RRP Outreach and Engagement Grant

PURPOSE

The purpose of the Rent Relief Program Outreach and Engagement Grant is to strategically promote the Virginia Rent Relief Program (RRP) within historically economically disadvantaged communities and to assist households and landlords who have limited access to the Internet or are not able to complete the online RRP application due to accessibility and language barriers. Grantees will help tenants and landlords become aware of the program and directly assist them in completing the RRP application. Through a competitive grant application process, DHCD anticipates contracting with no more than three (3) Grantees with the possibility of offering additional competitive grant opportunities in the future. This first grant opportunity is focused on working with organizations that provide legal assistance to low-income households and organizations that provide direct assistance to Communities of Color.

The goal of the RRP Outreach and Engagement Grant is to increase the number of applications submitted from historically economically disadvantaged communities statewide to the Virginia Rent Relief Program with a contract date of June 1 – December 31, 2021. Per § 56-576 Code of Virginia, historically economically disadvantaged communities are a "(i) community in which a majority of the population are people of color or (ii) a low-income geographic area."

BACKGROUND

The Virginia Rent Relief Program (RRP) was established during the COVID-19 pandemic by utilizing funding resources to keep tenants housed, make landlords whole on rental payments, and to stabilize the housing market. Rental assistance can be provided in two ways. Landlords can access the program through Virginia Housing (www.virginiahousing.com/RentRelief), and tenants can access the program through the RRP Support Center (applications.deval.us). Grantees will assist tenants and landlords in completing their applications whether the tenant uses the RRP Support Center or whether the landlord uses Virginia Housing.

Tenants

Because COVID-19 has disproportionately impacted People of Color and because the frequency of Households of Color being rent burdened is higher, DHCD will utilize grant funds to assist organizations to conduct outreach and provide strategic engagement with historically economically disadvantaged communities and with households unable to apply online for rental assistance. As the chart below indicates, the first nine months of the RRP resulted in reaching mostly Black/African-American and White households. This outreach and engagement strategy will increase the program's ability to reach more historically economically disadvantaged communities and households that have barriers that limit their ability to apply for this assistance.

RRP	Ethnicity				
Race	Hispanic or Latino	Not Hispanic or Latino	Don't know/refused	Missing Data	Grand Total
American-Indian or Alaska Native	0.13%	0.47%	0.08%	0.01%	0.68%
Asian	0.02%	1.63%	0.09%	0.01%	1.75%
Black or African-American	1.01%	45.04%	5.01%	1.09%	52.15%
Don't know/refused	2.49%	0.85%	8.36%	0.03%	11.72%
Missing Data	0.40%	0.07%	0.01%	0.36%	0.85%
Multi-Racial	3.73%	2.47%	0.85%	0.02%	7.06%
Native Hawaiian or Other Pacific Islander	0.05%	0.15%	0.04%	0.00%	0.25%
White	2.95%	20.53%	1.37%	0.69%	25.54%
Grand Total	**10.77%**	**71.21%**	**15.81%**	**2.21%**	**100.00%**

Landlords

The purpose of this competitive grant opportunity is to also assist any landlords who are having difficulty accessing RRP or who are having trouble completing the application and uploading required documentation.

FUNDING AVAILABILITY

Contingent upon the availability of funding, the RRP Outreach and Engagement Grant will competitively award up to **$5 million** with a contract date of June 1, 2021 – December 31, 2021 to provide outreach and application assistance activities. DHCD will competitively award grants and then contract with up to three (3) Intermediary Organizations (IO) with a statewide reach that will administer the outreach and engagement grant funds through Sub-Grantees at the local level. DHCD reserves the right to not fund any submitted proposals and to adjust the funding level awarded and grant period of applicants based on availability of funds and evaluation of proposals.

IOs must submit their plan for outreach, engagement and/or application assistance that should include the structure of affiliates, partner organizations and/or network of Sub-Grantees that will implement the scope of work on behalf of the IO. It is critical that IOs have the ability to implement quickly and include in the plan details of the timeline for starting implementation. Sub-Grantees must have experience with outreach and/or engagement to Virginians that experience barriers to receiving assistance and demonstrated ability to build trust with these Virginians. IOs must serve the entire state. Any partnerships or collaborations with Sub-Grantees must be reflected in a memorandum of understanding (MOU) or agreement to be submitted at the time of application for DHCD approval.

APPLICANT ELIGIBILITY

Intermediary Organizations eligible to apply for the RRP Outreach and Engagement Grant include nonprofit organizations [501(c)(3)], local governments, planning district commissions, housing authorities and colleges/universities. Lobbying organizations or 501(c)(4) organizations are ineligible to apply. Organizations must have a demonstrated capacity to successfully manage grants both as a grantee and as a grantor. In order to expedite the implementation of this grant, Intermediary Organizations must have a current or past fiscal relationship with the proposed Sub-Grantees.

Applicants must demonstrate a statewide approach implemented regionally and locally to conduct outreach and engagement as well as a track record of reaching the target populations of historically economically disadvantaged communities and households not able to apply for rental assistance online. Priority will also be given to IOs whose constituent organizations include nonprofits that provide legal assistance to low-income households.

Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues will not be considered for the pilot. Please note that although DHCD will work with all interested parties, where appropriate, to resolve findings and compliance issues, it will be the responsibility of the applicant to assure good standing.

All applicants must be registered in DHCD's Centralized Application and Management System (CAMS) and are required to submit one of the following financial documents: Financial Statement; Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA); Audited Financial Statement prepared by an independent CPA; or, an OMB A-133 Audit (Single Audit) prepared by an independent CPA. See the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. All organizations funded by DHCD are encouraged to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures ≤ $100,000, regardless of source	Financial Statement prepared by organization (does not require preparation by a CPA)
Total annual expenditure between $100,001 and $300,000, regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > $300,000, regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures ≥ $750,000	2 CFR 200 Subpart F Audit - prepared by an Independent CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf.

In order to effectively provide services through the Virginia Rent Relief Program (RRP) Outreach and Engagement Grant the IOs can contract with local Sub-Grantees. The IOs and Sub-Grantees will determine which organization will promote the RRP as well as determine how to strategically conduct outreach in their region. The local Sub-Grantees will be expected to provide direct engagement with households that need assistance in completing and submitting their applications for rent assistance. If using Sub-Grantees, the IO must pre-select them and include a list and summary of the Sub-Grantee as part of the application. Any applicable agreements or Memoranda of Understanding (MOUs) must be submitted with the grant application and are subject to DHCD approval. The IO may also directly serve tenants and/or landlords.

DHCD will contract with the Intermediary Organizations (IO) only. IO grantees are held fully responsible for all reporting, submission of remittances, and maintaining all source documentation and program records. Grantees must monitor Sub-Grantee program compliance, and all state and federal requirements.

FEDERAL FUNDING REQUIREMENTS

Funds for the RRP Outreach and Engagement Grant are through the U.S. Department of the Treasury's Emergency Rental Assistance program CFDA #21.023. As such, lobbying activities are prohibited. Selected IOs must adhere to all required federal compliance guidelines which will be included in the final Grant Agreement. Furthermore, selected IOs must submit a current Audit.

Grantees must adhere to Generally Accepted Accounting Principles (GAAP). Grantees shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

GEOGRAPHIC TARGETING

The goal of this grant opportunity is to fund IOs, and their Sub-Grantees, who collectively serve all areas of the state. IOs should have a regional and/or statewide reach and should identify their Sub-Grantees in their applications. Sub-Grantees do not need to have a regional capacity as long as the IO does.

Tenants and Landlords located in Chesterfield County and Fairfax County are ineligible for the statewide Virginia Rent Relief Program as those localities are delivering local programs with these same federal funds. IOs and Sub-Grantees will not be reimbursed through this grant for serving these areas.

SCOPE OF SERVICE

Intermediary Organization Responsibilities

RRP Outreach and Engagement funds are grants to IOs selected through a competitive application process. IOs will serve as the fiscal agent for the RRP Outreach and Engagement Grant. IOs are responsible for all reporting requirements by DHCD which must comply with state and federal rules.

IOs will receive 20 percent of upfront funding for program-related costs. DHCD will provide the remaining 80 percent of funding on a performance cost reimbursement basis. As part of their application, IOs will need to submit target metrics for 1) percentage of applications from targeted outreach to historically economically disadvantaged communities and 2) number of RRP applications processed for payment as part of the application narrative. DHCD will evaluate these metrics to see if the IO is on target before IOs can submit remittances and draw down more funding. DHCD reserves the right to not process remittances if IOs and their Sub-Grantees are not on target to reach historically economically disadvantaged communities and process RRP applications.

IOs will contract with Sub-Grantees to administer the outreach and/or engagement activities and work with tenants and/or landlords to complete applications. Sub-Grantees do not have to conduct outreach if the IOs have another mechanism to promote the program to encourage participation. Eligible IOs should include a list of Sub-Grantees and profiles for each Sub-Grantee as part of their grant application. IOs are encouraged to use data in conjunction with receiving guidance from people with lived experience to identify areas most impacted by eviction and/or COVID. This approach will assist the IOs in identifying the locations where Sub-Grantees will be most impactful with this program.

Any IO partnerships or collaborations with Sub-Grantees must be reflected in a memorandum of understanding (MOU) or agreement to be submitted for DHCD approval. In cases where the IO chooses not to partner with Sub-Grantees and carryout the outreach and/or engagement activities, the IO will be responsible for the requirements listed below under Sub-Grantee responsibilities.

Sub-Grantee Responsibilities

Sub-Grantees will work with tenants and landlords who need assistance completing their RRP application. Sub-Grantees must provide this assistance to applicants throughout the full cycle of the application process, until the applicant receives notification of approval. This includes uploading required documents, submitting the application online, and any other communication or problem solving necessary in order for landlords to receive rent payment. The Sub-Grantee will be required to ensure that landlords provide their W9 form in order for applicants to receive RRP program funds. Sub-Grantees are encouraged to conduct questionnaires with applicants to gauge how they felt about their experience during the process. These surveys will be voluntary for applicants and will be used to inform future outreach efforts.

If a tenant or landlord is denied RRP assistance, Sub-Grantees are expected to connect the tenant to 2-1-1 VIRGINIA and other existing resources in the community.

The IOs will work with the Sub-Grantees to identify the best method in their regions and communities to promote RRP and the application assistance provided and which organization will be responsible for promoting the program. This includes print and non-print media (e.g. local newspaper advertisements, radio ads, social media outlets, non-English speaking television and radio channels, distributing flyers in target communities, etc.). DHCD will provide all RRP marketing documents to be used by the IOs and/or the Sub-Grantees. It will be the responsibility of the IOs or the Sub-Grantees to duplicate any printed materials. Grant funds can be used for this purpose. If IOs or Sub-Grantees want to develop their own marketing materials, DHCD must approve prior to distribution. IOs and Sub-Grantees are encouraged to be creative in their outreach and promotion activities, with the goal of reaching as many households in historically economically disadvantaged communities and households with barriers that limit their ability to apply for this assistance as possible. Sub-Grantees are required to incorporate people with lived eviction experience and/or being members of historically economically disadvantaged communities as they shape outreach and engagement efforts. This will help ensure that applicants receive culturally competent assistance.

If needed, Sub-Grantees will have access to DHCD's language line to be equipped to support non-English speaking tenant and landlord RRP applicants.

RRP assistance may be provided to applicants through Sub-Grantee paid staff and/or appropriately trained and supervised volunteers.

ELIGIBLE ACTIVITIES

The purpose of the RRP Outreach and Engagement Grant is to promote the program strategically within historically economically disadvantaged communities and to assist households and landlords who have limited access to the Internet or are not able to complete the online RRP application due to accessibility and language barriers.

Eligible RRP Outreach and Engagement Grant expenses include:

- Duplication of Approved Outreach and Engagement Materials

- RRP Application Preparation Staffing and Equipment

- Administrative Costs

When completing the budget narrative in CAMS, Intermediate Organizations should explain how budget line items would be spent among the Sub-Grantees if using Sub-Grantees to complete outreach and engagement and/or RRP application preparation.

Outreach and Engagement Materials

Funds may be used for outreach and engagement activities to ensure that historically economically disadvantaged households, those with limited access to the Internet, or accessibility and language barriers are made aware of the RRP program. DHCD will provide outreach and engagement materials to IOs that will be distributed to target populations.

Eligible expenses include:

- Programmatic staff

- Advertisement fees (i.e. advertisements in non-English publications, advertisements with high circulation amount Communities of Color, etc.)

- Transportation (i.e. mileage reimbursement for outreach activities)

RRP Application Assistance

At least 60 percent of grant funds must be allocated to RRP Application assistance.

Eligible expenses include:

Program Staffing

Grant funds may be used for IO or Sub-Grantee staff who assist tenants/landlords with completing the entire RRP application process including document submission and follow-up.

Equipment and Supplies

Grant funds may be used for equipment and supplies required to assist with RRP applications. These are including, but not limited to computers, internet access and other technology.

Administrative Costs

Intermediary Organizations (Grantees)

Administrative costs may include grants management, accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, data collection and reporting, similar costs related to administering the grant after the award. Administrative costs also include staff training for program and application process and follow-up.

IO administrative costs are capped at 10 percent of the grant award request.

Local Organizations (Sub-Grantees)

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to the IO (Grantee), data collection and reporting. Administrative costs also include staff training for program and application process and follow-up.

Sub-Grantee administrative costs are capped at 5 percent of the grant award request.

Intermediary Organization (Grantee) - Summary of Eligible Activities/Budget Items June 1, 2021 – December 31, 2021		
Eligible Activity	**Description**	**Budget Caps (if applicable)**
Outreach and Engagement	Program staff, printing costs, advertising, training, transportation costs	
Supplies	Equipment and supplies to process applications (i.e. internet, technology, etc.)	
Personnel	Staffing required to process applications, follow-up, and outreach	
Administrative	(IO) Grants management, accounting for the use of grant funds, preparing reports for submission to DHCD, staff training	Up to 10 percent
	(Sub-Grantee) Accounting for the use of grant funds, reports for submission to IO, data collection and reporting	Up to 5 percent

Matching Funds

There is no requirement for Intermediary Organizations (Grantees) or the Local Organizations (Sub-Grantees) to provide Matching Funds to be eligible for the RRP Outreach and Engagement Grant. However, IOs and Sub-Grantees are encouraged to match the grant program that could include incentives for tenants and landlords to apply for RRP assistance or to provide compensation for involving people with lived experience in providing outreach and/or engagement activities.

DATA COLLECTION, EVALUATION AND REPORTING

Data collection

DHCD will provide a voluntary exit questionnaire for applicants receiving RRP application assistance. This questionnaire will help DHCD better understand how to improve the RRP program with historically economically disadvantaged communities and others with access barriers. Some questionnaire questions could include:

- Did you hear about RRP before this organization reached out to you?

- How did you hear about the application assistance provided by this organization?

- How was your experience navigating the RRP application process? What was helpful about what the organization did? Were there any challenges?

- Do you have a preferred language?

DHCD will assist in translating this questionnaire into any needed language.

Evaluation and Reporting

As part of the application process, IOs will be required to develop target application and outreach metrics explaining how many applicants and targeted outreach to historically disadvantaged communities they plan to complete. IOs will be responsible for reporting monthly program metrics in CAMS. These reports will be used to track IO target metric progress for reimbursement and programmatic evaluation purposes. Reporting metrics will include, but may not be limited to:

- # of people reached through outreach and engagement efforts and types of outreach used
- # of applications in progress (before RRP submission)
- # of submitted / completed RRP applications
- # of denied applications
- # of processed for payment applications
- # of applications from targeted outreach to historically disadvantaged communities
- % of applications processed for payment
- % if applications processed for payment from targeted outreach to historically disadvantaged communities

Grantees should explain in their application narrative how they plan to collect the data for these metrics.

IOs are held fully responsible for all reporting, submission of remittances, and maintaining all source documentation and program records. Grantees must monitor Sub-Grantee program compliance, and all state and federal requirements.

APPLICATION PROCESS

Applications will be accepted on or before May 5, 2021. All applications must be submitted to DHCD through the online application and project management system called CAMS (Centralized Application and Management System). Please allow for up to two business days for responses to any CAMS help desk request. Applications must be submitted in CAMS on or before 11:59 PM, May 5, 2021.

All applications received by the deadline will be reviewed by a DHCD panel and scored based on the program approach (20 points), grantee capacity and demonstrated experience (35 points), and Sub-Grantee score (45 points). In cases where the IO chooses not to partner with Sub-Grantees, the IO will be scored on the elements listed below for Sub-Grantees. Applications must score at least 60 points to be considered for funding. DHCD reserves the right to fund only one statewide application or none of the applications received.

RRP Outreach and Engagement Application Evaluation Criteria		
Criteria	*Scoring Elements*	*Max. Points*
Intermediary Organization		**55 points**
Approach	Local collaboration, use data to determine where to target the outreach in order to reach the priority populations	20 points
Capacity & Demonstrated Experience	IO organizational infrastructure to ensure compliance with Emergency Rental Assistance (ERA) guidelines: sound financial infrastructure, policies and procedures, grant management, experience serving as an intermediary, collaborating with people with lived experience. Experience managing multiple Sub-Grantees	35 points
Sub-Grantee(s) Score		**45 points**
Approach	Strategic methods of reaching Communities of Color and encouraging Households of Color to apply for RRP assistance, local collaboration, inclusions of people with lived experience/representative of those they are serving,	20 points
Capacity & Demonstrated Experience	Experience in assisting individuals in completing applications, experience in providing culturally competent services, collaborating with people with lived experience	25 points
TOTAL – Successful Applicants must score at least 60 points.		**100 points**
Matching Funds – while a match is not required if a Grantee provides incentives for tenants, landlords and people with lived experience, additional points will be awarded.		**10 points**

Please note that DHCD technical assistance is limited to normal business hours.

APPLICATION SUBMISSION

RRP Outreach and Engagement applications must be submitted through DHCD's Centralized Application and Management System (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed "as is."
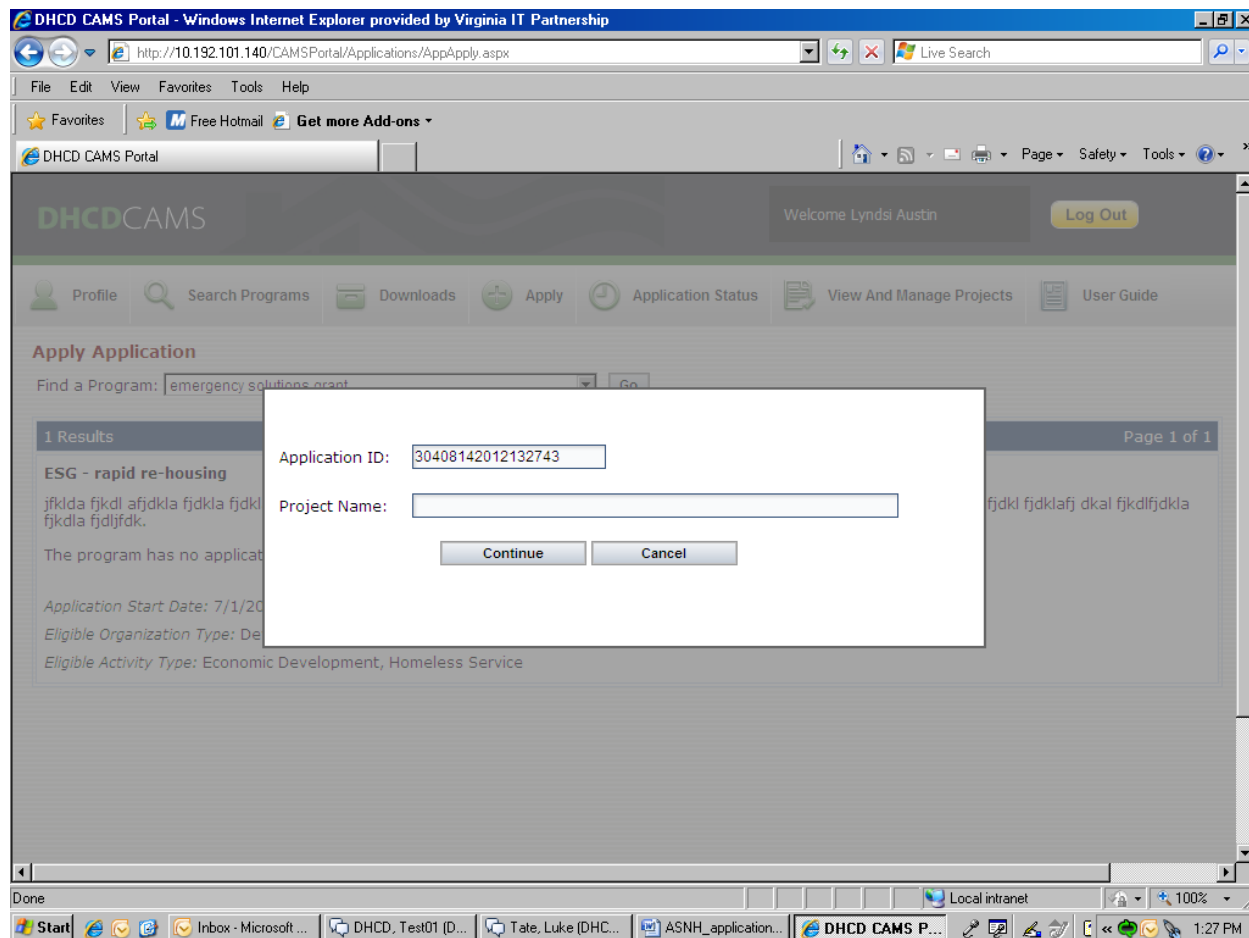
An applicant organization must have a registered CAMS organizational profile in order to apply for pilot funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted in CAMS prior to the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

All work in CAMS should be frequently saved. Please note that Chrome is the recommended browser.

PROJECT INFORMATION

The applicant must login to CAMS and select the RRP Outreach and Engagement application and apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will help DHCD identify your project. Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.

Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project (main office or service location) will be located and the Primary Service Area is the locality(ies) (one or more) that the project is intended to target.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

Tip: To print an application that will display all the questions simply go into the "Narrative Information" tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

PROJECT BUDGET

The next tab Project Budget requires some basic budget information. Please enter the amount of requested pilot funds in the DHCD Request box and the match amount in the Other Funding text box.

NARRATIVE INFORMATION

The applicant will then go to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that the CAMS text box in this section will only accommodate text responses. Graphic, tables, charts **should not** be pasted into the narrative section; instead, include the information in a separate attachment. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

-Provide supportive housing options for persons with disabilities
-Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement
-Other – Clearly state the housing policy this project will impact

This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.

Local Priorities. Describe how this project fits in with local and regional priorities, including how this project was identified, how it aligns with local comprehensive plans, and how the project is supported by the community.

Describe and document the local housing need, demand and target population that this project will address.

This response should provide specific information on the housing needs, demand and target population that this project will address. The response should describe the type of need that will be met and quantify the level of need. The targeted population should be clearly described and their need for this type of housing should be quantified. Cite marketing studies and other documentation if available. Please attach a copy of any demand studies, marketing plans, and other relevant documentation demonstrating the need and demand associated with this project. For homeownership projects, be sure to include documentation demonstrating a pool of qualified and interested homebuyers. A list of pre-qualified candidates is recommended.

Explain ho

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| Project Information | Project Budget | **Narrative Information** | Attachments | Additional Information |

Please answer following questions:

Provide a summary of the project, including location, intended beneficiaries and outcomes, and why this project is a priority for the community. Include characteristics that are important to understand the proposed project, such as physical features, land use patterns, demographics, proposed activities including those that will be funded with other resources, but that are integrally related to the Trust Fund activities. Delineate which activities are proposed for Trust Fund funding and which activities will be funded with other resources.

Which of the state housing priorities will this project impact? Describe how the proposed project activities will impact this housing policy. Quantify where possible.

State housing priorities include:
-Reduce the cost of homeownership
-Reduce the costs of rental housing targeted at very low-income households
-Expand permanent housing for households experiencing homelessness
-Provide supportive housing options for persons with disabilities
-Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement
-Other – Clearly state the housing policy this project will impact

This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.

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Project Costs. Describe how project costs were determined—entity that derived costs, when, methodology. What assurances can be made to ensure the project is sized and scaled appropriately? Has any value-engineering been completed to explore cost savings?

Please list each entity involved in the project and describe the role they will play in project implementation and the experience they have in performing that role in other projects.

Each entity involved in the project should be listed along with the role they will have in the proposed project, such as owner, developer, property manager, service provider etc. Outline the experience each entity has in carrying out such a role in other projects. Rental projects are expected to function over 20 years and the involved entities must have the capacity to fulfill their responsibilities for this timeframe.

Specific narrative questions and instructions are as follows:

1. Describe how you propose to reach each region of the state.

2. If applicable, what previous experience do you have managing multiple Sub-Grantees?

3. If applicable, what was the reasoning behind partnering with the grantees that you chose?

4. Describe your current or previous fiscal relationship with the proposed Sub-Grantees.

5. What strategies will you (and/or Sub-Grantees) use to reach tenants and landlords outside of traditional networks (offices, libraries, etc.)?

6. To what services locally/statewide, have you (and/or Sub-Grantees) identified to connect the applicants who are ineligible for RRP assistance?

7. How do you (and/or Sub-Grantees) plan to incorporate people with lived experience in outreach and engagement efforts?

8. What is your (and/or Sub-Grantees) experience previously with providing outreach to historically disadvantaged communities in your communities?

9. What is your (and/or Sub-Grantees) experience previously providing culturally competent services?

10. How do you (and/or Sub-Grantees) plan to serve tenants and landlords with little or no internet access?

11. Grantees will be required to report on the following metrics:

   - # of people reached through outreach and engagement efforts and types of outreach used
   - # of applications in progress (before RRP submission)
   - # of submitted / completed RRP applications
   - # of denied applications
   - # of processed for payment applications
   - # of applications from targeted outreach to historically economically disadvantaged communities
   - % of applications processed for payment
   - % if applications processed for payment from targeted outreach to historically disadvantaged communities

   What is your (and/or Sub-Grantees') capacity to keep track of client applications? What is your (and/or Sub-Grantees') experience with data collection and reporting?

12. Please describe your organization's proposed targets for a) # of RRP applications processed for payment, b) percent of applications processed for payment each month and 3) percentage of applications from historically disadvantaged communities during the grant period. Please also include a description of how you anticipate meeting your proposed targets during the June 1-December 31, 2021 grant period.

ATTACHMENTS

There are a number of attachments required for the application. All attachments are listed on the attachment tab.

Please see the **CAMS User Guide** for more detailed instructions (file types and size limits).

Required application attachments include the following:

Application Attachments	
Name of Attachment	*Requirement*
Sub-Grantee Documentation (if applicable)	A list of Sub-Grantees (if applicable) assisting with the outreach and engagement strategy and a profile for each Sub-Grantee
Any MOUs, or Related Agreements	Attached all applicable to the project
Optional Attachments	Applicant additional attachments

In some cases, CAMS will provide for only one attachment, such as Other Funding Documentation. This will require that the applicant save multiple sources of documentation as one document/file to upload.

ADDITIONAL INFORMATION

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

APPLICATION STATUS

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

DHCD REVIEW PROCESS

Applicants with unresolved findings from previous DHCD monitoring, audit findings or other compliance issues will not be eligible for a funding commitment.

DHCD will conduct reviews of all applications submitted by eligible applicants through CAMS.