

## HOMELESS HOUSING AND SERVICES PROGRAM (HHSP)

### 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 six (6) 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.

#### 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 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 you are addressing related to the provision of transitional living services to youth

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 Program Objectives listed below:

- Rapidly re-house homeless individuals and families;
- Prevent families/individuals from becoming homeless, and;
- Provide transitional living services to youth

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

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

### **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. **Also, please elaborate on how your agency’s service delivery has changed as a result of COVID-19 and changing community needs.**
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 HHSP, how will you determine which clients will be reported to HHSP?
12. Describe your approach and activities that will achieve each of the HHSP program objectives for which you are requesting funding.
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?

### **EVALUATION PLAN**

18. 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
  - How does your program utilize HMIS data to assist with ongoing program planning and management?

### **BUDGET JUSTIFICATION**

19. What personnel will be needed to produce the outputs and outcomes for this project? What qualifications and credentials must they have?

20. 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?

21. How was the cost of this project calculated?

22. Why are all costs necessary, reasonable, and allowable?

23. Are other funds leveraging HHSP funds in this project? Please explain how other sources are utilized to enhance program effectiveness and sustainability.