

# Homeless Emergency Aid Program Request for Proposal Entity Application

8 pages maximum – Enter answers directly into this document

One completed **Entity Application** is required as part of the Homeless Emergency Aid Program RFP. The Agency Application requests information that is organization-wide. A separate application is required for each service, programs or project.

## **ORGANIZATIONAL CAPACITY AND EXPERIENCE - 20 Maximum**

### **a. STATEMENT OF CAPACITY: (3 POINTS)**

In 250 words or less please describe your entities capacity to complete the project for which you are applying.

### **b. GENERAL QUESTIONS (5 POINTS)**

- Creating a person-centered system of care for program participants
  1. How does your agency define person-centered care? Provide examples of polices and/or examples of you implement this in your organization.
  2. How has your agency improved coordination of services within your agency as well as with other services and mainstream providers?
  3. Explain your agency's relationship relative to using Coordinated Entry (aka Resource Connect Butte) or HMIS. If you are a victim service provider or legal service provider, in which case it must use a comparable database and provide de-identified information to the CoC, please describe your process.
  4. What other ways is your agency aligning with the priorities of the Butte Countywide Homeless Continuum of Care?
  
- Using models with demonstrated success
  1. How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate?
  2. What is your agency's overall approach to building these practices into your programs? Please give an example of a change your agency made to an existing program or a time your agency developed a new program based on a best practice or the results of an evaluation.

**c. PERSONNEL CAPACITY (5 POINTS)**

- What key capabilities and qualifications does your agency look for when recruiting for front line staff, case managers and leadership/manager positions?
- If awarded this grant, will additional staff be needed? If so, how many and what position titles will you hire? Will you have any preferences for placement of those who are or have been homeless?
- How do these qualifications equip all your staff to meet the needs of the population(s) you serve?
- How do you develop new program, policies and procedures?
- Describe your organizations capability to manage grant programs. Include examples.
- What key capabilities and minimum qualifications are required for the program staff? (provide for each of the funded positions)

**d. DATA MANGEMENT (2POINTS)**

- Describe your organizational data collection policy and procedures to ensure quality data collection, data entry, and reporting for homeless services programs in Clarity, the Homeless Management Information System (HMIS)?
- If your program is not currently collecting program participant data, describe your plan for increasing agency capacity to quickly begin collecting and entering data.
- Describe any changes your organization will need to undertake to meet the data and reporting requirements of this RFP.

**e. CULTURAL COMPETENCY (2 POINTS)**

- Explain your agency's cultural competency according to your organization polices..
  1. Describe how the agency's engagement and service delivery model assures access to underserved communities who are disproportionately impacted by homelessness, including efforts related to service design, staffing, outreach and engagement approach, and language.
  2. Explain how your agency will make services available to populations disproportionately represented among the homeless population, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English proficiency.
  3. Please identify any issues or limitations your agency may encounter, and describe how your agency will modify services to meet the needs of these specific populations.

**f. PARTNERSHIPS AND COLLABORATION (3 POINTS)**

- Describe how your agency is part of the larger system of services and/or housing resources for people experiencing homelessness. Give an example of how your agency is connected to other organizations that are or have supported your agency's program participants.
- How will your agency work collaboratively to support exits to permanent housing or other services as needed in a seamless, person-friendly way? Describe any key, formal partnerships that are jointly designed with other agencies, and indicate whether they are formalized through an MOU or a subcontract.