

Department of Workforce Services – Rapid Rehousing  
Grant Application Narrative

**Organization:**

**Directions:** Narrative **must** be in the default size, font, spacing and space provided. Additional narrative attachments are not allowed.

**1. ASSESSMENT PROCESS**

Provide a description of the assessment process including the tool to be used and the information gathered.

**2. TARGET POPULATION**

Describe how the program intends to engage participants. Include target population (see Scope of Work-7d, priority list), sources of referrals and anticipated marketing strategies.

**3. CASE MANAGEMENT**

Describe the services provided under your Rapid Rehousing case management.

**4. PROCESS FLOW CHART**

Create a process flow chart and provide as an attachment. Describe the Process Flow Chart including all steps from referral to follow up case management.

**5. MEASUREMENTS AND OUTCOMES**

Describe the anticipated outcomes and follow-up procedure. Provide measurements and the data collection process.

**APPLICATION ATTACHMENTS**

- I. Process Flow Chart**
- II. Organization Chart** - including all staff positions and description of duties related to the Rapid Rehousing program.
- III. Collaboration Letter(s)** - Attach letter(s) from all collaborative agency/entity(s)\* referenced in the proposal. The letter(s) should provide a brief description of the involvement with the services provided. The letter(s) should include specific detailed information about how the organizations will partner. These are not letter(s) of support.
- IV. 501(c)(3) Letter**- If applicable.
- V. Negotiated Indirect Cost Rate** – If applicable.

*\* Contracted fee-for-service individuals or organizations cannot be considered collaborative partners unless a significant discount is provided.*