

Agency and Program Information

Agency:			
Address:			
Director:			
Agency Contact:			
Agency Mission Statement:			
Phone Number:		Email:	
Total Funding requested	\$		

Signature of Company's Authorized Representative

Date

Print Name & Title

Application Narrative

Provide the following information in no more than 6 pages (11 pt. font). Be concise. Use the following subheadings in your narrative: Target Population, Project Description, Supportive Services, Low Barrier/Housing First Strategies, Expertise, Financial Stability/Sustainability, and Performance Measures. Applicants are encouraged to refer to the Combined RFP for proposal evaluation criteria.

NOTE: **Additional documents requested and indicated by an asterisk are to be included, as attachments to the narrative and are not counted in the page limit).

Target Population

- Describe the target population to be served.
- Describe the outreach plan to bring these homeless participants into the project.
- Describe eligibility and application process.

Project Description

- Indicate whether the project is new or existing and whether or not it was previously funded through the Combined RFP process.
- Provide a description that addresses the entire scope of the proposed project, including the number of households that will be served.
- Describe how your proposed project will help the CoC function as a system focused on ending homelessness. If a new project, include anticipated benefits citing best practices, etc.

Supportive Services

- Describe the supportive services array planned for project.
- Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.
- Plan/process for coordinating supportive services referrals.

Low Barrier/ Housing First Strategies

- Describe how this program/activity practices Housing First.
- Describe the strategies the project will employ to serve clients who have limited income; have active (or history of) substance abuse; have a criminal record with exceptions for state-mandated restrictions; have a history of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement).
- Describe the strategies you will use to serve clients who fail to make progress on a service plan; fail to participate in supportive services; lose income or fail to improve income; become a victim of domestic violence.

NOTE: DV programs please specify what additional rules are required and why.

Expertise

- Demonstrate agency experience in performing the activities proposed in the application by citing previous outcomes. (If your agency was funded previously through the Combined RFP, please provide the stated outcomes as proposed and your results. If the goals were not met or are not on track to be met, please explain why.)
- Provide a copy of the policy manual for the activities proposed in the application.**
- Provide sample copies of all forms to be used.**
- Provide resumes of key staff that will provide services.**
- Provide one professional reference and one consumer reference.**

Financial Stability/Sustainability

- Complete Budget Attachment C using a separate budget sheet for each activity you have proposed, detailing the amount requested from the Combined RFP and the total amount for each line item. (The total amount reflects required cash and non-cash resources.)
- Cite the sources for cash and non-cash resources, and note instances where resources have not been committed (i.e., requested and pending).
- Share strategies you will use to sustain your program.
- If your agency received funding through the FY 2015 Combined Funding Process and is requesting a change in funding level (increase or decrease) provide the reason(s) for requesting a change in the funding level.

Performance Measures

- Define performance standards that you will strive to obtain and measure success.
- Specifically define a performance standard for Exits to permanent housing.
- Specifically define a performance standard for Length of Homeless Episode.
- Specifically define a performance standard for Increases in Income.