

CDBG PUBLIC SERVICES

Proposal Narrative Instructions

Application Deadline: By **5:00 P.M. (Mountain Time) on Friday, October 15, 2021** via DCHDOnline application System.

- Provide a clear, comprehensive description of your proposed project. Answer all the questions below and include all the information requested.
- The proposal narrative may be no more than nine single-sided pages in length. Pages should be numbered. Text must be single spaced, Times New Roman font 12 points, with a one-inch margin on all four sides. Include section headings (Example: Problem Statement).
- Attach your pdf file to the online application form.

PROBLEM STATEMENT

1. What problem condition(s) will this project address?
2. How many people are affected by the problem and 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?
4. Why is it important for DCHD to respond to this problem? Why should this be a priority?
5. How does your program stand out from other programs in your field?

OUTCOMES

6. What are the project's goals and objectives, and how will the problem be changed as a result of the project?
7. What measurable outcome will result from this project?
8. Explain in detail how this project aligns with the City's Resilience Plan.
9. Explain in detail how this project aligns with the City's Strategic Plan.
10. How does this project address the City's Strategic Goal 8: Nurture and Promote a Healthy, Sustainable Community? (If you answered this question in question 8, do not repeat)
11. Develop and include an Outcome Statement using the "*Outcome Statement Worksheet*."

METHODS + OUTPUTS

12. What methods or approach will be used to achieve the goals and objectives?
13. Describe any outreach or recruitment efforts that may be needed. If the total number of clients for the project is greater than the number for DCHD, how will you determine which clients will be reported to DCHD?
14. Describe your approach to service delivery, and relate how this approach can produce the desired outcomes. Specify which evidenced based practices will be used in the provision of services.
15. Describe the activities you will carry out, their frequency (days of the week, months) and duration (timeline, hours). If some activities will be supported by DCHD and others will not, explain.
16. Explain how the schedule of the services being provided and the location(s)(list all locations where services will be provided) are suitable to the needs addressed by the project.
17. If this project is part of a continuum of service or relies on partnerships with other providers, describe these relationships and explain how services are coordinated.
18. List all locations where services or activities will occur, including anticipated field trips.
19. If your program has recently been funded by CDBG, what changes are you planning to implement to ensure high-quality programming for clients?
20. How do you plan to navigate your program through the impacts of the COVID-19 health crisis to ensure its success?
21. Are there any issues your organization is currently experiencing due to COVID-19, and how do you plan to address for the next program year?

EVALUATION PLAN

22. Describe the evaluation plan for your project. How will you document the achievement of your projected service delivery targets, both in terms of persons served and units of service delivered?
23. How will performance data be collected, how it will be reported, and how it will help in ongoing program planning and management.

BUDGET JUSTIFICATION

24. What personnel and how many will be needed to produce the outputs described above? What qualifications must they have?

25. Are there other resources (space, equipment) that the staff needs? What other direct assistance (childcare, transportation) do the service recipients need? Do you have these resources already? If not, how will you secure them?
26. How will DCHD funding contribute to the achievement of your project's outcomes and service delivery targets?
27. How was the funding request calculated and why is the cost to DCHD necessary, reasonable, and allowable?
28. What is each funder's share of the cost? What is the basis of this allocation?
29. Are DCHD funds leveraging or matching other funds in this project? Explain.
30. Will DCHD 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.