will not use it for this project.

## Experience Section (30 points total)

**\* 4. Length of Experience.** How long has the organization provided homeless services in the below CoCs?

Atlanta CoC	<input type="text"/>
Balance of State	<input type="text"/>
Cobb CoC	<input type="text"/>
DeKalb CoC	<input type="text"/>
Fulton CoC	<input type="text"/>
Other CoC (Please share name and years)	<input type="text"/>

**5. Current Experience.** Does your agency have a current project in HMIS that is similar to the project category being applied for? If yes, please share the HMIS project name. If no, please enter N/A.

**6. Subpopulation Experience.** Please check all subpopulations your agency has experience with:

- ☐ Domestic Violence
- ☐ Youth
- ☐ LGBTQ+
- ☐ Veterans
- ☐ Families
- ☐ Chronic

**\* 7. Team Contacts.** List the name and title of staff contacts in the following areas:

Administration (person responsible for organization management)

Finance (person responsible for grants management and submitting expenses)

Programs (person responsible for leading and managing project implementation)

Performance (person responsible for monitoring HMIS data, project outcomes and submitting performance reports)

\* 8. **Housing First.** Give a specific example of how your agency incorporates Housing First when working with clients. If your agency does not currently incorporate Housing First with clients, how will you incorporate this practice model in the proposed project? (1,000 character limit)

\* 9. **Cultural and Linguistic Competencies.** Give a specific example of how your agency incorporates cultural and linguistic competencies when working with clients. If your agency does not currently incorporate cultural and linguistic competencies with clients, how will you incorporate this practice model in the proposed project? (1,000 character limit)

\* 10. **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? (1,000 character limit)

\* 11. **Racial Equity.** Give a specific example of how Black and Indigenous People of Color (BIPOC) inform decision-making of the organization. (1,000 character limit)

\* 12. **Racial Equity.** What percentage of agency's Board, Leadership and Program Staff identify as a BIPOC?

Board

Staff Leadership

Program Staff

\* 13. **Lived Expertise.** Give a specific example of how persons with lived expertise (PLE) inform decision-making of the organization. (1,000 character limit)

\* 14. **Lived Expertise.** What percentage of the agency's Board, Leadership and Program Staff identify as PLE?

Board

Staff Leadership

Program Staff

\* 15. **Financial Management.** Describe your organization's ability to manage grant funds. Include software used to aid in isolating grant expenses and revenues as well as procedures for reporting financial updates to funders. (1,000 character limit)

\* 16. **Grant Management.** Has your organization lost funding from the Atlanta CoC in the past? Please share details that led to the loss of funds. **This may be verified.**

\* 17. **Grant References.** Please provide two separate references for a past grant awarded to the agency. These references cannot be the Atlanta CoC. **This may be verified.**

Grantor 1 Name

Grantor 1 Point of Contact

Point of Contact 1 Email

Point of Contact 1 Phone

Amount of Grant 1

Purpose of Grant 1

Grantor 2 Name

Grantor 2 Point of Contact

Point of Contact 2 Email

Point of Contact 2 Phone

Amount of Grant 2

Purpose of Grant 2

## Project Details and Reporting

**This section references project components from the Atlanta CoC's Data Quality Plan. This section will be reviewed by internal and external reviewers.**

### Project Section (35 points total)

\* 18. **PSH Site Manager.** Describe the agency's plan for implementing the program components listed below. Please provide a detailed explanation with examples of how your agency will:

1. Serve as a dedicated property manager to handle all aspects of property management, including creating a safe and trauma-informed environment for all residents to thrive, implementing security measures, ensuring compliance with safety regulations and standards, and coordinating with local law enforcement and security firms to ensure security and safety.

2. Receive and review tenant applications from the CoC coordinated entry process, drafting, executing, and renewing leases, lease renewals, and collecting rents.

3. Conduct market analysis to determine competitive rent prices and facilitate lease renewals and negotiations.

4. Provide low-barrier tenant screening and background checks.

5. Provide 24/7 emergency maintenance response, routine property inspections, and preventative maintenance scheduling.

6. Provide monthly financial reporting, budget preparation, monitoring, accounts payable and receivable management.

7. Stay updated on landlord-tenant laws and handle legal disputes or issues related to the property.

8. Organize community events and activities, address community concerns and feedback, and enforce community rules and guidelines.

Also, regularly communicate with property owners and stakeholders, including presenting reports.

9. Implement property management software for efficient operations and utilize technology for tenant communication, online rent payments, and maintenance requests.

10. Implement energy-saving measures, recycling and waste management, green landscaping, and sustainable property enhancements.

\* 19. **Project Ramp Up.** How long will it take the agency to ramp up for this project after grant execution (e.g. hire and train staff, provide coverage for current staff, etc.)

☐ 1-30 days

☐ 31-60 days

☐ 61-90 days

\* 20. **Project Ramp Up.** Provide a detailed timeline of how the agency will ramp up after grant execution. Include details about filling vacant staff roles, training of new staff and staff coverage during the ramp up period.



\* **21. Project Outcomes.** Describe the organization's internal processes for reaching the below project outcomes. Please provide a detailed explanation with examples of how your agency will reach the following goals:

1. 100% of applications will be processed within 1 week of receipt.

2. 95% of clients will be put on an improvement plan agreed on by PffH, the operator, and the service provider prior to evictions.

3. 100% of work orders will be responded to within 24 hours.

4. Maintenance will have a client satisfaction score of 80% or above.

\* **22. Data Quality.** Does your agency have an PSH Data Quality Report with clients enrolled for the period of April 1 through July 31, 2023?

☐ Yes. Please upload report in question 23 to be scored.

☐ No. Please answer question 24.

23. Upload your PSH Data Quality Report for the period of April 1 through June 30, 2023.

**Name this document "PSH Data Quality Report."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

24. **Data Quality.** If your organization does not have an PSH Data Quality Report for the period of April 1 through June 30, 2023, explain how you will adhere to the following Atlanta CoC Data Quality Plan components. (250 character limit)

Having an error rate of less than 5% for data elements.

Enrolling clients into project within 48 operating hours.

## Project Details and Reporting

**This section references project components from the Atlanta CoC's Data Quality Plan. This section will be reviewed by internal and external reviewers.**

### Project Section (35 points total)

**\* 18. PSH Supportive Services.** Describe the agency's plan for implementing the program components listed below. Please provide a detailed explanation with examples of how your agency will:

1. Have a 2:20 staff-to-tenant ratio that includes two licensed master's level clinicians and two certified peer specialists or certified CARES (certified addiction recovery empowerment specialist) specialists, preferably with lived homelessness experience.

2. Provide four full-time staff members dedicated to the property and provide tenant-centered supportive services and life skills support to 40+ tenants living on the property to help tenants achieve housing stability and improve their quality of life.

3. Offer a minimum of face-to-face engagement once per week. Services should be intensive, tenant-led, on-site wrap-around services and referrals to tenants, including but not limited to education, employment support, mental health and addiction services, life skills support, assistance with connecting to mainstream benefits, and linkage to a medical health home.

4. Increase the income  
and mainstream  
benefits of households  
served.

5. Improve the social  
and emotional  
functioning of  
participants served.

6. Limit returns to  
homelessness after  
program exit.

\* 21. **Project Outcomes.** Describe the organization's internal processes for reaching the below project outcomes. Please provide a detailed explanation with examples of how your agency will reach the following goals:

1. 98% of clients will remain in PSH or exit to a permanent destination at 12 months.

2. 65% of clients that exit during the reporting period will exit to a permanent housing destination.

3. Less than 2% of the individuals who exit to permanent housing from PSH return to homelessness within six months.

4. Less than 2% of the individuals who exit permanent housing from PSH return to homelessness within 24 months.

5. 70% of participants increase or obtain income/mainstream benefits during program enrollment

6. 70% of participants will experience improvement in two or more areas of quality-of-life functioning, using the SF36v3 Health Survey at intake, six months, and 12 months to evaluate progress.

## Financials

**Please attach the following financial documents as part of your application. This section will be reviewed internally by the Partners for HOME Finance team.**

### Financial Review Section (35 points total)

\* 25. Upload your Board-approved, current fiscal year organization budget. **Name this document "Organization Budget."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

26. Upload the two most recent years of audited financials. **Name this document "Audited Financials."** If an audit was **not completed within the last two years**, please provide the most recent financial statements, including a Statement of Financial Position and a Statement of Activities.

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

27. If Question 26 was not answered, upload internal financial statements to include a Balance Sheet and Profit & Loss Statement if you do not have audited financials or a Statement of Financial Position and Statement of Activities. **Name this document "Internal Financials."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

\* 28. Upload your financial policies and procedures manual. **Name this document "Financial Policies and Procedures."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

\* 29. Please upload your project budget using the [budget template](#). The budget will serve as your agency's cost proposal to complete all Supportive Services duties outlined in the RHI Site Manager and Supportive Services Outcomes and Duties Guide.

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

# Grant Tips

## Application

- Create a Word draft of application answers and copy/paste to online application.
- Use Google to understand, e.g. Housing First, Trauma-Informed Care, or Cultural and Linguistic Competencies. If you know agencies more knowledgeable in these areas, talk with them.
- Be authentic about ramp up. If you do not currently have the staff, make sure to factor in time for job postings, interviews, onboarding, etc.
- Familiarize yourself with the Atlanta CoCs [Data Quality Plan](#).



RHI Grant

# Questions?

Email Jasmine Rockwell Heard with additional questions.

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