Morris County Continuum of Care

2023 Project Application

**Project Narrative**

## Application Instructions

Answer the narrative questions about the project your organization is applying for in a word processing program. Each project narrative 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 as part of the project application. The cover page and attachments will not be included in the10-page limit. Please submit a project narrative for EACH project your agency is applying for.

## Organization and Contact Information

|  |  |  |
| --- | --- | --- |
| Organization Name: |   |  |
| Project Name: |  |

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| --- |
| **Is this a renewal application? [ ]  YES [ ]  NO** |
| If yes, what is the Grant Number? |  |

|  |  |
| --- | --- |
| **Is this a new application? [ ]  YES [ ]  NO** | **If yes, please answer the question below:** |

Discuss your agency experience with implementing HUD-funded projects including project administration, fiscal management, adherence to program regulations and audit results. If you have lost or been denied HUD-funding in the past, disclose project name, HUD project type and reasons for loss/denial. If the agency has no experience with HUD funding, describe experience with other funders, including agency administration and management. Include proof of your agency’s up-to-date SAM registration.

## Project Type

(double click the appropriate box and select “checked”)**:**

**[ ]** Permanent Housing -Permanent Supportive Housing **[ ]** Permanent Housing -Rapid Re-Housing

**[ ]** Joint Transitional & Rapid Re-Housing **[ ]** HMIS Only **[ ]** Supportive Services Only - Coordinated Entry

1. Briefly describe the project including the funding priority and/or gap the project addresses, other programs that provide the same or similar service and how your agency supports, collaborates with or differs from those services, how the project aligns with the mission of the agency and the mission and strategic plan of the Morris County CoC.
2. Provide the staffing plan for the project including an organizational chart, basic job descriptions that describe responsibilities and qualifications for the project and a recruitment plan to fully staff the project to meet project deadlines.
3. Using the SMART goal format, describe the objectives and outcomes of the project including, but not limited to, the number of households to be served, priority populations and demographics to be served, linkages to training, employment and benefits, specific system performance metrics that are relevant to the project, and services provided after discontinuation of services (post-program graduation, etc.).
4. Describe specific activities and services the project will offer to participants to meet the identified participant needs including how the activities/services will assist participants to obtain and maintain permanent housing, how the project will deliver services in a manner that is culturally and linguistically competent and reflects the needs of populations served, what project staff will perform particular activities/services, how participants will be assessed for, and connected with, employment services, mainstream benefits, healthcare services and insurance, any additional services (if any) the agency will provide to augment the scope and success of the program, and partnerships and collaborations with relevant community partners. *Please note that if the agency will rely on subgrantees, partnerships or collaborations to achieve project objectives and outcomes, the roles and responsibilities of those entities should be included in this section.*
5. Describe the agency monitoring and evaluation plan as it relates to this project including how the project will measure and document participant satisfaction to inform implementation, staff involved in monitoring and evaluation, methods used to evaluate program performance and determine quality improvement projects, and frequency of program evaluation and improvement plan monitoring.
6. Describe how you operationalize a Housing First philosophy in program implementation including documented policies and procedures, training, processes and implementation plans. Provide a detailed overview of barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
7. Describe your agency’s fiscal capacity to implement and sustain the project, including long-term plans to sustain the project should there be a decrease in HUD funding. Explain how the proposed budget and how program staff will receive sufficient salary to ensure reduction in staff turnover and high-quality, effective service delivery. Describe how the projected costs will help to ensure successful program outcomes. For renewal projects, outline any changes made to the project model, staffing and/or budget within the last three years and any projected changes over the next year.
8. Complete the Budget Worksheet in Excel and attach with project narrative.
9. Bonus section (up to 20 points): For new permanent housing project applications (PSH and RRH projects) describe the leveraging of healthcare and/or housing resources and the number of individuals receiving these enhanced services. Leveraging Housing Resources: Providers must demonstrate that they have applied for at least one permanent supportive housing or rapid re-housing project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The provider must demonstrate that these housing units will: (i) in the case of a permanent supportive housing project, provide at least 25 percent of the units included in the project; or (ii) in the case of a rapid re-housing project, serve at least 25 percent of the program participants anticipated to be served by the project. Leveraging Healthcare Resources: Providers must demonstrate through a written commitment from a health care organization that: (i) in the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who quality and choose those services; or (ii) the value of assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested for the project, which will be covered by the healthcare organization.