

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 Criteria before preparing the narrative.

Program Description

- Describe the proposed program:
- Identify the type of eligible activities that will be provided
- Describe how clients are referred and what types of services are provided from entry to exit of the proposed program. Describe participation in Coordinated Entry System (CES).
- Describe the effectiveness of the proposed program on increasing housing stability.
 - Include case management models
 - Connection to community services
 - Agencies history of housing stability.
- Describe your agency's client eligibility process including 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 Coordinated Entry data and national data supporting the need;
 - Statistical data and information from a Needs Assessments; and
 - Statistical data from other sources
 - For shelter activities: Identify if there is a gap in shelter accessibility in your coverage area.
- Describe the expected level of need in the community and agency tool used to measure and prioritize 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 outcomes and returns to homelessness.
- Describe how existing partnerships with community landlords and programs improve housing stability
- 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 or similar funds (if applicable); discuss the number of individuals/households served and the outcome (i.e. permanent housing, increased income).

**MISSISSIPPI HOME CORPORATION
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
FY 2021 ESG/ESG-CV APPLICATION**

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Collaboration

- Provide description of outreach efforts and how they coordinate with other programs.
- 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

- Identify budgeting priorities/activities to stretch ESG/ESG-CV funds through the grant period.
- Describe the sources of funds that are available for the proposed program; describe matching funds; identify funding sources will be used if ESG is not funded (Match not required for ESG-CV)

Proposed Outcomes

- Describe how the proposed project is aligned with the Federal Strategic Plan and MHC' 5 year Consolidated Plan.
- 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/ESG-CV Subrecipients participate in HMIS as well as all HUD data collection requirements. ESG/ESG-CV 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.
- ESG/ESG-CV regulations require participation in local Coordinated Entry Systems (CES) §576.400(d). The requirement was established in the 2012 CoC Program interim rule (24 CFR 578) and the 2011 Emergency Solutions Grants (ESG) interim rule (24 CFR 576).