



An initiative of United Way of Greater Los Angeles  
& L.A. Area Chamber of Commerce

## Frequently Asked Questions

### **1. May a provider apply for more than one Funding Area?**

Yes, a provider may apply for more than one Funding Area. For Funding Areas #1-4 and the Supportive Service component of Funding Area #5, a separate program narrative must be completed on the online system. Providers must apply to Funding Areas #6-8 and the voucher component of Funding Area #5 according to the instructions listed in Table 1 found on pages 5-11 in the RFP.

### **2. If the funding for core operating support?**

No. The funding is for project related expenses with a 15% allowable administration fee. Please see the budget template on pages 32 and 33 of the RFP for examples of eligible expenses.

### **3. How do you define “chronic” homelessness?**

We use HUD’s definition to define chronic homelessness: “an unaccompanied homeless individual or head of household with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years.” Please see footnote on page 5 of the RFP.

### **4. Will the Home For Good Funders Collaborative issue an annual request for proposals or is the current RFP a one-time grant opportunity?**

Yes, contingent upon successful fundraising, the Funders Collaborative will release an annual RFP each spring.

### **5. In the past we completed a United Way RFP online, however, we no longer have our User Name/Password. Can you please provide instructions on how to log-in?**

If you have created a username and password for the United Way online application system and you have misplaced your username and/or password, please email Deborah Tucker at [DTucker@unitedwayla.org](mailto:DTucker@unitedwayla.org) and she will reset it for you so that you may logon. You will be able to change your password once you logon.

### **6. In the online system, there are sections labeled “Agency Profile” and “Program Profiles.” What are these and what do we need to do in these sections?**

Previous applicants have data stored from previous application processes in the online system. Please ignore this box and skip down to the box titles “Home For Good Funders Collaborative” to begin the online application process. We are also attaching an instruction sheet to this FAQ to add further clarity.

**7. We are a small organization and have actually never had an audit done, nor have we had our records reviewed by a CPA due to limited funding. However, we recognize that this is an important task and we want to demonstrate our willingness for transparency. Page 16 of the RFP seems to allow opportunities to explain these circumstances. May we move forward with applying as long as we provide an explanation in this section?**

Yes.

**8. Is there any supportive service funding from this RFP that could be used for homeless families?**

This RFP's focus is on chronically homeless persons. Family is now included in the definition of chronically homeless if the head of household meets the conditions; "an unaccompanied homeless individual or head of household with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years." Supportive service funding is available in Funding Areas #1, 3, and 5 of the RFP.

**9. Can this funding (any of the eight funding areas) be paired with grants we already have? For example, could the funding be used for our SAMHSA clients or our INNOVATIONS clients?**

Yes, this funding can be paired with current grants as long as the leveraged funds are applied to new clients. In all cases, new clients are those who are enrolled in your program on or after July 1, 2012 when the grant period will begin.

**10. We plan to ask for \$500,000 for each of two years. Do we do our budget for \$1,000,000 or \$500,000?**

The budget template allows for you to give an annual breakdown over the 2 years of the project. See page 32 of the RFP for the sample.

**11. On the Project Budget Summary form, would we list our Total Request as \$500,000 for one year or \$1,000,000 for two years?**

Please state your annual budget (i.e. \$500,000) and the number of years that you are requesting (i.e. 2).

**12. If we have a current HACLA contract, yet do not know how many vouchers that we will receive, how should we estimate how many clients to apply for under Funding Area #1 (Countywide PSH Project)?**

Unfortunately there is no standard way to predict. We suggest that you base your estimation on previous experience with your HACLA allotments.

**13. We intend to apply for Funding Area #1. Is there a minimum request amount?**

No there is not a minimal request amount. All requests should be based on the needs of your community and documented in your Program Narrative.

**14. Funding Area 1: Can we request funds for the same organization for both move-in assistance AND Supportive services for each unit for a total of \$5,000 max per unit or should we select only one focus to apply towards?**

Yes, this Funding Area was designed so that agencies could apply for up to \$2,000 for move-in assistance and up to \$3,000 for supportive services for a maximum of \$5,000.

**15. Funding Area 1 and 5: We have a draft contract to purchase a property for permanent housing. Does this draft contract serve as a sufficient proof of commitment as listed as requested in Section V: Additional materials or do we need something else?**

Yes, this is sufficient proof, although it would be helpful to the proposal reviewers if you add in a description about how this purchase will be ready to be leased up during the 2012-2013 grant year (i.e. does the building only require light rehabilitation? What is the planned lease up date?) in the program narrative section.

**16. Are the amounts listed for Program Coordination, Housing Retention Response Team and Move-In Assistance Grants and Administration (\$350k to \$450K and \$500K) for each year?( i.e., \$950K in 2012 and \$950K in 2013) Or is the amount spread over the 2 year period?**

The funding amounts are for 1 year – based on serving 250 clients a year for 2 years for a maximum of 500 clients.

**17. I have a question about Funding Area#3 (CSH Frequent Users System Engagement). I noticed that the Antelope Valley was not one of the areas solicited for this category. Can an organization from an area not referenced apply?**

The areas listed for this area were ones where we knew of high need as well as sufficient capacity in terms of permanent supportive housing, homeless services and healthcare institutions. Our primary motivation is that we are already funding Downtown and Westside projects, and want to make sure that submissions come in from outside the Downtown and Westside regions.

We did not know that Antelope Valley now has a homeless healthcare FQHC and welcome applicants from this area.

**18. In Funding Area #3, are most current FUSE clients SSI eligible?**

We're finding that the majority (about 60-70%) are coming in already enrolled in SSI/MediCal. Almost all are SSI eligible. Enrolling those who aren't yet enrolled is a key first step once someone becomes a FUSE client.

**19. For Funding Area #3, the FUSE Project, is there any funder preference for individual apartments over rooms in a large home for permanent housing?**

In FUSE, PSH for this population works best as individual apartments; at the very least, each unit should have a private bathroom and kitchen.

CSH's definition of permanent housing is as follows: Supportive housing is defined as affordable rental housing in which all members of the tenant household have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the tenants to achieve and sustain housing stability and to live more productive lives in the community. Supportive housing units are intended to meet the needs of people with special needs who are

homeless or would be at-risk of homelessness – or cycling through institutional care - were it not for the integration of affordable housing and supportive services. From CSH’s perspective, a supportive housing unit is defined by the following elements:

- The unit is available to, and intended for, a person or family whose head of household is homeless, or at-risk of homelessness, and has multiple barriers to employment and housing stability, which might include mental illness, chemical dependency, and/or other disabling or chronic health conditions;
- The tenant household ideally pays no more than 30% of household income towards rent and utilities, and never pays more than 50% of income toward such housing expenses;
- The tenant household has a lease (or similar form of occupancy agreement) with no limits on length of tenancy, as long as the terms and conditions of the lease or agreement are met;
- The unit’s operations are managed through an effective partnership among representatives of the project owner and/or sponsor, the property management agent, the supportive services providers, the relevant public agencies, and the tenants;
- All members of the tenant household have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the tenants to achieve and sustain housing stability;
- Service providers proactively seek to engage tenants in on-site and community-based supportive services, but participation in such supportive services is not a condition of ongoing tenancy; and
- Service and property management strategies include effective, coordinated approaches for addressing issues resulting from substance use, relapse, and mental health crises, with a focus on fostering housing stability.

**20. Can the FUSE Program, Funding Area #3, target women only?**

Yes.

**21. Is the City of Pasadena-Funding Area #4 - for new construction only?**

Yes, the project based vouchers are for new construction projects only.

**22. In Funding Area #4 – City of Pasadena, do the Project Based Section 8 vouchers come with any possible supportive services funding?**

No. The Pasadena Project Based Section 8 Vouchers do not come with funding for supportive services funding since this is a new construction project. The successful applicant could apply for supportive services in future funding years once the project is ready for occupancy, if appropriate.

**23. Please define a “current user” of L.A. County Services for Funding Area #5.**

A current user of L.A. County Services is someone who is currently enrolled in active case management services with one of the L.A. County Departments (Departments of Mental Health, Health Services, Public Health, Social Services).

**24. If we currently have a contract with the Housing Authority of the City of Los Angeles (HACLA), can we still apply for more vouchers under Funding Area #5?**

Yes, however the vouchers are for chronically homeless people only and the provider must demonstrate how it will provide supportive services to its tenants for the life of the vouchers.

**25. What are the maximum grant amounts for Funding Area #5, New City of LA Scattered Site Program?**

**The maximum grant amounts listed for Funding Area #5 in Table 1 in the RFP are incorrect.**

The maximum per unit cost for supportive services is \$3,000 and the maximum per person cost for move-in grant assistance is \$2,000. We apologize for this misprint.

**26. Would the work that our organization has done providing outreach for several homeless vets and our ability to house vets via VASH qualify us to receive vouchers from Funding Area #5?**

Demonstrating your organizational capacity and previous experience are important aspects of all funding areas. Competitive proposals will be decided upon based on a number of factors through, not just one component. Please refer to the competitive program design on page 12 of the RFP.

**27. We already have HACLA vouchers. Can we apply for just the supportive services and move-in assistance portions of Funding Area #5?**

Yes, you can apply just for the supportive services and move-in assistance grants portion of Funding Area #5. However since you already have HACLA vouchers, we recommend that you take a look at Funding Area #1 since this option focuses solely on supportive services and move-in assistance grants.

**28. Funding Area 5: Can we apply for funds under Funding area 5 for the same units we are requesting funds in Funding Area 1? If so, can we request funds for the same organization for both move-in assistance AND Supportive services for each unit for a total of \$7,000 max per unit (\$5k for Services, \$2K for Move In) or should we select only one focus to apply towards?**

No. The maximum grant amount for any one unit is \$3,000 for supportive services and \$2,000 for move-in grant assistance. Providers are permitted to apply for more than one funding area; however it should be for a different group of clients and units.

**29. Funding Area 5: Which specific application should we use to apply for Tenant-Based Vouchers through HACLA? Do you have a direct link to that application on their website?**

Please refer to page 13 of the RFP for instructions on how to apply for HACLA's vouchers. You will have to apply directly to HACLA by visiting their website at [www.hacla.org](http://www.hacla.org).

**30. Funding Area 6: We would like to apply for Capital Development costs for the purchase of a house that would be used for 6-10 units of permanent housing. However, we have two area of concern. a. The home is within 500 feet of the freeway. Do the limitations on funding for this application prohibit funding for a home with this location? b. We have a private donor who would put up the initial funds to purchase the home for our use and then we would take over the mortgage from him. Would we be able to request funding to go towards this purpose?**

Please visit LAHD's website referenced on page 10 of the RFP for clarity on eligibly sites for this Funding Area.