****

**CITY OF SPOKANE  
COMMUNITY, HOUSING, AND HUMAN SERVICES (CHHS) DEPARTMENT  
Housing and Essential Needs - Permanent Supportive Housing and Transitional Housing**

**Deadline: 3/1/2020 11:59PM**

**Housing and Essential Needs** **Permanent Supportive Housing and Transitional Housing Project Application**

**Description:** The Housing and Essential Needs (HEN) program is designed to assist homeless individuals with disabilities to move as quickly as possible into permanent housing and achieve stability in that housing. Assistance provided through HEN should focus on progressive engagement methodology and be client-centered. HEN will implement a SSI/SSDI Outreach, Access, and Recovery (SOAR) model to support participants on Aged, Blind and Disabled (ABD) Cash Assistance Programs in obtaining Social Security benefits. HEN should target funds for households that are literally homeless or at the most risk of becoming homeless using a standard targeted prevention tool. Once housed, HEN should stay connected with clients and provide a safety-net, if needed, that promotes long term housing stability and reduces returns to homelessness.

**PROPOSAL SUBMITTED BY:**

**AGENCY** Click or tap here to enter text.

**POINT OF CONTACT** Click or tap here to enter text.

**PHONE** Click or tap here to enter text.

**E-MAIL** Click or tap here to enter text.

**SIGNATURE \_\_\_\_\_\_\_\_**

***Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.***

Applicants who wish to be considered for funding under the City of Spokane CHHS Department 5-year funding cycle must respond to the following questions in writing and meet all conditions and requirements as stated in the City of Spokane Notice of Funding Availability (NOFA). Submission of this application does not guarantee that an agency will be approved.

**General Instructions**

Please complete a supplemental application for each project. If a proposal represents a partnership between multiple agencies, please list the name of the lead agency in the {proposal Summary boxes and detail additional partners below. If you are partnering with another agency on this project, be sure to include this information in the Proposal Summary.

Please be concise but complete in your responses. Applications must be no greater than 30 pages in length (beginning from the Executive Summary section), with minimum margins of ½ inch and font size no smaller than 11 point. Question text may be removed to meet page limits; however, applicants must include section headings and question numbers.

**Proposal Summary**

**Organization** **Leadership Contact Information**

Contact Person:

Mailing Address:

Telephone:

E-mail:

**Organization Project Contact Information**

Contact Person:

Mailing Address:

Telephone:

E-mail:

Submission Date:

Project Title: [Click or tap here to enter text.]

Applicant Organization / Lead Agency Name: [Click or tap here to enter text.]

Dollar Amount Requested from City of Spokane: [Click or tap here to enter text.]

Partner Agency Name(s) (If Applicable): [Click or tap here to enter text.]

Dollar Amount Requested from City of Spokane: [Click or tap here to enter text.]

**Executive Summary**

[Applicant Agency] proposes to partner with the City of Spokane to implement [project name], which will address [issue] through the following activities: [summarize activities].

These interventions will be accompanied by ongoing activities implemented as part of [applicant’s other projects and applicable funding sources]. This includes through implementation of activities such as [what else the organization is doing to address these needs].

**Homeless Crisis Response System**

1. Collaborative relationships across systems:
2. Identify any key organizational partners and describe how you will collaborate with them to deliver the program and achieve results for the target population.
3. Describe how the applicant is part of the larger system of services and/or housing resources for people experiencing homelessness.
4. Describe any key, formal partnerships that are jointly designed with other agencies and indicate whether they are formalized through a Memorandum of Understanding (MOU) or other formal agreement (if so, please attach).
5. Describe how this proposal aligns with one or more of the objectives in City of Spokane’s Strategic Plan to Prevent and End Homelessness.
6. What steps has the applicant taken or plans to take in order to establish, develop, or continue policies, practices, and procedures that increase racial equity in the following areas: training, hiring and retention, board development, community engagement and partnerships, and other organizational work. In which areas are the applicant agency’s strengths or assets? In which areas does the applicant have room for growth?
7. Describe the mechanisms to be used to fulfill responsibilities regarding non-discrimination, equal employment opportunities, and other local relevant local, State and Federal requirements.
8. Describe how the applicant’s engagement and service delivery model assures access to underserved communities who are disproportionately impacted by homelessness, including efforts related to service design, staffing, outreach and engagement approach, and language. Explain how the applicant agency will make services available to populations disproportionately represented among the homeless population, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English proficiency. Please identify any issues or limitations the applicant agency may encounter, and describe how services will be modified to meet the needs of these specific populations.
9. How does the applicant ask for and incorporate participant feedback about services into the project design, policies, and/or procedures? Please provide examples.

**Project Overview and Description**

1. Provide a general description of the proposed project. Please include a description of any time limits on services including aftercare.
2. HEN funds can be used to support the following housing interventions. Please select all interventions included in your HEN proposal:

Transitional Housing (time-limited housing for homeless households in a facility-based or clustered apartment model)

Permanent Supportive Housing (non-time-limited housing for homeless households in a facility-based or clustered apartment model)

1. Describe the proposed number of households to be served each year during the award period.
2. Where is the project located? Provide exact addresses of all offices/locations where participants will be served. If services will be collocated within facilities not managed by your agency, please identify them as collocated.
3. Explain any issues, challenges, and/or barriers affecting HEN-eligible clients and the impact your program will have to address this need. Include key indicators, current baseline data, and a brief explanation of what is causing the current unacceptable results.
4. How will the needs of a tenant be identified, and how does the applicant plan on assisting in addressing those needs, including, but not limited to: health, behavioral health, education, employment, life skills, and child care services.
5. What criteria must participants meet before project staff will work with them to start their housing search?
6. What factors would cause someone to be denied entry into this project?
7. Why would someone experiencing homelessness want to participate in the proposed project?
8. What project rules do participants have to follow? And what happens if a participant does not follow the rules?
9. Describe the staffing model for the proposed project.  
   1. What supportive services are offered and when?
   2. What is the ratio of direct-service staff to participants and how does that ratio support housing outcomes?
   3. What responsibilities and/or tasks do project staff have during housing search and application?
10. What qualifications or qualities are most important when hiring direct-service staff? How do these prepare staff to serve participants?
11. Describe the training required of and/or training curriculum offered to project staff (and, if applicable, project volunteers).
12. How will the proposed project participate in Coordinated Entry? Please describe how the proposed project will collaborate with the Coordinated Entry lead(s) and the Department of Social and Health Services to ensure efficient and equitable access to the project. Specifically address the access, assessment, prioritization, and referral processes.

**Facility-Based HEN Technical Questions**

1. How is the proposed project designed to operate using a Housing First approach, ensuring that there are no barriers the entering and sustaining residence in the project for participants that meet HUD’s eligibility criteria for the project?
2. How will the proposed project coordinate with DSHS to ensure clients and community partners have accurate information about program access for HEN-eligible households?
3. How does the proposed project address changes in clients’ HEN-eligibility status to ensure clients exit to permanent housing?
4. How does the proposed project ensure that services are voluntary while keeping participants engaged to promote housing stability?
5. If a participant/household is asked to leave the project, what are the applicant’s policies and procedures employed to ensure they do not exit to homelessness?
6. Does the project have any project entry fees? If so, what are the fees and how much are they? If a household is unable to pay the entry fees, would they be denied access to housing?
7. How is a harm reduction philosophy incorporated in the program model for the proposed project?
8. What on-site services are provided to clients? If needed services are unavailable, how is an individual referred to such services? Is transportation provided to these off site resources if needed?
9. What resources does the proposed project make available to participants to support their exit to permanent housing and/or retention of permanent housing should a household be deemed no longer eligible for HEN by DSHS?

**Project Performance and Evaluation**

Applicants will be required to complete and submit the applicable project Performance Table for the proposed project including targets for each operating year during the four-year performance period (please note: yearly targets are not cumulative). Awarded projects will be expected to meet the minimum performance standards outlined for the applicable project type within the first two operating years of the performance period and to meet the system performance targets set for each project type by the end of the four-year award. The Performance Table must have an accompanying performance evaluation plan that details how the applicant will ensure that performance targets are achieved.

1. Applicants are required to continuously monitor the effectiveness, efficiency, relevance, and sustainability of their projects through targeted and feasible performance evaluations. Please outline an evaluation plan that details how the applicant will continually ensure that project performance meets or exceeds the standards for the performance measures outlined by the City of Spokane. Evaluation plans should address the following: statistical information to be review for the proposed project; the project philosophy and service delivery standards; the applicant’s prior experience with the intervention type, project, and/or client population; prior evaluations of the project’s performance; and the involvement/empowerment of clients in project design, evaluation and/or decision-making, volunteering, mentoring others, etc.
2. How does the applicant ensure quality data collection, data entry, and reporting for homeless services programs in the Homeless Management Information System (HMIS)? If the proposed project is not currently participating in HMIS, describe the applicant’s plan for increasing the applicant’s capacity to quickly begin collecting and entering data. Describe any factors that may affect the quality of the proposed project’s HMIS data during the award period.
3. Please describe the applicant’s experience with long-term performance measurement and change. Provide an example of program change the applicant has made that was informed by data. Describe briefly (a) how the problem was identified, (b) what steps were taken to make the improvement, and (c) the measurable impacts of these changes. The example may come from HMIS as well as other sources of data such as participant feedback and staff observations. If possible, provide examples that show how you use different kinds of data.

**Budget Narrative**

Applicants will be required to complete and submit a Detailed Budget Workbook, which outlines the total annual budget for the first 12-months of operations of the proposed project (inclusive of all funding sources) as well as the full four-year award request broken out by each operating year. The Detailed Budget Workbook must have an accompanying budget narrative and justification that provides, in detail, the total amount for implementation of the project your organization is proposing. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

1. Does the applicant have other committed sources of funding that will support the sustainability of this program? If so, please detail the source and the terms for when the funds will be available for this project.
2. Describe what the applicant is doing to attract, develop, and leverage a variety of financial, volunteer, and other in-kind resources to support this project.
3. Will this award be used as match for Continuum of Care (CoC) grant funding? If yes, please identify the CoC grant(s) by their grant number, along with the annual required match amount for each grant: Click or tap here to enter text.
4. In a budget narrative below, please explain how the requested funds will be used to support the participants served by this project. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, and vendor quotes, etc.).
5. If the budget includes indirect costs, please provide an explanation of the proposed indirect cost method.
6. Please describe any budget variance across the four-year award period.