Morris County Continuum of Care

2023 Agency Application

**Applicant Narrative**

## Application Instructions

Answer the narrative questions about your organization in a word processing program. The application must be 10 pages or less, using 12-point Times New Roman font and one-inch margins. Any pages after page 10 will not be reviewed. The cover page and attachments will not be included in the 10-page limit.

Please submit ONE agency application/applicant narrative for your agency (even if you are submitting multiple project applications).

## Organization and Contact Information

|  |  |  |
| --- | --- | --- |
| Organization Name: |   |  |
| Sponsor (if applicable): |  |  |
| Contact Name:  |  | Title: |  |
| Address: |  |
| Telephone: |  | Fax: |  |
| E-mail: |  |

## Narrative Questions

* 1. Provide an overview of your agency’s experience with the priority population and proposed services. *For projects with sub-grantees, include a description of the subcontracted agency’s experience as well.*
	2. Describe your agency’s plan for training staff including how your agency orients new staff and ensures key competencies, annual or periodic trainings for different levels of staff and training that staff has received in the past year, certifications or licenses required for different levels of staff and whether training is offered to create pathways for staff development, training received by executive leadership, direct service staff, board of directors and all other staff levels, how each training is relevant to service delivery, what impact have the above trainings had on service delivery and program design, and any specific trainings the agency incorporates to reflect priority populations.
	3. Discuss your agency’s expertise and skills with using New Jersey Homeless Management Information System (HMIS). Include your data plan as it relates to staffing, national and local data and training standards, data quality improvement planning, and experience with and/or intent to join the CoC Data Governance Committee.
	4. Describe your agency’s familiarity with HUD system performance measures and experience with improving these metrics within your agency and/or throughout the Morris County CoC. Include how your agency plans to achieve these system performance measures as a CoC-funded provider.

5A. Complete the chart below

|  |  |  |  |
| --- | --- | --- | --- |
|  | % of people served by agency | % of direct service staff | % of executive leadership and administration |
| American Indian/ Alaska Native |  |  |  |
| Asian |  |  |  |
| Black/African American |  |  |  |
| Native Hawaiian/ Pacific Islander |  |  |  |
| White  |  |  |  |
| Hispanic/Latino |  |  |  |
| Total |  |  |  |

5B. Provide a description of what strategies your agency is using to address racial disparities.

* 1. Describe your agency’s process for incorporating persons with lived experience and their input into program design, policies/procedures development, and operations.
	2. Describe your agency’s level of participation in local planning processes (i.e. CoC subcommittees, local and regional planning activities, etc.) including participation of executive leadership, direct service delivery staff and all staff, the strategic plan objectives in which your agency plans on participating, CoC initiatives in which the staff have participated, levels of leadership agency staff have within the CoC, how CoC initiatives have been communicated to staff throughout the agency including those who do not participate in CoC committees, how your program referral and intake processes align with the CoC Coordinated Entry processes and how your agency participates in the Coordinated Entry system.
	3. Describe the ways in which your agency aligns with a Housing First philosophy including agency-wide initiatives or plans for the agency to become Housing First.