**Central Florida Commission on Homelessness (CoC FL-507)**

**2023 Application for Permanent Supportive Housing Program Funding**

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**Complete and submit all relevant sections of this Application, including all required attachments and certifications, by 5:00 PM EST, May 5, 2023**

1. Please carefully read this Application together with the Request for Applications and its attachments. You may email questions to application@hsncfl.org through May 1, 2023. Between May 2nd and May 4th efforts will be made to answer questions, but agencies should not count on receiving answers before the due date.
2. Throughout the remainder of this Application the words “you” and “your” are interchangeable with “the Applicant.”
3. If you are proposing or collaborating on multiple Projects, you must submit a separate application for each Project.
4. Throughout this Application, we may use administrative or externally generated data for scoring purposes and as a comparison with/confirmation of your responses.

##

## Section 1 - Applicant Information

### Applicant Legal Name: Click or tap here to enter text.

### Applicant d/b/a (if any): Click or tap here to enter text.

### Applicant Agency Type:

[ ]  Corporation exempt from taxation under §501(c)(3) of the Internal Revenue Code

 [ ]  Unit or arm of local or state government

 [ ]  Other (explain): Click or tap here to enter text.

### Applicant Mailing Address: Click or tap here to enter text.

### Applicant Website (if any): Click or tap here to enter text.

### Federal EIN (Tax ID #): Click or tap here to enter text.

**Unique Entity Identifier (UEI):** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
|  | **Primary Contact** **(For Purposes of this Application)** | **Secondary Contact** **(For Purposes of this Application)** |
| **Name** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Phone Number** | Click or tap here to enter text. | Click or tap here to enter text. |
| **E-mail Address** | Click or tap here to enter text. | Click or tap here to enter text. |

# ALL Applicants should review RFA SECTION III: Important Information for Potential Sub-Recipients of the RFA.

# Eligibility Criteria to Apply and Project Proposal Requirements

#### Non-Profit and Local Government agencies seeking funding for New, Reallocation and Renewal Projects.

An Applicant must be a corporation exempt from taxation under section 501(c)(3) of the Internal Revenue Code, a unit of state or local government, or an arm of state or local government that can demonstrate its ability, if funded, to effectively provide services to people experiencing homelessness in Orange, Osceola and/or Seminole Counties are eligible to apply if they meet the criteria below.

Private non-profit organizations must have:

* + a 501(c)3 certification,
	+ been in operation and have at least 2 years of audited financial statements,
	+ a financial accounting system of record,
	+ be registered and in good standing in the State of Florida based on up-to-date filing with the Secretary of State, Division of Corporations.
	+ Financial audit within previous 24 months of submission date.

**Any Applicant that is on the Federal Excluded Parties List System or State of Florida Suspended Vendor List will be considered ineligible for funding.**

### Declaration by Authorized Representative

The individual authorized to act for the Applicant and to assume the obligations imposed by Federal and State of Florida laws, program regulations, and conditions from a grant or grant application, including the applicable Federal, State and Local Government regulations:

I agree that I am the Authorized Representative for the Applicant, and I certify that the Applicant agrees that to be bound by all of the terms and conditions associated with this Application for funding and certifies that data and content in the Application (including all attachments and certifications) are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Authorized Representative**

Click or tap here to enter text. Click or tap to enter a date.

**Printed Name and Title of Authorized Representative Date**

**Section 2 - General Information About Proposed Project and Activities**

**2.1 Project Funded as Part of the 2023 Universal Permanent Supportive Housing Application Process**

HSN has the right to use this pool of applicants for new funding opportunities that may become available in the next 24 months. HSN may have additional questions at that time.

Whether or not this project is funded as part of this Application, are you willing to have it considered for other opportunities that become available through other sources, including new or reallocated funds?

[ ]  Yes [ ]  No

### 2.2 Funding Source

### Preferred Funding Source (choose all that apply)

[ ]  HUD Continuum of Care

[ ]  Orange County

[ ]  No Preference

### 2.3 Provider Activities

For your proposed Project, which of the following are your agency proposing to do in this application's project? Check all that apply.

***Tip:*** *You should check the box for any activities that will be included in your project budget or as match for the project.*

[ ]  Housing Stability Case Management, including Housing Navigation, Intake/Entry Assessment

[ ]  Peer Support

[ ]  Housing Specialist

[ ]  Employment Service

[ ] Other Supportive Services (list): Click or tap here to enter text.

### 2.4 Application Type

Which of the following best describes your proposed activities for the Project?

***Note: Please submit separate applications for the RENEWAL, EXPANSION and NEW activities.***

***Tip:*** *By selecting “New Project – Reallocation” you are stating that you are interested in being considered for funding that another agency currently receives.*

 [ ]  Renewal: No changes

 [ ]  Expansion

 [ ]  New Project

 [ ]  New Project - Reallocation

### 2.5 Area Served by the Proposed Project

Check all that apply.

[ ]  Downtown Orlando/Central Orange County

[ ]  East Orange County

[ ]  West Orange County

[ ]  Osceola County

[ ]  Seminole County

[ ]  Region-wide

### 2.6 Proposed Staffing (FTE) for the Project

“FTE” means Full-Time Equivalent and refers to a position that is 40 hours per week or at least 2,000 hours per year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Type** | **Staff Activity (Case Management, employment, etc.)** | **Percent of staff funded by this application** | **Percent of staff funded by other funding (Match)** | **Total FTE** |
| **Direct Service Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Direct Service Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Direct Service Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Direct Service Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Supervision Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Supervision Staff** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

### 2.7 Service Delivery Location

**2.7a**  Where will you provide the services to program participants?

***Tip:*** *“The Field” services would typically occur at the program participant’s home or shelter location, but may include other places frequented by the participant, including work, school or stores.*

[ ]  The Field

[ ]  Office

[ ]  Other, please specify: Click or tap here to enter text.

[ ]  N/A

**2.7b**  If services will be delivered in the field, what percentage of services will be delivered in the field?

Select one: 80%+ [ ]  50–79% [ ]  Less than 50% [ ]

**2.7c** In the past 18 months, what percent of face-to-face time with program participants was

* Delivered in the field: [ ]  80%+ [ ]  50 – 79% [ ]  Less than 50%
* Delivered in office: [ ]  80%+ [ ]  50 – 79% [ ]  Less than 50%

(Responses may be verified in HMIS)

### 2.8 Caseload Size for Housing Navigation and/or Housing Stability Case Management

Do you commit to accept assignment of and continuously serve a caseload of 15 – 18 persons experiencing chronic homelessness?

***Tip:*** *If you select No, make sure you specify the caseload level you commit to serve with an FTE position.*

***Tip:*** *If you are not requesting Housing Stability Case Management, select N/A.*

[ ]  Yes

[ ]  No

[ ]  N/A

If No, explain: Click or tap here to enter text.

### 2.9 CoC FL-507-adopted Standards & Policies

Do you commit to follow the applicable CoC FL-507-adopted standards for Permanent Supportive Housing including but not limited to Permanent Supportive Housing Standards, Policies and Procedures?

[ ]  Yes

[ ]  No

[ ]  N/A, explain: Click or tap here to enter text.

###

### 2.10 SOAR: Does your Project include, or have access to SOAR workers?

[ ]  Yes

[ ]  No

[ ]  N/A

If yes, have those SOAR staff received training/ refresher training, within the past 24 months?

[ ]  Yes [ ]  No

### 2.11 CoC Training

Will you require all Services staff, including supervisory and executive staff, to complete some form of the following core trainings, if made available by CoC FL-507?

Housing First [ ]  Yes [ ]  No [ ]  N/A

Motivational Interviewing [ ]  Yes [ ]  No [ ]  N/A

Trauma-Informed Care [ ]  Yes [ ]  No [ ]  N/A

Harm Reduction [ ]  Yes [ ]  No [ ]  N/A

LGBTQ Housing Inclusion [ ]  Yes [ ]  No [ ]  N/A

Victim Services/DV Safety [ ]  Yes [ ]  No [ ]  N/A

Housing Focused Case Management [ ]  Yes [ ]  No [ ]  N/A

Training identified in Sub-Recipient contract and/or CoC Training Standards [ ]  Yes [ ]  No [ ]  N/A

Other [ ]  Yes [ ]  No [ ]  N/A

## 2.12 Is this a Youth Project [ ]  Yes [ ]  No

***Tip:*** *A Youth Project intentionally serves unaccompanied and/or parenting youth between the ages of 18 – 24.*

If Yes, does the project include**:**

Human Trafficking Victims [ ]  Yes [ ]  No [ ]  N/A

LGBTQ Youth [ ]  Yes [ ]  No [ ]  N/A

Family Reunification [ ]  Yes [ ]  No [ ]  N/A

Positive Youth Development [ ]  Yes [ ]  No [ ]  N/A

Trauma Informed Care [ ]  Yes [ ]  No [ ]  N/A

Use of risk and protective factor [ ]  Yes [ ]  No [ ]  N/A

### 2.13 Related HMIS Project Names: New Project

If any proposed activity is related to a Project that is currently or previously entered data into HMIS, provide all relevant HMIS Project IDs/names. This would include any other Permanent Supportive Housing projects including but not limited to a project this application is seeking to renew.

1. Click or tap here to enter text.
2. Click or tap here to enter text.

### 2.14 Coordinated Entry System (CES) Referrals

Will your project take referrals exclusively from CES?

[ ]  Yes

[ ]  No

[ ]  N/A, explain: Click or tap here to enter text.

**2.15 Client Satisfaction Surveys-** Does your agency collect client satisfaction surveys at least annually? If so, please attach results from your most recent survey (Do not include any person identifying information such as name, SSN, DOB, etc.

[ ]  Yes

[ ]  No

[ ]  N/A

**Section 3 - Housing First/Zero Barrier Approach**

### 3.1 Eligibility Chart

Please read CoC FL-507 Requirements of a Housing First Approach to Program Operations, which is attached to this RFA.

This chart is designed to assess whether you do or will place key identified restrictions or limitations on eligibility for your Project.

***Tip:*** *The chart assumes you are complying with HUD/Jurisdictional eligibility requirements, so you do not need to note compliance with eligibility requirements in your response.*

***Tip:*** *Eligibility refers specifically to eligibility to access to Housing and Services through your portion of the Project only. For example, unless you or a Project partner is also the landlord, reasonable methods used by landlords to screen prospective tenants that do not violate Fair Housing are not considered denials of eligibility.*

**Factor** (column A)

This column lists potential factors which your Project may or may not have used or may or may not intend to use in the future.

***Tip:*** *When answering for “composition of client’s family” - please refer to the definition in the* *HUD Equal Access Rule* *and answer based on all composition options include various age and gender of children combinations, unmarried partners, grandparents, etc.*

**Previous 12 months** (column B)

You will check “Yes” if during the past 12 months you have denied eligibility to, refused to assist or taken steps to avoid serving members of your target population to whom the factor in column A applied and for whom this factor was at least a partial reason for the denial, refusal or avoidance.

***Tip:*** *If the factor was present, but not the reason, you do not have to note. For example, if an individual had no income, but they were denied because of a criminal history rather than because of their lack of income, you do not have to note that you denied someone with little or no income.*

***Tip:*** *For client’s current or past history of domestic violence your answer should include, but not be limited to lack of protective orders, period of separation from abuser, still with abuser, law enforcement involvement, etc.*

***Tip:*** *For Client’s criminal record you do not have to note compliance with any federal or state mandated restrictions, such as restrictions on where a sex offender may live.*

***Tip:*** *For New Projects, select “No” for all lines in the “Previous 12 month” column*

**Future Expectations:** (column C)

You will check “Yes” if you anticipate that in the future you will deny eligibility, refuse to serve, or take steps to avoid assist a referred client for this reason/factor.

***Tip:*** *As with the previous 12 months, if the factor will be present, but not the reason, you do not have to note. For example, if an individual had no income, and you will deny because of a criminal history rather than because of their lack of income, you do not have to note that you will deny someone with little or no income.*

***Tip:*** *For client’s current or past history of domestic violence your answer should include, but not be limited to lack of protective orders, period of separation from abuser, still with abuser, law enforcement involvement, etc.)*

***Tip:*** *For Client’s criminal record you do not have to note compliance with any federal or state mandated restrictions, such as restrictions on where a sex offender may live.*

**Explanation:** (column D)

If you checked “Yes” in either column B or C please provide an explanation. Reasons could be related to available funds, program philosophy, or other.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line #** | **Factor** **(A)** | **Previous 12 months (B)** | **Future Expectations (C)** | **Explanation****(D)** |
| 1 | Client has very little or no income | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 2 | Composition of client’s family (as family is defined by the HUD Equal Access Rule[[1]](#footnote-1)) – for ex., age or gender of children, unmarried partner | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 3 | Client’s current or past history of substance use | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 4 | Client’s current or past mental health history | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 5 | Client’s current or past history of domestic violence  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 6 | Client’s criminal record | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 7 | Client’s history of past evictions or credit problems | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 8 | Client’s past history with the agency or with services | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 9 | Client’s disability, whether a general or of a specific type | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 10 | Client has large number of possessions and belongings | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 11 | Client’s sexual orientation or gender identity | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 12 | Client’s lack of transportation | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 13 | Project hours of intake/operation | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 14 | Client’s refusal to be separated from pet(s) | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| 15 | Any other factor listed in “Requirements of a Housing First Approach to Project Operations” - Attached | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |

###

### 3.2 Termination Chart

|  |  |  |  |
| --- | --- | --- | --- |
| **Factor** **(A)** | **Previous 12 months** **(B)** | **Future Expectations (C)** | **Explanation****(D)** |
| Client’s unwillingness to participate in Services | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| Client’s failure to make progress on a service plan or case plan | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| Client’s loss of income or failure to increase income | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| Client is a survivor of domestic violence who reunites with abuser | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| Client’s violation of program rules  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | Click or tap here to enter text. |
| Other (explain):Click or tap here to enter text. | [ ]  Yes [ ]  No |  | Click or tap here to enter text. |

**Section 4 -** **CoC Involvement and Engagement** **–** The following Information will be used by HSN for scoring purposes. You will not complete this section; this data will be collected by HSN for scoring purposes. Meeting and training sign in sheets will be used to evaluate past performance in relation to CoC activities, priorities and initiatives.

* Number of CoC Membership Meetings Attended, CoC membership status, Committee participation and Practice Skills Training,
* Past HMIS Participation
* Participation in either/or 2023 Point in Time Count, including unsheltered count

**Section 5 - Project Performance, Cost-Effectiveness and Alignment with System Performance Measurement Initiatives** – not to exceed 2 pages (approximately 1000 words, font size at least 11).

## NOTE: If you are currently a HUD COC funded project or have a non-CoC funded project similar to the project you are applying for (example: you are applying for a Permanent Supportive Housing project and the non-CoC project is a Permanent Supportive Housing project) that is entering all project data into HMIS, you *do not* complete this section.

* 1. **Project Performance Outcomes** - The proposal should state the anticipated number of program participants (adults, children, households) the project will serve on an annual basis along with concise, identified and measurable outcomes including the percentage of persons/households expected to achieve each outcome. The outcomes should not refer to the services/activities to be provided by the applicant but instead the accomplishments of the program participants as a result of provided services. For example:

75% will be referred to a community agency for employment services is an activity. 75% of those assisted will increase their earned income is a measurable outcome.

80% will receive a referral to a permanent housing program is an activity. 70% will exit to permanent housing is a measurable outcome.

*The following Outcome Measurements, based on project type, are required to be included in the project proposal:*

* Percent of participants/households that will exit to a permanent housing situation
* Average Length of time from project enrollment to housing placement
* Percent of adult participants that have increased Earned Income from entry to exit, or entry to latest status (annual assessment)
* Percent of adult participants that have Increased Total Income from entry to exit, or entry to latest status (annual assessment)
* Percent of participants that remain stably housed

*NOTE: Failure to include these required outcomes measurements will result in a lower score; projects that operate current projects are encouraged to include current outcomes as references.*

* 1. **Alternate HMIS APR**

If you have a Rapid Rehousing project performance outcome in an HMIS system other than the FL-507 (Central Florida/CFCH), or from a Domestic Violence comparable data system, please attached a copy of a 12-month APR for calendar year 2022.

**Section 6 - Program and Financial Management**

### 6.1 Has your agency had to Repay/Return any federal or state grant funds in the last three years?

[ ]  Yes [ ]  No [ ]  N/A

**If Yes, explain why:** Click or tap here to enter text.

### 6.2 Any Audit Findings/Corrective Action for your last two audits?

[ ]  Yes [ ]  No [ ]  N/A

**If Yes, attach the response.**

### 6.3 Any Significant Non-Compliance for your last two audits?

[ ]  Yes [ ]  No

**If Yes, explain:** Click or tap here to enter text.

### 6.4 Does your agency have an outstanding state or federal unresolved findings?

[ ]  Yes [ ]  No [ ]  N/A

**If Yes, explain:** Click or tap here to enter text.

### 6.5 Financial Accounting System of Record

**6.5a** What is the name of the Financial Accounting System of Record: Click or tap here to enter text.

**6.5b** How long has the applicant been using this financial system (select the option that best represents your agency’s answer):

[ ]  Less than 1 year

[ ]  Between 1 - 2 years

[ ]  Between 2 - 5 years

[ ]  5+ years

**6.5c** If less than 5 years, what was the name of the previous Financial Accounting System of Record: Click or tap here to enter text.

### 6.6 General Ledger Reconciliation

How often does the applicant reconcile the Financial Accounting System of Record with invoices/requisitions for reimbursement?

[ ]  Monthly

[ ]  Quarterly

[ ]  Semi-Annually

[ ]  Annually

[ ]  As Needed/Other: Click or tap here to enter text.

**Section 7 - Project Budget**

**7.1 Staff Budget – Please use Excel Budget Sheet**

***Tip:*** *Column A - Activity:* *In most cases a Housing Stability Case Manager will provide Navigation and/or Case Management services as needed and assigned through the Coordinated Entry System. Therefore, agencies will typically complete row 3 of this budget. Agencies should complete rows 1 or 2 if the intent is for the applicant’s staff to be exclusive.*

***Tip:*** *Detailed Line-Item Description should include expected salary rates, benefits and taxes.*

*Example: 2 FTE Salary at $40,000/year; benefits/fringe at 20% of salary; supervision 15% of the $60,000 salary and 20% benefits (Total will be $96,000 for CM and 10,800 for Supervision)*

***Tip:*** *The maximum eligible percentage for Supervision is 15% for project related direct staff position being funded/supervised*

### 7.2 Non-Salary Personnel Budget (max 10% of Staff Budget) – Please Use Excel Budget Sheet

***Tip 1:*** *Detailed Line-Item Description should include expected explanation of how you arrived at your total.*

***Tip 2:*** *Most funders are reimbursing mileage at .575 per mile, though some only allow .445.*

### 7.3 Expenses Summary Table – Please use Excel Budget Sheet

***Tip:*** *Figures in the summary budget should tie to amounts in budgets 8.1 and 8.2.*

### 7.4 Match Budget – Please Use Excel Budget Sheet

Please complete if applicable. Match description should include purpose/use of funds and expected dates for cash match.

For in-kind match, the amount should reflect the value of the in-kind contribution.

## Section 8 - Inclusive Structure and Participation.

**8.1** The applicant has reviewed internal ***policies*** with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.

[ ]  Yes

[ ]  No

**8.2** The applicant has reviewed program participant ***outcomes*** with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age.

[ ]  Yes

[ ]  No

**8.3** The applicant is working with HMIS lead to ***develop a schedule for reviewing HMIS data*** with disaggregation by race, ethnicity, gender identify, and or/age.

[ ]  Yes

[ ]  No

**8.4** Has the project identified any barriers to participation (e.g., lack of access to healthcare and/or publicly funded benefits such as SNAP) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population and has the Applicant taken steps to eliminate the identified barriers including policies and processes to address racial disparities.?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

**8.5** Has the applicant identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

**8.6** Has the Applicant implemented safety protocols to address the safety needs of individuals and families participating in the project and has identified project eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

**8.7** Does the applicant have a board of directors that includes representation from more than one person with lived experience?

[ ]  Yes

[ ]  No

**8.8** Does the applicant have relational process for ***receiving and incorporating feedback*** from persons with lived experience?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

**8.9** Does the agency have procedures and/or policies demonstrating program participant’s ***participation in program design and policy-making***?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

**8.10** Does the applicant have under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions?

[ ]  Yes

[ ]  No

If Yes, [ ]  Board of Directors [ ]  Managerial Staff [ ]  Other: Click or tap here to enter text.

**8.11** Does the agency have procedures and/or policies demonstrating Gender Inclusion and Non-Discrimination for program participation?

[ ]  Yes

[ ]  No

If Yes, please describe (200 words or less). Click or tap here to enter text.

## Section 9 – Project Description - Please Answer and Attach as Separate Pages – at least size 12 font

**9.1** The Project Narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the participants to be served, the services to be provided and the cost of the proposed activities. The narrative should convey how the applicant builds trauma informed care and a housing focused strategy into program implementation. – Not to exceed 3 pages (approximately 1500 words single spaced)

**9.1a** Detail how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move program participants into permanent housing.

**9.1b** Detail the project’s plan to use and/or connect to SOAR (SSI/SSDI Outreach, Access, and Recovery) specialist.

**9.1c**  Clearly identify and describe how you will meet the unique needs and characteristics of the program participants to be served by the project. Include strategies to support employment, education, volunteerism and access to non-cash benefits.

**9.1d** Explain/describe how the project:

1. will improve the performance of the community’s overall system, fills a gap/need within our system, and moves the community forward to make homelessness rare, brief and non- recurring
2. if applicable, is innovative, “outside the box” that will utilize demonstrative effective practices and/or ‘next practices.” *Be sure to concisely describe what make the project distinguishable from similar projects in the community.*

**9.1e** If the project is an expansion of a current project and/or is to be combined with other available funding sources or a component of an overall program (that are not included in this RFP), the description should detail any resources/funding/components that will be part of the overall project.

**9.1f** If applicant is seeking to be funded through reallocation, clarify which project applicant is proposing to be considered for reallocation, including population and geographic location

**9.2** Staff Qualifications **-** not to exceed 1 page (approximately 500 words single spaced).

**9.2a** Describe qualifications of front-line staff positions (ex. Case manager, navigation, etc.)

**9.2b** Describe qualification of supervisory staff including how Supervisor supports front line staff. Describe other activities in which supervisory staff are engaged, if applicable. Include number of positions supervised by each supervisor.

**9.2c** Identify any administrative staff that will support with processing invoices/reports if applicable.

**9.3** Cultural Competence and Language barriers/Limited English Proficiency **-** not to exceed one (1) page (approximately 500 words single spaced).

**9.3a** Describe how will ensure cultural competence in your service provision?

**9.3b** How will you address language barriers/Limited English Proficiency in your service provision?

**9.4** Gender Inclusion, Racial Equity and Non-Discrimination for program participants - **-** not to exceed 1 page (approximately 500 words single spaced).

**9.4a** Describe policies and practices implemented by the agency to support gender inclusion, race equity and non-discrimination

**9.4b** If applicable, identify training provided to or required of staff to support gender inclusion, race equity and non-discrimination

**9.4c** Identify greatest challenges the applicant has faced in efforts to align with gender inclusion, race equity and non-discrimination practices

**Section 10 – Organizational Capacity and Experience Narrative** - Please Answer and Attach as Separate Pages – at least 12 font – not to exceed 2 pages, approximately 1000 words single spaced

### The applicant should:

* demonstrate a history of assessing the needs of and providing services to low-income individuals/households who are homeless, formerly homeless or at risk of becoming homeless
* describe experience of operating the renewal or similar projects, including performance outcome data from similar programs operated by the organization that shows the effects of the services provided
* describe the program support that project staff will receive. Include title and experience of direct supervisors, number of persons supervised by direct supervisor, what support the supervisors will provide and description of supervisor’s other responsibilities.
* describe the federal, state, and/or local government grant experience and the current capacity of the organization and each person responsible for grant administration including program regulations and requirements, financial processing and billing, and data accuracy and reporting.
* indicate what, if any, capacity increases would be necessary if funding is awarded
* describe the financial health of the organization
1. [↑](#footnote-ref-1)