**Targeted Outreach & Program Navigation**

**Project Application Form**

**Application Due Date: Tuesday, May 28th, 2024, 5:00 PM**

Due to a housing shortage in our community, many individuals experiencing homelessness spend a significant amount of time unsheltered before receiving a referral to Permanent Supportive Housing (PSH). Once they receive that referral, PSH providers are required to verify eligibility requirements and ensure various documents are in place to maintain compliance with their contracts and ensure the stability of their PSH contracts. However, this process oftentimes causes delays to the unhoused individual being able to move-in quickly after receiving a referral to a PSH program.

This Targeted Outreach and Program Navigation program seeks to fill that gap and shorten wait times between referral to move-in, by funding additional staffing capacity to provide support at the point between referral and move-in.

The objectives of this program are to:

1. Improve PSH System Flow by decreasing wait times for clients pulled for PSH between referral and move-in, thereby increasing the “take up” rate for PSH.
2. Increase efficiency and effectiveness of PSH System through improved collaboration and partnership between Street Outreach and PSH Providers.

Please refer to the Targeted Outreach & Program Navigation Program Overview for more information, including a further breakdown of the annual award amount per recipient.

**Application Process:**

In order to increase the accessibility of this funding opportunity, applicants will be able to apply in one of two ways:

1. Complete this project application form and email to Eri Gregory, Grants Manager, at [erigregory@austinecho.org](mailto:erigregory@austinecho.org) by Tuesday, May 28th at 5:00pm.

OR:

1. Complete a verbal application with Eri Gregory, Grants Manager. A verbal application will involve going through this project application form (in-person or via Zoom) in an interview-style format and answering all questions verbally, which will be summarized in a written format for scoring purposes.

\*\***Please note that all attachments are still required if completing a verbal application\*\***

To schedule a verbal application, please email Eri Gregory directly at [erigregory@austinecho.org](mailto:erigregory@austinecho.org) by Friday, May 10th at 5:00pm. All verbal applications must be completed by the application deadline, Tuesday, May 28th at 5:00pm.

Optional Information Sessions about this funding opportunity will be offered twice on Tuesday, April 30th at 5:30-6:30pm [[LINK TO JOIN](https://us02web.zoom.us/j/82915677808)] and on Wednesday, May 1st at 2:00-3:00pm via Zoom [[LINK TO JOIN](https://us02web.zoom.us/j/84668382190)]. *(\*\*You will only need to attend* ***one of these two sessions*** *as the information to be provided will be identical. This session will be recorded live and will be posted on ECHO’s website*.)

Additional drop-in office hours for Q&A will be held on Thursdays at 12:00-1:00pm on May 9th, May 16th, and May 23rd, via Zoom [[LINK TO JOIN](https://us02web.zoom.us/j/84616159307)].

**Applicant Eligibility Criteria:**

Does your agency either have an IRS 501(c)(3) non-profit status OR a fiscal sponsor for this grant application? (If yes to having a fiscal sponsor, please also provide a name of the fiscal sponsor agency.)

\*\*Required Attachment:

Your agency or your fiscal sponsor’s non-profit status (e.g., IRS non-profit determination letter)

**Applicant Information:**

Applying Agency Name:

What is your agency’s annual budget for FY2024?

\*\*Required Attachment:

Your agency’s annual budget for FY2024

**Primary Contact Information:**

Contact Name:

Contact Title:

Contact Email Address:

Contact Phone Number:

**Question 1: Applicant Description**

Please provide a detailed description of the applicant agency, including:

* Mission (including specific target populations or subpopulations, if any)
* Types of services provided (if you already provide outreach and/or program navigation services, please describe these services in detail)
* Primary geographic area that the applicant agency currently works within
* Whether current services are actively participating in HMIS *(\*\*Note: You can still apply if you are not currently participating in HMIS.)*

**Question 2: Black-Led Organizations**

1. Does your organization’s Executive Director identify as Black or African American?
2. Does at least 50% of your Board of Directors identify as Black or African American?
3. Does at least 50% of your agency staff identify as Black or African American?

**Question 3: Plan for Utilization of Funding**

Please describe your plan for either expanding current Outreach Services, or creating a new Targeted Outreach and Program Navigation program with this funding, including:

* If you will need to hire new staff to fill the funded positions, please describe the plan and timeline for doing so.
* Timeline for when outreach and navigation services will become available.

**Question 4:** **Effectiveness & Uniqueness of Agency Services**

What makes this funding to your agency uniquely effective? How would your specific agency/program be uniquely able to serve under-served populations or under-served physical areas?

**Question 5: Partnership and Collaboration**

Please describe your plan for partnership or collaboration with any other organizations to achieve the core activities of Targeted Outreach and Program Navigation.

*\*\*NOTE: All staff members must be employed or contracted through the awarded agency. All other eligible activities may be subcontracted/performed through collaboration/partnership.*

**Question 6: Feedback from Participants**

Please describe how your agency identifies areas for improvement and improves service delivery through feedback from past and current program participants. In your response, please include:

* Specific examples of suggestions made by clients that resulted in your program making specific changes to its operations
* Your formal process for collecting client feedback, including the frequency with which it occurs, evidence of robust/concrete agency responses to that feedback

*Note: “formal process” means a process that is codified in policies and procedures, that occurs routinely, and that is shared with clients (e.g., clients know about this process)*

If you have not previously solicited feedback from clients that you have used to change program operations, please describe your plan for how you will do so in the future.

**Question 7: Lived Experience**

What percentage of your overall agency staff identify as people with lived experience of homelessness (PLE)?