

APPENDIX A: Application

All questions must be answered in order for an application to be determined complete.

1. Applicant Details

1a. Application contact

[Person serving as the primary contact during the application process]

Name and job title:

Organization:

Email:

Telephone:

Address:

State/City:

ZIP code:

1b. Project jurisdiction/geography (max 50 words)

[Geographic location to be served by KFT project (e.g. county X, child welfare region of Y)]

1c. Lead applicant information

[Details about the lead applicant organization]

Legal name of organization:

Doing business as name:

Website:

Employer ID number:

Year formed:

Total employees:

Mission statement:

1d. Lead applicant experience (max 300 words)

[Briefly describe organizational history and experience, including any relevant to the project.]

2. Interagency Collaboration

CSH is seeking applications demonstrating a clear commitment to Keeping Families Together (KFT) as evidenced by the description of motivation for considering this approach, connection with other partners, including child welfare involved families, in the jurisdiction and the potential to scale up the KFT approach. CSH also seeks to understand barriers to the initiative that may be present for the purpose of determining if they can be successfully addressed through the technical assistance process.

2a. Why are you interested in implementing KFT supportive housing? (max 500 words)

2b. How does KFT strategically align with any existing decision-making processes and related initiatives in your community? To the extent known, how will you leverage existing collaborations and cross-agency partnerships in this work? (max 250 words)

2c. Government partner agencies involved in this application (max 250 words)
[List government/public agencies and/or Tribal Nations that have a stake in the success of this KFT project, their anticipated role in and level of commitment to the project.]

2d. Community partners involved in this application? (max 250 words)
[List non-profit organizations or other community partners that have a stake in the success of this KFT project, their anticipated role in and level of commitment to the project]

2e. Describe your team’s experience and planned strategies to authentically partner with and involve families with lived expertise in your KFT project. (max 300 words)

3. Child Welfare Leadership and Engagement

3a. Describe your planned approach to ensure initial and ongoing senior child welfare leadership engagement throughout the phases of the KFT project. (max 200 words)

3b. Describe what known opportunities and/or challenges exist to align the goals of KFT supportive housing with other local child welfare priorities? (max 500 words)
(e.g., 21st Century Child Welfare System, Family First Prevention Services Act, Title IV-E waiver, Plans of Safe Care, Family Treatment/Drug Courts, Early Childhood/Safe Baby Courts, Court Improvement).

4. Data and Targeting

Review CSH's *Supportive Housing Needs Assessment* and *Racial Disparities and Disproportionality Index* at www.csh.org/data and compare to your data. CSH anticipates providing selected jurisdiction additional guidance and support for analyzing and matching data.

4a. Describe how your jurisdiction currently uses data (e.g. data collection, sharing, analysis capacity/protocols, decision making, addressing racial equity, prioritizing services, evaluation). (max 300 words)

4b. Describe your planned approach to data and advancement of equity through this project. (max 300 words)

5. Housing Resources

5a. To the extent known, please describe the supportive housing strategy being considered for this initiative and how many families you anticipate serving once implementation of KFT is complete. Include whether you intend to access existing units of rental housing, develop additional units of housing, or a combination of both. Include any funding sources that could be used to create this housing. (max 300 words)

5b. Describe any existing affordable and/or family supportive housing resources in your community that could be leveraged for the housing component of your KFT project, including detailing any Family Unification Program (FUP) vouchers, as applicable. (max 250 words)

6. Services and Provider Capacity

6a. Describe how families currently access programs and services in your community? (i.e. community resource centers, service HUBS, resource lists, etc.) (max 250 words)

6b. To the extent known, describe the wraparound supportive services strategy for families that is being considered for KFT in your community, including any existing services to leverage or approaches to build from, and potential barriers to building out this strategy? (max 500 words)

7. Evaluation

7a. List desired outcomes you hope to achieve through implementation of KFT. How do these outcomes address racial disparities in your housing and/or child welfare systems? (max 300 words)

7b. Describe your planned approach and capacity to support the evaluation, monitoring and quality improvement of a KFT initiative? (max 250 words)

8. KFT Core Project Leadership Team and Support

CSH is seeking applications that demonstrate the presence of a core leadership team that represents a cross-section of partners from the lead applicants and partner applicants listed in as detailed below. This team of three to five members is the group that will be responsible for carrying this work forward, addressing barriers, and making key budget and staffing decisions for this work. CSH will seek to identify presence of, or potential for relevant competencies related to financial and management infrastructure, budgeting processes, associated staff/qualifications, information technology systems, and experience with the population focus. For the core leadership team and additional staffing support roles, CSH encourages applicants to consider selecting team members from across the lead applicant and project partners which often include Public Child Welfare Agency (PCWA), Public Housing Authority (PHA), Continuum of Care (CoC) and along with others within the local context that bring the expertise, representation and influence that lead to success.

8a. Core Leadership Team Members

On-the-Ground Project Lead - Core Team Member #1:

[Designated staff responsible for day-to-day management of the project.]

Name and job title/role:	
Organization/Division:	
Email:	
Telephone:	
Address:	
State/City:	
ZIP code:	

Provide a short description of key qualifications and percentage of FTE that will be dedicated to manage the project in partnership with core leadership team. (max 250 words)

Core Leadership Team Member #2:

Name and title/role:

Affiliation:

Email:

Provide a short description of key qualifications (max 100 words)

Core Leadership Team Member #3:

Name and title/role:

Affiliation:

Email:

Provide a short description of key qualifications (max 100 words)

Core Leadership Team Member #4:

Name and title/role:

Affiliation:

Email:

Provide a short description of key qualifications (max 100 words)

Core Leadership Team Member #5:

Name and title/role:

Affiliation:

Email:

Provide a short description of key qualifications (max 100 words)

8b. Additional staffing: Describe any additional staffing resources to be dedicated to the KFT project including percent of FTE. (max 250 words)

[Include titles/roles and organizations/affiliations of dedicated staff and contractors, and the sector they represent (e.g. housing, child welfare, family services, homeless services, CoC)]

9. Project Budget

9a. Total Funding Request:

\$

9b. Budget narrative: Describe how you proposed to use requested funds over the course of the project, including detailing how your proposed budget supports successful KFT planning and implementation, including support for inclusion of family members with lived expertise. (max 500 words)

A corresponding budget illustrating your proposed first year funding must be submitted as an attachment with final application. **A total of up to \$225,000 will be available over the course of the grant.** CSH has provided a suggested one-year budget template in Appendix B. Note that indirect administrative costs are capped at 10% per MACP (our funder for this project). Travel related costs core leadership team to participate in events and meetings related to the technical assistance package as outline in Section IV of the RFP will be reimbursed separately according to CSH travel and meeting policies and should not be included in proposed project budget. Beyond the indirect cap, the applicants have flexibility to propose how to use the grant funds to advance the initiative.

10. Attachments

Required Attachments:

- Letter(s) of commitment from the organization(s) providing the on-the-ground staff for this proposed work, including as members of the Core Project Leadership Team;
- Letter from the Homeless Management Information System (HMIS) Lead Administrator in their community documenting their support for this work;
- Letter from the Child Welfare Agency's Data Administrator documenting their support for this work;
- Proposed project budget for initial year of requested funding;

- Lead applicant financial statements for the current year unaudited plus the two prior years audited financial statements; and,
- Board of Directors list from lead applicant agency.

Optional Attachments:

- Letters of Support: Please include additional letters of support that will strengthen your application. Such letters could include those from:
 - Tribal Council/Governor/County Executive/Mayor's Office
 - Jurisdiction's central budget office
 - Agency with interest in collaboration or support of implementation, policy, funding, or sustainability efforts. (e.g. other state, county or local health, human services and housing related agencies)
- Current Organizational Chart for lead applicant agency.

Signed

Name & Title of authorized signatory.

Date