HOPWA PROPOSAL QUESTIONS

AGENCY LEGAL NAME:	**AGENCY ADDRESS:**
EMPLOYER IDENTIFICATION #:	**DUNS #:**
CONTACT PERSON (NAME/TITLE):	**E-MAIL ADDRESS:**
PHONE NUMBER:	**FUNDING REQUEST:**

TYPE OF AGENCY: ☐ Public ☐ Private Non-profit   Agency faith-based organization? ☐ Yes ☐ No

NON-PROFTI AGENCY: (Only)

Date incorporated as a Texas Non-Profit Corporation	
Date of IRS Section 501 (c) 3 Certification	

CONTACTS:

Title	Name	Full title	Phone #	email
Grant Writer				
Program Director				
Executive Director				

THE PERCENTAGE OF OVERALL AGENCY BUDGET USED FOR ADMIN EXPENSIVES	$
BASE FUNDING REQUEST (no more than 90% of total project cost)	$
OTHER COMMITTED CASH (at least 10% of total project cost)	$
TOTAL PROJECT COST	$
MAXIMUM GRANT AMOUNT REQUEST (This is the maximum project could manage and effectively use at a proportional increase in services if additional funds were available)	$

AGENCY PURPOSE/MISSION STATEMENT

HOPWA 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 seven single-sided pages in length. Text must be single spaced, Times New Roman font 12 points, with a one inch margin on all four sides. Include section headings (ex. Problem Statement). Pages should be numbered starting with page 3 (to follow questions 1-8 numbered page 2).

PROBLEM STATEMENT

What problem condition(s) will this project address? In drafting your response, be sure to address the following points:

1. How many people are affected by the problem and what data, if any, did you rely on to determine this?
2. Does the problem affect specific groups of people (ages, ethnicities, income groups, etc.) and/or specific geographic areas of the community?
3. Why is it important for DCHD to respond to this problem? Why should this be a priority?
4. If your program has recently been funded by HOPWA, what changes are you planning to implement to ensure high-quality programming for clients?

OUTCOMES

What are the project's goals and objectives, and how will the problem be changed as a result of the project? In drafting your response, be sure to address the following points:

5. What measurable outcome will result from this project?
6. Explain in detail how this project aligns with the City's Resilience Plan.
7. Explain in detail how this project aligns with the City's Strategic Plan.
8. How does this project address the City's Strategic Goal 8: Nurture and Promote a Healthy, Sustainable Community?
9. Develop and include an Outcome Statement using the *"Outcome Statement Worksheet"* that is included in the application packet.

METHODS + 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:

10. 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?
11. 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.
12. Describe the activities you will carry out, their frequency and duration. If some activities will be supported by HOPWA and others will not, explain.
13. 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.
14. Describe the supportive services that will support the project
15. Give details on when services will be available: daily hours of operation, days of the week, and months of the year. Describe program variables, such as week days, weekends, school schedules and holidays. Explain how the schedule and location(s) are suitable to the needs addressed by the project.
16. How do you plan to navigate your program through the impacts of the COVID-19 health crisis to ensure its success?
17. 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?
18. List all locations where services or activities will occur, including anticipated field trips

EVALUATION PLAN

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

19. How will you document the achievement of your projected outcomes?
20. How will you document the achievement of your projected service delivery targets, both in terms of persons served?
21. Describe how performance data will be collected, how it will be reported, and how it will help in ongoing program planning and management.

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:

22. How does this resource contribute to the achievement of your project's outcomes and service delivery targets?
23. 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:

24. What is each funder's share of the cost? What is the basis of this allocation?
25. Are HOPWA funds leveraging or matching other funds in this project? Explain.
26. Will HOPWA 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.