**RFA HHS0016124**

**FORM D**

NARRATIVE PROPOSAL

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| **Applicant Name** |  |
| **Proposed Project Name** |  |

# To support your Proposed Project, please answer each of the following questions in accordance with the requirements specified in the Request for Applications. **This section must not exceed 20 pages, single spaced, in Times New Roman 12 font.**

## LOCAL CRITICAL GAPS AND UNMET NEEDS

* 1. Describe:
     1. Details about the unmet need to be addressed through the Proposed Project;
     2. What data supports the unmet need as critical within the community; and
     3. If applicable, a description of special populations impacted by the unmet need.
  2. Describe the community or service area to be served through the Proposed Project, including:
     1. Geographic and demographic information, such as service area, population and population trends, homelessness and risk of homelessness or specific demographics related to risk factors, prevalence of individuals with mental health and/or substance use disorders; and
     2. Provide a brief description of the current services available to clients experiencing homelessness who have both a serious mental illness and a substance use disorder.

## PROPOSED PROJECT DESIGN

* 1. Describe plan to meet the goals of the Proposed Project, including the services and activities that will be provided to achieve those goals. Explain how these services and activities are supported by evidence or research and how they will be implemented with fidelity.
  2. Describe the organization’s plan to provide coordinated and comprehensive services to eligible clients, including:

1. Describe how services provided using Proposed Project funds will align with goals to target street outreach and case management as priority services and maximize serving the most vulnerable adults who are literally and chronically homeless.
   1. HUD Continuum of Care Program was developed as a local network to plan and coordinate funding for services and housing for homeless individuals and families. Describe how the Proposed Project will collaborate with HUD Continuum of Care (CoC) program’s goal of ending homelessness. Describe the organization’s participation in the HUD Continuum of Care (CoC) program and other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities.
   2. Describe the staffing details including proposed positions and plans for recruitment and retention.
   3. Describe the plan for staff training and development to ensure their competency in addressing the identified goals and carrying out evidence-based service activities that are:
      1. Trauma-informed;
      2. Planned in partnership with the individual and based on the individual’s unique strengths and needs;
      3. Provided in an environment that is most appropriate based on an individual’s preference;
      4. Culturally and linguistically sensitive and reflective of the cultural, racial, ethnic, and linguistic differences of the communities and individuals being served.
   4. Describe how the Applicant will monitor:
      1. Implementation progress and provide oversight of the Project;
      2. Achievement of goals, quality and effectiveness of services and activities; and satisfaction of individuals served.
   5. In the table below, provide a timeline including milestones and anticipated completion dates for planning and implementing the Proposed Project, including key activities related to achieving project goals. Describe how the Applicant will ensure these milestones and activities are completed on time.

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| **Key Activity and Milestone** | **Lead Person** | **Timeframe** |
| *Ex. Start-up and planning activities: Key staffing hired; trauma-informed care training completed; service locations identified; HMIS data entry access; MOUs with community partner Organizations finalized* | *Applicant* | *Months 1 to 6* |
| *Ex. Provide outreach and supportive services: Clients start to be seen; assessment data*  *collected and reported quarterly* | *Applicant* | *Months 3 through 60* |
| *Ex. Plan for transition to community mental health services: How will clients be connected to continued services; develop plan* | *Applicant* | *Months 3 through 60* |
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## APPLICANT EXPERIENCE ADMINISTERING SIMILAR PROJECTS

* 1. Describe the Applicant’s experience in successfully implementing projects:
     1. Similar in scope and complexity to the Proposed Project;
     2. Serving persons experiencing homelessness with serious mental illness and/or co-occurring substance use and mental illness; and
     3. In coordination with community partners.
  2. Describe the Applicant’s previous experience with grants and contracts related to:
     1. State and/or federal grants;
     2. Cost reimbursement funded grants; and
     3. Matching grants.
  3. Describe the Applicant’s experience in:
     1. Collecting, analyzing, and reporting performance and outcome data.
     2. Managing reporting expenditures and match requirements.
     3. Coordinating data and financial reporting efforts with community partners, if applicable.