Name of Organization:-_____
Activities applied for: Circle ____1_____

REQUEST FOR APPLICATIONS

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

FY 2009/2010

APPLICATION FORM

PARTS 1 AND 2

Part 1: Organizational Profile and Capacity Use Part 1 of the application to provide basic information about your organization and to demonstrate its project management and administrative capacity.	Total Points Available in Part 1: 102
1. Provide basic information about your organization.	
Name of Organization	
Year Established	
Overall Organizational Service Area	
Primary Contact Person/Title	
Site Address	

Mailing Address (if different)	
Phone	
Fax	
Email	
Mission	

Application Certification:

Signature of Authorized Representative (staff) Date

Signature of Governing Board President or Chair Date

2. Provide information about the key staff at your organization who will have responsibility for this activity (add additional rows if necessary).

Points Available: 15

Score:

Key Staff	Name	Title	Job Responsibilities	Years with organization

	2006	2007	2008	2009
Number of Full-time Staff				
Number of Part-time Staff				
Number of Staff Departures (excluding interns)				

3. Provide information about your organization's Board of Directors. Add additional rows and expand cells as necessary.						Points Available: 5 Score:
					Average Tenure:	

4. Provide information to demonstrate that your Board possesses: (1) skills and/or experience related to affordable housing, community development, and neighborhood revitalization, and (2) legal, business, and management skills required to oversee a significant Legal Services Activity in partnership with the District government. As appropriate, describe key Board initiatives within the past three years that demonstrate these capabilities	**Word Limit: 300**	**Points Available: 10** **Score:**
<insert response here>		

5. Please provide the following financial information about your organization.				Points Available: 15 Score:
	2006	2007	2008	2009
Annual Operating Budget				
Operations Surplus (deficit)				
Total Assets				
Net Assets				

6. Describe your organization's systems for managing finances, information, and administrative functions	Word Limit: 300	Points Available: 10 Score:
<insert response here>		

7. Please provide information about your organization's major sources of funding (over $10,000).					Points Available: 10 Score:
2007		2008		2009	
Funder	Amount	Funder	Amount	Funder	Amount

8. Provide contact information for three references from funding sources or other entities who are well acquainted with your organization's ability to achieve positive outcomes within a budget and who are willing to provide detailed information about your organization's capacity and performance[2].			
	Organization	Contact Person	Telephone
a.			
b.			
c.			

[2] DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.

9. Provide information about your organization's recent activities, demonstrating success in implementing performance-based outcomes.[3] Highlight recent accomplishments related to the proposed activity. Add additional rows and expand cells as necessary.					Points Available: 15 Score:
Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	Outcomes/Deliverable Products

[3] Activities listed should have start dates no earlier than 2006

10. Describe the standards, indices, or measures you would use to determine if an activity has met its goal(s). Expand cell as necessary.	**Word Limit: 200**	**Points Available: 5** **Score:**
<insert response here>		
11. Describe your organization's systems for program management and tracking of accomplishments. Expand cell to an additional page as necessary.	**Word Limit: 200**	**Points Available: 5** **Score:**
<insert response here>		

12.a. Describe recent challenges faced by your organization and the process used to address those challenges. 12.b. What are the most significant challenges facing your organization today, and how do you plan to respond?	**Word Limit: 300**	**Points Available: 10**
12 c. Certificate of Attendance at Pre-Application Conference		**Points Available: 2**
		Score: 102

<insert response here>

Part 2: Proposed Activities and Outcomes for Homelessness Prevention Rapid Re-Housing Program Use Part 2 of the application to demonstrate both your knowledge of the need for this activity and your organization's ability to address those needs.		**Total Points Available in Part 2:** **100**
1. Please describe your organization's legal services plan for this activity. Also, describe your organization's general methods of legal services for this DHCD homelessness prevention program. Expand cell to additional page as necessary.	**Word Count: 300**	**Points Available: 35** **Score:**

<insert response here>

2. Describe in detail the legal services your organization intends to provide under this activity. **(Specific legal services activities are indicated in Section One – General Information in the RFA)** Provide some detail on the process by which this activity will be conducted. Explain why you believe these activities are needed and how they address the homeless population community needs identified in #2 above. Explain how the activity proposed is not duplicative with initiatives funded through other District agencies.	**Word Limit:** **800 words**	**Points Available: 35** **Score:**
<insert response here>		

2 (b) Please provide a brief work plan for the proposed activity in the space below (add additional steps as necessary).		
Major Tasks	Start Date	Complete Date
1.		
2.		
3.		
4.		
5.		
6.		

3. Use the spaces below to list expected outcomes from the activity proposed in #1 above and provide an estimate of the total budget necessary to achieve those outcomes. It is suggested that outcomes for each sub-activity be provided. In addition, this should be the aggregate budget for this entire activity. Expand cells and add rows as necessary.	**Points Available: 10** **Score:**

Outcomes

Budget

Cost Categories	Required DHCD Funding	Other Funding	Total Costs
Personnel			
Consultants			
Space & Utilities			
Consumable Supplies			
Lease/Purchase of Equipment			
Other Costs			
Total Costs			

4. Describe your organization's experience in delivering similar outcomes, including the budgets required to deliver those outcomes.	**Word Limit:** **300 words**	**Points Available: 10** **Score:**
<insert response here>		

5. Describe how your organization will leverage resources to support and enhance the outcomes envisioned by this activity.	**Word Limit: 300 words**	**Points Available: 10** **Score:**
<insert response here>		