

CITY OF EL PASO  
Dept. of Community and Human Development  
FY 2019-2020 EMERGENCY SOLUTIONS GRANT  
**Proposal Narrative**

**Provide a clear, comprehensive description for your proposed project. Include all the information requested below. The bulleted points are inclusive, not exclusive. 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 margin on all four sides. Include section headings (ex. Problem Statement).**

### **PROBLEM STATEMENT**

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 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?*

Describe the number and characteristics of your target population, including specific groups of people (ages, ethnicities', income groups, etc.) and/or specific geographic areas of the community.

Why is it important for ESG to respond to this problem? Why should this be a priority? In drafting your response be sure to address the following points:

- Describe how proposed project aligns with the City's 2015 Strategic Plan.
- Describe how proposed project aligns with the HEARTH Act in contributing to the Crisis Response system to prevent and end homelessness.

### **OUTCOMES**

Describe how the Emergency Solutions Grant you are requesting will 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.

Describe how the Emergency Solutions Grant you are requesting will address HUD's System Performance Measures listed below as recommended in the CoC's ESG Performance Standards:

- Reduce the length of time persons remain homeless
- Reduce the number of persons who return to homelessness
- Reduce 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.
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Develop an Outcome Statement using the "Outcome Statement Worksheet" that is included in the application packet, except HMIS applicants.

## **METHODS and OUTPUTS**

What methods or approach will be used to achieve the goals and objectives? In drafting your response, be sure to address the following points:

- Describe any outreach or recruitment efforts that may be needed including how your agency participates in the federally mandated Coordinated Assessment System.
- 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?
- 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)*
- Describe how your agency helps participants to access mainstream benefits, including but not limited to using SSI/SSDI Outreach, Access and Recover (SOAR).
- Describe how your agency coordinates services with other homeless services providers to maximize community resources.
- Describe how your proposed project will implement Housing First and participant choice.
- 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?

**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**

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

- How are you gauging 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?

**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**

The budget justification allows you to describe your project's INPUTS. What personnel and other resources will be needed to produce the outputs described above? How many people are needed? What qualifications must they have? How much can each person do; what are your expectations about productivity? What other resources (space, equipment) does the staff need? What other direct assistance (child care, transportation) do the service recipients need? Do you have these resources already? If not, how will you secure them?

As you draft the expense portion of this narrative, you should focus on two things:

- How does this resource contribute to the achievement of each of the ESG program components for which you are requesting funding:
- How was the cost of this resource calculated and why is that cost necessary, reasonable, and allowable?

As you draft the income portion of this narrative, you should identify all the project's funders, and include:

- What is each funder's share of the cost? What is the basis of this allocation?
- 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.
- Are ESG funds leveraging or matching other funds in this project? Explain.