**NEW PROJECT APPLICATION NARRATIVE 2017**

This Project Application Narrative is to be submitted by all applicants for new CoC projects in the 2017 Competition. This document includes questions that are part of the HUD Project Application in e-snaps and also supplemental questions developed by the San Mateo County CoC. The question are organized to follow the rating factors outlined in the Rating and Ranking Policy so that reviewers can easily find the information related to each factor.

Questions that are extracted from the HUD Project Application are *noted in italics*. Questions that are not italicized are supplement questions developed by San Mateo County.

This narrative will be used along with the project application in e-snaps by the CoC’s review and ranking panel to determine whether a new project will be included in this year’s collaborative application, and where it will be ranked. Please complete all questions. There is no word limit; but please be concise.

**As a reminder: Applicants should submit all required documents via email to Jessica Silverberg** [**(JSilverberg@smcgov.org)**](mailto:(JSilverberg@smcgov.org)) **and Brian Eggers (**[**BEggers@smcgov.org**](mailto:BEggers@smcgov.org)**) no later than 5:00 p.m. on August 23, 2017.**

**Please submit the following documents in one email.**

1. **PDF of Project Application from e-snaps (Note: do NOT press submit in ensaps)**
2. **This New Project Application Narrative**

| **General Information** |
| --- |
| **Agency Name:** |
| **Project Name:** |
| **Project Type:** |
| **Project Contact Info (name, phone, email):** |
| **General Project Description: (*Please insert response to Question 3B1 from the Project Application)*** |
| Project Expansion: *If this is an expansion project, please insert response to question 3C from the Project Application listing the reason for the expansion.* |

**Rating Factor 1. HEARTH and Opening Doors Objectives**

a. Please describe how your project will advance the goals set forth in the HEARTH Act and Opening Doors (the federal strategic plan to end homelessness): reducing new entries into homelessness, reducing length of time people are homeless, reducing returns to homelessness, and increases in participant income.

**Rating Factor 2. Targeting and Outreach**

a. Please indicate the locations where participants will be living prior to entry into the project. *Insert percentages from the table in Section 5C1. From the Project Application.*

|  |  |
| --- | --- |
| **Location** | **Percentage** |
| Directly from the street or other place not meant for human habitation |  |
| Directly from emergency shelter |  |
| Directly from safe havens |  |
| Persons fleeing domestic violence |  |
| Directly from transitional housing that was eliminated in the 2017 CoC competition |  |
| Directly from the TH portion of a joint TH/RRH component project |  |
| Persons receiving assistance from a VA-funded homeless assistance program |  |
| **Total of all percentages** |  |

b. Describe the outreach plan to bring these homeless participants into the project. *Insert narrative from Section 5C2 from the Project Application.*

c. Please explain how your outreach plan is specifically designed to identify and engage people in the target population and ensure they are able to access the program.

**Rating Factor 3: Appropriateness of Housing**

a. How many beds or units of housing will your project provide at a point in time? *(Bed/unit numbers should be consistent with the table in Section 4B. of the Project Application*.

b. How many participants will the project serve at a point in time? (*Participant numbers should be consistent with the tables in Section 5A/5B of the Project Application*).

c. Explain how the type, scale and location of the housing fits the needs of the project participants. Also explain how the programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible.

d. Describe how participants will be assisted to obtain and remain in permanent housing *(insert response to question 4A2 from the Project Application)*

**Rating Factor 4: Housing First Model**

a. Please describe how the project will implement housing first principles to ensure low barriers to entry and continued participation. Specifically, how do you ensure that participants are not screened out for no/low income, historical/active substance use, criminal record (except state mandated requirements), lack of willingness to participate in services, or history of domestic violence? How do you ensure participants are not terminated for failure to participate in services, failure to make progress on service plan, loss of income or failure to improve income; being a victim of domest**i**c violence, or other activities not covered in the lease agreement?

b. Explain how project services are client centered.

**Rating Factor 5: Service Plan**

a. Describe how the type, scale and location of supportive services fit the needs of program participants and are readily accessible.

b. Describe how participants will be assisted to obtain benefits from the mainstream health, social and employment programs for which they are eligible.

c. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently *(insert response to question 4A3 from the Project Application.*

d. (*For RRH projects only*). Please describe how the project will meet the National Alliance on Ending Homelessness (NAEH) RRH standards. (NAEH standards are available online at the following site. The information on the standards begins on page 5. <http://endhomelessness.org/wp-content/uploads/2016/02/Performance-Benchmarks-and-Program-Standards.pdf>)

**Rating Factor 6: Timing**

a. Describe the estimated schedule for proposed activities. *(Insert response to question 3B2 from the Project Application.)*

b. Describe the plan to begin operations when the contract is executed. Note: Projects that can begin operations within six months of contract execution may be awarded more points than projects that can begin operations within one year of contract execution.

**Rating Factor 7: Applicant Capacity**

## Screen 2B. Experience of Applicant, Sub-recipient(s) and Other Partners

a. Please describe your organization’s relevant experience providing services for homeless individuals/families.

b. Please provide and describe your agency’s recent data which demonstrates strong performance for relevant services and/or housing services provided in the past. Please include a description of the services and population, and please list the measures, the targets, the outcomes, and the time period(s).

c. Please describe your relevant experience in operation of housing services or programs, administering leasing or rental assistance funds, delivering services and entering data and ensuring high-quality data in a system (HMIS or a similar data system).

d. Please describe your organizational capacity, including financial capacity, to administer complex grant funds and meet HUD reporting and fiscal requirements.

e. Additional capacity questions: *please insert responses to questions 2B1, 2B2, 2B3, and 2B4 from the Project Application.*

2B1. Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

2B2. Describe the experience of the applicant and potential sub recipients (if any) in leveraging other Federal, State, local and private sector funds.

2B3. Describe the basic organization and management structure of the applicant and sub recipients (if any).

2B4a. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential sub recipients (if any)?

2B4b. Describe the unresolved monitoring or audit findings

**Rating Factor 8. Financial Feasibility and Effectiveness**

a. Please provide a brief budget narrative listing project costs and brief explanation of these costs. *(Reviewers will also consult the Budget Sections of the Project Application (Section 6) in evaluating this rating factor).*

**Section 9: Additional Requirement: Code of Conduct**

In the 2017 NOFA, HUD is requiring that all project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at

<https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct> . If the organization’s Code of Conduct does not appear on HUD’s website, the project applicant must attach its Code of Conduct that includes all required information to its Project Applicant Profile in *e-snaps*.

1. Is your agency listed on the above link, indicating that your agency’s Code of Conduct has been submitted and approved by HUD? (Please indicate “Yes” or “No”)
2. If you answered “no” to question a above, please attach your agency’s Code of Conduct that complies with the requirements of 2 CFR part 200.