

**Project Application**

**Coordinated Entry**

**Request for Proposals**

**24-012-HOMELESS-SP**

# Project Narrative

## Overview and Experience

Limit response to questions A.1 through A.3 to two pages.

### Please indicate for which components you are applying:

Screening ONLY

Diversion/Prioritization (Including Screening)

Matching & Referral

### Are you applying to be a Cultural Hub? (Must provide both Screening and Diversion/Prioritization.) Cultural Hub agencies must be By and For Organizations.

Yes

No

### **For each component indicated in A.1 above,** please provide an overview of how the component will be implemented. Please include how many full-time employees will be deployed in each component, any service-models that will be used, what experience staff have in delivering this component, where services will be delivered, and what makes your agency uniquely qualified to deliver this component in the best possible manner.

## Project Narrative

**Please only respond to the questions corresponding to the components for which you are applying.** Limit responses in Section B to two pages.

### **Initial Screening ONLY (limit to 2 pages)**

### Please describe your Screening process and how it guides households through the eligibility while strategically avoids explicitly coaching households to meet the eligibility criteria.

### Screening is one of the most straight-forward, yet difficult steps of any program enrollment, as it is natural for staff to want to help all of those seeking services. How will you ensure staff conducting screening are able to remain objective and act as effective gatekeepers to the program, yet still incorporate a problem-solving approach? How will you ensure screening services are delivered in a way that is both efficient and trauma-informed?

### Once Screening is complete, what is your strategy to ensure eligible households are successfully connected with a CE access point?

### Describe how services will be provided (phone, in-person at office, in-person at household choosing, virtual/online). Describe what hours staffing will be available to provide services to households experiencing homelessness. Please provide day of the week and hours scheduled to be available.

### **Diversion Conversation/Prioritization Interview ONLY (limit to 2 pages)**

### How will you design this conversation to incorporate a strong problem-solving approach with an emphasis on helping households to find no-cost and very low-cost solutions to their housing crises? What kinds of additional no-cost or low-cost options can you offer to lower barrier households (e.g., workshop or class on housing search)? How will you help create linkages for participants to other mainstream resources in the community using a “navigation” approach?

### In the CE system design, all households who are not diverted will go through the prioritization and eligibility interview process and be offered the opportunity to be put on the Priority Pool list for 90 days. Typically, only about 20% of households on this list ever receive a referral to a housing program. Given that households are typically in crisis during this conversation, how will you help households understand the likelihood or receiving a referral and what next steps they should take? Provide examples of the messaging you will use.

### It is not uncommon for households to remain on the Priority Pool list for 90 days, exit and then return to the system for re-entry. How do you approach the Diversion Conversation differently the second (or third) time, in order to help the household possibly achieve a different outcome?

### Describe how services will be provided (phone, in-person at office, in-person at household choosing, virtual/online). Describe what hours staffing will be available to provide services to households experiencing homelessness. Please provide day of the week and hours scheduled to be available.

### **Referrals & Matching ONLY (limit to 2 pages)**

### How will you ensure housing program openings are filled within two business days?

### Once households are matched to an available program opening, describe your strategy for ensuring a successful hand-off to the housing provider.

### Describe how you will manage the Priority Pool and any Master Lists to ensure the data remains accurate and up to date.

## Staffing

Limit response to one page.

### In the table below identify all direct staff (non-management) positions for which the application is proposing funding (do not include any roles covered in Administration Expenses), their role in the project, the total number of employees in that role, and whether they are full or part-time.

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | # of Employees | Trained on Coordinated Entry | Full Time or  Part Time |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |

## Project Budget

Limit response to one page.

### In the event full funding is not possible, please identify up to two reduced funding amounts wherein the project could be reasonably implemented or sustained. For each reduced amount, indicate the corresponding reduced output and staffing levels. You only need complete the number of options you feel are reasonable for your project**.**

### **NOTE: If you fail to provide Priority 2 and/or Priority 3, the committee will assume that you do not want any funding if your priority cannot be fulfilled.**

# of client served and # of FTEs should be reasonable to % of funding reduced.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Funding Level | Amount | # Clients Served | # of FTEs |
| Priority 1\* | 100% | $ |  |  |
| Priority 2 | % | $ |  |  |
| Priority 3 | % | $ |  |  |

\*Priority 1 should match the total application request.

### **Grant Knowledge**: How many years of agency experience do you have successfully implementing federal and state grant requirements?