

Rapid ReHousing Sub-Grantee Application Instructions

Thank you for your interest in applying for the Rapid ReHousing Sub-Grantee Program. Please follow the instructions below to ensure your application is complete and submitted correctly.

Submission Deadline

- **Date:** June 30th, 2024
- **Time:** By 11:59 PM

Submission Method

- **Email To:** Melissa Carlyle at melissa.carlyle@sccach.org

Required Documents

Ensure you include the following documents with your application:

1. IRS 501(c)(3) Determination Letter
2. Charitable Registration Letter from The Secretary of State
3. Most-Recent IRS Form 990
4. Agency W9 Form
5. HMIS 2023 CAPER Report
 - Note: If your agency does not currently have HMIS, put "N/A."
6. HMIS Year-To-Date CAPER Report
 - Note: If your agency does not currently have HMIS, put "N/A."

Instructions for Generating HMIS CAPER Reports. Note: This is only for agencies who are currently enrolled in the Homeless Management Information System (HMIS).

1. Log into HMIS.
2. Navigate to "Reports."
3. Select "FY2024 ESG CAPER."
4. Under Report Options:
 - Provider Type: Select "Provider."
 - Reporting Group: Select your agency's reporting group.
 - Program Date Range:
 - For 2023: 1/1/23 - 12/31/23
 - For Year-To-Date: 1/1/24 - Today's Date
 - Entry/Exit Types: Select all 10 boxes.
5. Build Report:
 - Click "Build Report."
 - After a few seconds, select "Refresh" under "Run Report History" (towards the top of the page).

- Click the magnifying glass under the report you just built.
- 6. Save Report as PDF:
 - Once the report populates at the bottom of the page, press "Ctrl+P" to print the page.
 - Under print options, select "Save as PDF."
 - Attach the saved PDF document.

Completing the Application

- The application is an Excel spreadsheet.
- Highlight Areas: Fill in all the cells highlighted in yellow.
- Tabs: Ensure all tabs in the application are completed.

Email Instructions

- Attach the completed application and all required documents in one email.
- Use the following subject line for your email: "Rapid ReHousing Sub-Grantee Application - [Your Agency Name]"

Contact Information

If you have any questions or need assistance, please contact Melissa Carlyle at melissa.carlyle@sccach.org.