

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.

<b>Name of Organization</b>	
<b>Year Established</b>	
<b>Overall Organizational Service Area</b>	
<b>Primary Contact Person/Title</b>	
<b>Site Address</b>	

<b>Mailing Address (if different)</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Mission</b>	

**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).				<b>Points Available: 15</b>
				<b>Score:</b>
<b>Key Staff</b>	<b>Name</b>	<b>Title</b>	<b>Job Responsibilities</b>	<b>Years with organization</b>
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Number of Full-time Staff</b>				
<b>Number of Part-time Staff</b>				
<b>Number of Staff Departures (excluding interns)</b>				



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.	<b>Points Available: 15</b>	
	<b>Score:</b>	2009
	<b>2006</b>	<b>2007</b>
	<b>2008</b>	
<b>Annual Operating Budget</b>		
<b>Operations Surplus (deficit)</b>		
<b>Total Assets</b>		
<b>Net Assets</b>		

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

		Points Available: 10	
		Score:	
		2008	2009
Funder	Amount	Funder	Amount

7. Please provide information about your organization's major sources of funding (over \$10,000).

		Points Available: 10	
		Score:	
		2008	2009
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?

	Organization	Contact Person	Telephone
a.			
b.			
c.			

<sup>2</sup> 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. <sup>3</sup> 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

<sup>3</sup> Activities listed should have start dates no earlier than 2006

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

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

<insert response here>

<p><b>Part 2: Proposed Activities and Outcomes for Homelessness Prevention Rapid Re-Housing Program</b></p> <p>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.</p>	<p><b>Total Points Available in Part 2: 100</b></p>
<p><b>Points Available: 35</b></p> <p><b>Score:</b></p>	<p><b>Word Count: 300</b></p>
<p>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.</p>	

<insert response here>

<p><b>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.</b></p>	<p><b>Word Limit:</b> <b>800 words</b></p>	<p><b>Points Available: 35</b></p>
		<p><b>Score:</b></p>
<p>&lt;insert response here&gt;</p>		

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.		





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

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