

Veterans PSH
Proposal Narrative Instructions

Please provide a clear, comprehensive description of your proposed project. Answer all Items below and include all information requested. The proposal narrative may be no more than 10 pages in length. The pages should be numbered. Text must be single-spaced, Times New Roman 10 point font, with a one-inch margin on all four sides. Please include section headings and item numbers (Example: Proposal Description / Project Summary followed by 1., 2., etc.). Submit your narrative as a pdf file along with your application form.

Proposal Description / Project Summary

1. How does the proposal directly address the following as indicated in the NOFA (page 3):
 - o current community challenges - housing + basic needs
2. Explain, In detail, how the proposal will address the key deliverable identified in the NOFA (page 5):
 - o Provide mid to long-term permanent supportive housing (rental assistance and case-management services) to at least 20 veterans/veteran households that are: 1) economically impacted by COVID-19, and 2) experiencing homelessness. Proposals should prioritize veterans without access to VA benefits and other PSH programs, followed by veterans without access to VA benefits, but who do have access to other PSH programs.
3. Describe how your proposal will incorporate best practices as Indicated in the NOFA (page 5) and what model for those best practices will be used.
4. Describe how the proposal will address the immediate impact of COVID-19 with specific emphasis on how vulnerable veteran populations will be protected.
5. Describe how the proposal addresses the Program Characteristics + Guiding Principles as described in the NOFA (pages 4-5).
6. Describe how your proposal addresses the Required Program Components Identified in the NOFA (page 5).
7. Explain your agency's (and your partners' if applicable) history of performance under DCHD, State and Federal funding.

OUTCOMES

8. Insert your Outcome Statement from the Outcome Statement Worksheet into the narrative.
9. Describe how the proposal affects a reduction in the number of chronically homeless veterans. Specifically identify a proposed measurement baseline and benchmark as indicated in the NOFA (page 5).
10. Describe how the proposal achieves the outcome for veterans to gain and maintain employment. Specifically identify a proposed measurement benchmark as indicated in the NOFA (page 5).
11. Describe how the proposal achieves the outcome for veterans maintaining stable housing following program exit. Specifically identify a proposed measurement baseline and benchmark as indicated in the NOFA (page 6).
12. If portions of the proposal incorporate existing programs, explain how that program will be enhanced and provide added benefit to the community in terms of projected outcomes?
13. What other measurable outcomes will result from this project?
14. Describe how any additional services or support, not funded through this NOFA, provide additional benefits to clients of the program.
15. Explain how the project will be supportive of community wide goals to achieve functional zero homelessness for veterans.

METHODS + OUTPUTS

16. Demonstrate how the methods and approaches to achieve stated outcomes are established in best practices. Identify scholarly articles and/or other sources that establish those best practices.
17. Describe activities that partners will carry out under this funding or In support of this funding, their frequency (days of the week, months) and duration (timeline, hours). Identify which partners will carry out each activity. [Note: Make sure to fill out a Partner Supplement Form (as applicable) for each partner Identified in your application.]
18. Describe any activities that will be carried out leveraging other funding sources. Again, identify which partners will carry out these activities if applicable.
19. Explain how you will select and prioritize clients based on eligibility and critical need. How does your project ensure that those made most vulnerable by COVID-19 are assisted? Provide supporting documentation if applicable.

EVALUATION PLAN

20. Describe the evaluation plan for your project. How will you document the achievement of outcomes (e.g. reduction in chronically homeless veterans) and outputs (e.g., units of service, persons served, and/or households served)? Be specific and detail the evaluation process for each outcome and output you seek to achieve.

21. *How will performance data be collected, how will it be reported, and how will that data be utilized in ongoing program analysis, planning, management, and sustainability.*

BUDGET JUSTIFICATION

22. *Describe and justify the expenses requested in your proposed budget. Also, describe your plan for sustaining budget items beyond the period of funding under this NOFA.*

23. *Describe and justify how the funding request was developed.*

24. *Describe the cash or in-kind contributions that will be applied to your program that will leverage NOFA funds.*

DRAFT