

**2011 Request for Proposals  
HUD Continuum of Care Homeless Assistance Programs  
For Review by the Greater New Haven Regional Alliance to End Homelessness (GNHRAEH)  
Evaluation Committee**

This document provides guidelines for completing a summary report of your application for HUD Continuum of Care Homeless Assistance Programs. The purpose of the summary report is to provide the GNHRAEH review panel with sufficient information to fairly and accurately evaluate requests for HUD funding. The panel will use the summary report to assist in its work to score and rank applications being considered for submission to HUD by the GNHRAEH.

Information requested in this summary report for new proposals going forward should be related to the 12 month period for which you are applying for the funding.

This report is intended to be a summary of primary information. Please keep your answers brief. We anticipate that you will draw much of the information in this application from material you will use in preparing your agency's HUD application if your proposal is selected.

The summary report consists of a cover sheet, narrative questions making up the body of the report, and a budget report form. Applicants may add up to 2 pages of narrative to the budget report to explain specific revenue or expense items. These additional pages will not be included in the 8 page limit.

You should input information directly into the cover sheet and budget form using the space provided. For the narrative questions, submit your answers, using the same numbering and a total of no more than 8 pages to summarize the narrative questions.

Complete the program budget form using the line item categories provided. In addition, please provide an income and cost projection for the 12 month period during which the program will operate. Describe all sources of income, including in-kind contributions.

Be sure that the cover sheet has the signature of the lead fiduciary agency's chief executive officer.

It is strongly recommended that those submitting proposals carefully review all information related to the NOFA prior to responding to this RFP: <http://www.hudhre.info/esnaps/index.cfm?do=viewEsnapsIssuances>

**Ranking protocols for new applications:**

The GNHRAEH has directed the review panel to use the following guidelines and priorities in ranking new proposals:

1. The proposal must use 100% of the projected HUD bonus funding of \$195,521.
2. Only the highest rated new proposal will be submitted to HUD.
3. Priority will be given to permanent housing proposals aiming to serve chronically homeless individuals or chronically homeless families.

The scoring matrix to be used by reviewers is attached to this email.

**Proposals are due on September 23, 2011 by 12:00pm to Joe Parente at Easter Seals Goodwill Industries, 95 Hamilton Street, New Haven. Please submit 1 original and 3 copies of the proposals. For ease of distribution, please do not use binders or plastic page covers in submitting the proposals.**

**Summary Report of New Applications for  
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**Cover Sheet**

Lead Agency or Fiduciary:		DUNS #:	
Address:			
Phone:		Fax:	
Executive Director:			
Director's phone:		Director's email:	
Lead contact for this proposal:			
Executive Director's signature:		Date:	

Program Name:			
Address of program site:			
Program Director:			
Director's phone:		Director's email:	
Project's Fiscal Year	/ / - / /		

If this is a collaborative project, list the name(s) of partnering agencies:			
What category of HUD funding are you applying for? (e.g. SHP, SPC, or SRO)			
Amount of funds requested from HUD in this application?	\$		

Program summary: In the space provided, *briefly* summarize the program and activities:

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*Please answer the following questions, using the same numbering and using no more than 8 pages. (Budget pages are not included in the 8 pages) Please make sure that the name of the lead agency and program are at the top of each page.*

1. Briefly describe the agency and its programs. (In the case of a collaborative, describe the lead agency or fiduciary.) Please include a description of the agency's participation in the GNHRAEH and/or other collaborative endeavors to end homelessness in the region.
2. Describe the program and activities you are proposing, including the activities of other agencies if this is a collaborative project. Clearly indicate what expenses or activities to which the HUD funding would be applied.
3. Community Needs:
  - A. Describe the community need(s) being addressed by this program and its relationship to the HUD priorities. Include data such as waiting lists, local evaluations, studies and counts.
  - B. How will this program address the community needs described in 3.A.?
4. Projected program capacity for the 12 month period during which the program operates.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
A.	Persons to be served at a given point in time				

5. Outcomes: *(Please be very specific when describing outcomes and performance measures)*
  - A. Describe your agency's capacity for measuring client outcomes. *(Use examples of performance measures and outcomes experienced in other programs)*
  - B. How will you evaluate the success of this program?
  - C. What client outcomes do you anticipate and what is the plan for measuring them?
6. Data collection is essential for measuring client and program outcomes; describe your agency's participation in the GNHRAEH HMIS Committee and in the development of the HMIS system. Please be sure to address whether or not your agency uses PROVIDE or a similar data management system to track data which are entered into the GNHRAEH's HMIS system.
7. Collaboration:
  - A. Describe your work with other organizations and how you will leverage their resources.
  - B. How would this collaboration have an impact on your ability to implement this program?  
Be specific.

- C. Describe your organization's participation in the GNHRAEH. Be specific; include attendance at meetings, committee participation and responsibilities, participation in special projects, etc.
8. Personnel:
- A. Briefly describe the staff capacity for providing these services and the experience of the agency working in this area. Include number of FTEs, qualifications of personnel and demographic breakdown of staff assigned to the proposed program.