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| **Narrative Questions** | **MAX POINT VALUE** |
| **1. Please provide a general description of how the program will meet the needs of the target population- those experiencing chronic homelessness.** *(Narrative should address at a minimum, each of the following: experience working with the target population(s),* *services and activities that will be provided (ensure they address the core components of permanent supportive housing), best practices that will be utilized, how the applicant will collaborate/coordinate with other community partners.)***1A. Describe how the project will incorporate housing, health care or service agency partnerships?** | **10 Points** |
| **2. Describe how you will work with other community-based organizations to ensure that the service needs of your program participants are met. Please include if your organization has any prior experience managing grants that have dealt with homeless housing or housing-focused case management. If you do not have experience working with this population or in providing similar services, please explain how you plan to obtain that expertise.**  | **10 Points** |
| **3. Describe how the project will provide or make referrals for services that promote increased client self-sufficiency.** | **10 Points** |
| **4. What will be your strategy to ensure participants remain stably housed or complete the program successfully?** | **10 Points** |
| **5. Attach the agency's termination policy for all participants in the future project.** | **5 Points** |
| **6. Describe what your data collection process will be. Include information on data entry, ongoing monitoring of data quality, timeliness of data entry, and how it will meet requirements related to Coordinated Entry participation.** | **10 Points** |
| **7. Describe your process for documenting interactions with the client(s). Include information on where documentation will be recorded, how often the case manager will meet with the client(s), and what system will be in place to monitor the timeliness of documentation.**  | **10 Points** |
| **8. Please give a brief description of how you plan to achieve the attached HUD CoC performance metrics for PSH projects.**  | **10 Points** |
| **9. Does your organization have prior experience in managing federal or other grants?** *(Briefly describe your organization's process for managing grant funds, existing finance infrastructure, describe internal monitoring process, etc.)*  | **10 Points** |
| **10. Please describe your plan to meet the 25% match requirement associated with the funding request.** *See the HUD Virtual Binder for more information on the CoC Program match requirements:*[CoC Match - Overview - HUD Exchange](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/). | **10 Points** |
| **11. Please describe any changes to the grants that you propose to ensure the programs are effective and sustainable in the long-term.**  | **10 Points** |
| **Presentation to the BRICH Review Committee.** *(Applicant demonstrates financial and programmatic capacity to effectively implement the requested project(s), plan to provide supportive housing services is reasonable and in alignment with best practices, etc.)* | **5 Points** |
| **TOTAL POSSIBLE POINTS: 110** |  |
| **BONUS HEALTH CARE PARTNERSHIP:** *attach MOU to receive the bonus points available for established healthcare partnerships* | **5 Bonus Points** |
| **TOTAL POINTS AWARDED, INCLUDING HEALTHCARE BONUS:** |  |

**Required attachments**

* 501(c)3 documentation
* Most recently completed financial audit
* Organizational chart
* Termination Policy
* MOU(s) (if applicable

**Applicant Assurances**

To the best of my knowledge, all information in this application is true and correct. Therefore, the applicant has duly authorized this document, and the applicant will comply with the following:

* Applicant agrees that 100% of program participants will be placed through the Blue Ridge CoC’s Coordinated Entry System and will use the community’s common assessment tool.
* Applicant agrees to participate fully in the local Homeless Management Information System (HMIS), including recording case notes.
* Applicant agrees to abide by all CoC Written Standards applicable to the project for which funding is being requested.
* Applicant agrees to participate in community case conferencing meetings for PSH projects and attend appropriate Blue Ridge CoC community planning meetings.
* Applicant understands that HUD CoC-funded homeless projects are monitored annually by the Blue Ridge CoC
* If awarded funding, the applicant agrees to inform the Blue Ridge CoC Collaborative Applicant, the City of Roanoke, when the following occur:
	+ **The organization has staff vacancies for a duration of time that could affect the projected number of participants served or result in HUD funds not being fully expended.**
	+ **There are changes to an existing project that are significantly different than for activities funds were originally approved, including any budget amendments/modifications submitted to HUD.**
	+ **There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, performance, ability to meet match requirements, etc.**

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| **Name of project(s) for which you are applying:** |  |
| **Name:** (please type) |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Signature:**  |  |
| **Date:** |  |