

Project Narrative (30 points)

Required Documentation:

- Chart C
- Letter from HMIS Provider

COMMUNITY NEED:

Agency has described how the project is aligned with the City's priorities regarding homelessness and the community need has been adequately described

Data has been provided as evidence of community need

PROJECT DESCRIPTION:

POPULATION served includes 1) location, 2) population identities, 3) # of unduplicated to be served, 4) demographics

PROGRAM ELEMENTS described for: 1) eligibility requirements, 2) duration of engagement, 3) services included in program, 4) length of follow up after program exit

OUTCOMES explained regarding 1) what is measured, 2) how it is measured, 3) database used to track, 4) long term impact

COMMUNITY SUPPORT:

Agency has identified and can show how they engage with community partners

Experience Narrative (45 points)

Required Documentation:

- Exhibit A: Org Chart (must be readable)
- Exhibit B: Evaluation of Financial Condition and Governance Practices
- Most Recent Audit
- 990
- Exhibit D (if applicable)
- Exhibit E
 - Resumes and Job Descriptions for program staff
 - Resumes and Job Descriptions for supervisory staff
 - Resumes and Job Descriptions for financial staff
- MO Certificate of Good Standing

CAPACITY TO ADMINISTER:

Agency has adequate oversight of program staff

Agency has adequate oversight of financial procedures (board members with financial expertise, finance committee meets regularly)

Agency received an Unqualified Opinion on last audit

Agency has history of timely reimbursement requests and previous grants have been fully expended

Caseload ratio of staff to service participants is reasonable

Agency has the capacity and has documented a plan to sustain programming

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EXPERIENCE TO ADMINISTER:

Agency has 1) one year successful experience providing housing to those experiencing homelessness; 2) AND/OR homeless prevention activities.
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Agency is 1) experienced working with Continuum of Care 2) AND sits on COC committees.
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Program staff administering the funds have adequate education and/or experience

Supervisory staff have adequate education and/or experience

Financial staff have adequate education and experience
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DIVERSITY AND CULTURAL COMPETENCY:

Agency has demonstrated a priority for diversity in staffing and planning

Persons with lived experience are meaningfully included in planning and decision-making

Budget Narrative (25 points)

Required Documentation:

- Schedule A, B, or C (choose one)
- Attachment 1, 2, 3, or 4 (choose one)
- Attachment 5
- Attachment 6
- City Contracts & Major Funding
- Prior Year Board Approved Budget
- Current Year Budget (may be projected)

REQUIRED BUDGET ATTRIBUTES:

Budget line items have been correlated to Project Narrative

Costs are reasonable / allocable / allowable

Other funding sources have been identified (including match)

If funding an existing position that is currently being paid by other Federal funds, agency has explained why funding is needed. If funding a new position, agency has explained why funding is needed.

Agency has explained consequences if funding is not awarded

