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| --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | |
| Organization Name | |  | | --- | | Employer Identification Number | |  | | Point of Contact Name | Point of Contact Title |
| Organization Street Address | City, State ZIP Code | Organization Phone Number | Point of Contact Email Address |
| Registered Apprenticeship Sponsor Number (if applicable): | | | |

**Workforce Solutions to Address Homelessness Narrative Application**

**Appendix A – Proposal Narrative**

*In addition to responding to the proposed questions below, applicants are encouraged to include supplemental documents such as the organization’s promotional materials, one-pagers, reports or other evaluations from previously funded projects, etc. These documents will not be considered part of the 20-page limit.*

**Project Narrative**

1. Provide a brief profile of the applying organization, highlighting any previous experience related to workforce development and/or providing services to individuals experiencing homelessness.
2. Describe the existing needs that your organization has identified to be addressed by this project. Be sure to specify the following provisions in your description:
   * Target population
   * Targeted age range (if applicable)
   * Geographic Scope
3. Which intervention strategy(ies) from the Menu of Interventions in the CGP (explained on pages 12-13) will you implement? Describe the process for implementation of this strategy. If the organization is already implementing one or more of these strategies, note those here, as well.
4. Describe your method for recruiting participants, including any program eligibility criteria or screening processes involved.
5. Describe the workforce development activities that will be provided to participants. This should include a description of any job readiness or essential skills training, and detailed information on any occupational training that will be offered. Please describe how these activities interact and how participants move through the chain of services with the ultimate goal of attaining employment.
6. Describe the target industry(ies) for the project and explain how the project will be focused on meeting industry needs.
7. Describe the supportive services to be offered and how they align with the project’s goal to achieve housing stability through employment pathways. (See Section 3 (II)(H)(1) for a list of eligible supportive services).
8. Describe any resources being leveraged for this project. Where possible, assign a monetary value to those resources. For example, “*10 donated Dell laptops worth approximately $5000 in total value*”.

**Other Partners and Sub-Grantees**

1. If using a sub-grantee in the project, list their name/s and include their role, location, and reason for selection.
2. How will the sub-grantee(s) be integrated into the project, and how will they monitored?
3. Identify at least three (3) employer partners who will be included in this project and describe their involvement. (See Section 3 (II)(A)(6) for employer engagement examples).
4. Please list all other partners who will work with your organization on the implementation of your grant. For each partner, please include a profile of the organization and explain their role in implementation.

**Performance Measures and Outcomes**

1. What measures and outcomes does this project expect to achieve? (See Section 3 (II)(K)(1) for a list of performance measure examples). At a minimum, this should include the number of individuals served and projected employment outcomes (number to obtain unsubsidized employment, number to obtain subsidized employment, number to enter transitional jobs, etc.)
2. Describe how the project intends to reach the targeted measures and outcomes.
3. If you are including housing outcomes in your performance measures, explain how participants will be enrolled in Coordinated Entry by the end of the grant period.
4. If your organization has been the recipient of similar funding in the past, or has implemented a project with similar outcomes, describe your experience with and outcomes for that project for additional context.

**Timeframe**

1. What are the estimated timeframes for all of the project’s key activities and deliverables?

**Sustaining the Effort**

1. When grant funds are exhausted, or the project has ended, how will the efforts be sustained?