

Project Narrative Guide

The purpose of the Project Narrative Guide is to provide guidance to the Applicant on the information that should be included in the Project Narrative. The Project Narrative should be clear, concise, and to the point. Applicants are encouraged to review the Scoring Sheet (Attachment B) before preparing the narrative.

The narrative should be typewritten and included in Section I.3 of the application's Table of Contents.

Program Description

- Describe the proposed program;
- If a returning applicant, describe the length of time program has operated;
- Describe how the proposed program will operate in detail. The description should include how clients are referred and what types of services are provided from entry to exit of the proposed program.
- Describe your agency's client intake procedures, evaluation, and the determination of case management needs for each client. Describe efforts to lower barriers for clients.

Demonstrated Need

- Describe the needs of the community and/or service area and how the need was determined. Include, but not limit to:
 - Local and national data supporting the need;
 - Statistical data and information from a Needs Assessments; and
 - Statistical data from other sources
- Describe the expected level of need (measured by VI-SPDAT) for the clients
- Describe how the proposed program will fulfill these needs; agency priorities; expected length of time in ESG for individuals and families; expected movement through the system for individuals and families.

Related Experience and Capacity

- Describe how the proposed program will implement and manage grant funds in a timely manner that is consistent with funding requirements.
- Describe your organization's experience with the successful administration of housing or similar-type programs that serve low- and very low-income persons;
- Describe previous experience with ESG programs;
- If first time applicant, describe any previous program management similar to ESG;
- Describe your organization's key staff member's ability to assist in the successful planning, marketing and management of the proposed ESG program;

Past Performance

- Describe previous performance utilizing ESG funds (if applicable); discuss the number of individuals/households served and the outcome (i.e. permanent housing, increased income).

Collaboration

- Provide description of outreach efforts.
- Describe any coordination of services with other homeless programs;
- Describe partnerships and collaborations established with other organizations, agencies, volunteer services and funders to effectively operate the proposed program.
- Describe how the services provided through these partnerships help to meet the needs of the client and promote self-sufficiency.

Financial Information

- Describe your organization's financial control system and procedures. Include an explanation of how ESG funds will be monitored to ensure dollars are spent in a timely manner and how funds will be applied and tracked against eligible activities. Include a description of the draw and reimbursement process.
- Describe budgeting priorities/activities to stretch ESG funds through the grant period.
- Describe the sources of funds that are available for the proposed program; describe matching funds; discuss how funding sources will be used if ESG is not funded

Proposed Outcomes

- Describe the impact that will result from the program being funded including, but not limited to, the following, as applicable:
 - Increased accessibility to affordable housing;
 - Overall reduction in number of persons who experience homelessness;
 - Reduction in the length of homelessness;
 - Reduction in returns to homelessness;
 - Increased employment and income growth for persons who are experiencing homelessness;
 - Average length of time between intake and assistance given;
 - Other goals and objectives of your program
- Describe what processes are in place for tracking program outcomes.
- Describe how the proposed program outcomes and performance is/will be measured.

Reporting

- The HEARTH Act requires that ESG Subrecipients participate in HMIS as well as all HUD data collection requirements. ESG Subrecipients must comply with HUD's standards on participation, data collection, and reporting requirements. Victim service providers are prohibited from utilizing HMIS but must use a comparable database. The comparable database must produce unduplicated and aggregated reports, including the CAPER. Please describe how your agency ensures compliance with HMIS or comparable data requirements, data entry, and data quality standards as well as ESG CAPER data requirements.