

## EMERGENCY SOLUTIONS GRANT

### Proposal Narrative Questions

#### Instructions:

- Provide a clear, comprehensive description for your proposed project. Include all the information requested below.
- The proposal narrative may be no more than nine (9) single-sided pages in length. Text must be single spaced, in an arial or times new roman font 12 points or larger, with a one-inch margins on all four sides. Include section headings (ex. Problem Statement).
- Answer all the questions and list the question number next to your answer.
- Attach your pdf file to the online application form.

#### PROBLEM STATEMENT

1. What problem/condition(s) will this project address? In drafting your response, be sure to address the following points:

- Is the problem you are addressing related to street outreach to homeless families and individuals on the streets?
- Is the problem you are addressing related to the maintenance and operation of existing shelters?
- Is the problem you are addressing related to the provision of rental assistance and services to families and individuals at-risk of homelessness?
- Is the problem you are addressing related to assisting homeless families or individuals in locating and obtaining suitable housing?
- Is the problem maintaining HMIS data system capacity for the CoC?

2. How many people are affected by the problem(s) that the project will address? What data, if any, did you rely on to determine this?

3. Does the problem affect specific groups of people (ages, ethnicities, income groups, etc.) and/or specific geographic areas of the community?

#### OUTCOMES

4. Describe how your program will effectively meet any or all of the ESG Program Objectives listed below:

- Engage homeless individuals and families living on the street;
- Operate shelters for homeless families and individuals and provide essential services;
- Rapidly re-house homeless individuals and families;
- Prevent families/individuals from becoming homeless, and;
- Administer an effective HMIS for ESG programs.

5. Describe how your program will address HUD's System Performance Measures listed below as recommended in the CoC's ESG Performance Standards:

- Reduce the number of persons who return to homelessness

- the numbers of persons who are homeless
- Reduce the number of persons who become homeless for the first time
- Increase employment and/ or non-employment income
- Increase placement into permanent housing
- HMIS Leads Only: Describe HMIS efforts to address Performance Metrics items identified above.

6. Describe how proposed project contributes to the goals and objectives outlined in the City's Strategic Plan and Resilience Plan.

7. Describe how proposed project contributes to the goals and objectives outlined in the HEARTH Act.

8. Develop an Outcome Statement using the "Outcome Statement Worksheet" that is included in the application packet, except HMIS applicants.

### **METHODS and OUTPUTS**

9. What methods or approach will be used to achieve the goals and objectives? Specify which evidenced based practices will be used.

10. Describe how your agency participates in the federally mandated Coordinated Assessment System.

11. If the total number of clients for the project is greater than the number for ESG, how will you determine which clients will be reported to ESG?

12. Describe your approach and activities that will achieve each of the ESG program objectives for which you are requesting funding. If some activities will be supported by ESG and others will not, explain:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing
- Homeless Management Information System (HMIS)

13. Describe how your agency helps participants to access mainstream benefits, including but not limited to using SSI/SSDI Outreach, Access and Recover (SOAR).

14. How does your agency partners with other providers to ensure quality of care for clients? Describe these relationships and explain how services are coordinated.

15. Describe how your agency collaborates with other homeless services providers to maximize community resources.

16. Describe how your proposed project will implement Housing First and participant choice.

17. Describe your agency's role in the El Paso's Continuum of Care (CoC). Does your agency participate in committees and/or workgroups of the CoC?

18. *HMIS Leads only*: To ensure the ability to meet HEARTH directives, describe how accuracy and data quality will be monitored. Describe training efforts.

## **EVALUATION PLAN**

19. Describe the evaluation plan for your project. In drafting your response, be sure to address the following points:

- How will you document the success of your program?
- How will you evaluate client progress?
- Describe how performance data will be collected and how it will be reported including your agency's utilization of the geographical HMIS or comparable system (for providers of victims of domestic violence).
- How does your program utilize HMIS data to assist with ongoing program planning and management?

20. *HMIS Leads only*: Does the HMIS and ESG subrecipients have the ability to create reports to address their evaluation plans? Are the ESG subrecipients provided with tools to ensure compliance with this part?

## **BUDGET JUSTIFICATION**

21. What personnel and other resources will be needed to produce the outputs and outcomes described above? What qualifications and credentials must they have?

22. What is the client to staff ratio for this program? What is your plan for the delivery of adequate services in terms of quality and quantity?

23. What other resources will be needed for service delivery? (e.g. resources for staff, resources for clients)

24. How was the cost of this resource calculated and why is that cost necessary, reasonable, and allowable?

25. What is each funder's share of the cost? What is the basis of this allocation?

26. Will ESG clients be charged any fees for services they receive under this project? This includes rent, special event fees, etc. If a sliding fee scale is used, describe. Note that all client fees must be reported as Program Income and must be spent on the program that earns them.

27. Are other funds leveraging or matching ESG funds in this project? Explain.