AGENCY NAME			
PROJECT NAME:		PROJECT TYPE:	
CONTAC PERSON:			
PHONE:		EMAIL:	

1. Provide a detailed description of your project. In this summary include program specifics of what it does, who it serves, number of beds, location, and anything else that helps the reader understand what the purpose of the program is.

2. Describe how this program has adopted and follows the principles of housing first. In addition, describe how your program encourages clients to engage in services that, while they cannot be mandated, are important for clients to take part in.

3. Provide examples of how your agency partners or coordinates with other agencies to enhance services provided to the clients.

4. What steps does the program take to assure clients can gain access to government-provided services? For example, access to Department of Public Welfare, unemployment, OVR, Medicare/Medicaid, disability benefits, etc. In addition, are any of the staff who work within the program SOAR certified (SSI/SSDI/OUTREACH, ACCESS, RECOVERY)? If none, what are the program's plans to have staff certified in this process?

5. How does your program/agency use feedback from persons with lived experience to improve services?

6. What steps does your program take to create more equitable outcomes? What ways is your agency/program examining if diverse populations are being underserved?

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7. If applicable, briefly describe your agencies efforts to engage and strengthen relationships with external landlords.

8. Were there any findings that came about during your last monitoring? If so, what steps did the program take to resolve them?

9. Describe your financial and management capacity and experience to carry out the project. Specifically, what experience does senior management have managing housing funds and similar grants?

What were the grant funds awarded for this past year?	
How much has been draw down (give 12-month projection)	
If you are not projected to draw down all of the awarded funds, please explain why:	

The following table consists of various HUD performance measures that applicants will be scored and ranked on. These are measures that agencies should be reviewing annually. The HUD target threshold is listed within the table. Have your HMIS data coordinator pull the needed figures and add them into the table in the spaces provided. In the last column, provide a narrative to note why your program may not be meeting the threshold.

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HUD PERFORMANCE MEASURE	HUD TARGET	PROGRAM MEASURE	NARRATIVE
Average # days participants are placed in housing after project entry	30 days or fewer		
Percentage clients moving to Permanent Housing	90% or greater		
% of participants returning to homelessness within 12 mths of exit to Permanent Housing	10% or less		
% of PROJECT STAYERS with new or increased EARNED INCOME	8% or greater		
% of PROJECT STAYERS with new or increased NON-EMPLOYMENT INCOME	10% or greater		
% of PROJECT LEAVERS with new or increased EARNED INCOME	15% or greater		
% of PROJECT LEAVERS with new or increased NON-EMPLOYMENT INCOME	25% or greater		
% Chronically Homeless participants	90% or greater		
% of project entries from Coordinated Entry referrals	95% or greater		