1. **Is there a maximum number of participants for a collaborative?**

No. However, applicants should take into consideration that the amount of oversight and coordination increases with the number of partners included in a collaborative.

1. **Can #2 [experience managing and distributing emergency financial assistance] in organizational capacity [grant requirements] be satisfied by a 3rd party?**

Yes. However, the 3rd party must be part of the collaborative and have a strong and demonstrated experience managing and distributing emergency funds.

1. **Is a financial statement needed for each member of collaborative?**

Yes. Financial statements will be used to assess the financial stability of the applicant and partners (if a collaborative).

1. **Does requirement to work with UMDI on evaluation mean applicants shouldn't include own evaluation plan?**

No. Applicants should respond to section six (evaluation) of the narrative and provide their plans for assessing grant progress and demonstrating impact.

1. **Can UMass help map out the evaluation plan during that 3-4 month planning process?**

Yes. The UMass Donahue Institute will be available to work with the selected grantee during the planning period. However, applicants should respond to section six (evaluation) of the narrative and provide their plans for assessing grant progress and demonstrating impact.

1. **What does ‘indirect rates’ refer to?**

Indirect costs are the overhead expenses (e.g., rent and utilities) and general/administrative expenses (e.g., officers' salaries, fiscal costs and HR costs). Capping the indirect rate at 25% means that the total amount of indirect costs may not exceed 25% of direct costs.

1. **Does the budget narrative go right on the budget template or on a separate page?**

The budget narrative is included at the bottom of the budget template.

1. **Do financial statements need to be audited?**

Audited statements are preferred, but not required. Financial statements will be used to assess the financial stability of the applicant and partners (if a collaborative).

1. **Can you elaborate on what the RFP is looking for in relation to the mental health component?**

The Allocations Committee is looking to applicants to propose innovative approaches to addressing the mental health needs of individuals/families facing housing insecurity. Per MA Department of Public Health guidelines, the approach should be evidence-based or evidence-informed.

1. **Can you explain the emergency assistance allocation further?**

The Allocations Committee chose not to place a cap on the total amount of available grant funding that may be used for emergency financial assistance. However, applicants must make sure the amount of money set aside for emergency assistance leaves sufficient grant funds to implement all components of the Housing Security CHI.

1. **Does a member of a Collaborative have to be an incorporated non-profit organization in the Commonwealth of Massachusetts. If so, must it also be an IRS designated 501(C) (3) corporation?**

Partners must be a 501c3. The organization does not need to be organized in Massachusetts. The only requirement is that the money be used in the communities referenced in the RFP.

1. **If the lead agency contracts (not collaborates) with a person from another agency for specific tasks, should we enter the cost under “contract services” rather than “personnel”?**

Yes. Enter budget information under contract services.

1. **Do you need any information about the agency with which we would contract?**

Yes. Information about the agency, its role/services to be provided, and its capacity/expertise related to its role should be included in the appropriate sections of the narrative.

1. **Is a budget narrative required on Tab 3, the total budget?  The lead agency and collaborating agency(ies) will have already provided a narrative for their respective budgets.**

No. A budget narrative is not required on Tab 3.

1. **Is it correct that you are not requesting a general organizational budget?**

Yes. Provide only a budget for the work funded by NWH.

1. **Our proposal is an extension of existing programs.  Are you interested in the full budgets for the existing and proposed programs, with an indication of what would be paid by this grant and what would be paid for by other funders?  Or, just the budget for NWH funding?**

You only need to submit a budget for the work funded by NWH. If your programming is an extension of existing programs, describe how you are using funds to expand or enhance your existing work in the Approach Section of the narrative.