EXHIBIT A
OUTREACH RFA# CED-HOUSING 26-05
Application Template
Deadline: 12:00 p.m., Monday, April 15, 2026

Application Questionnaire:

Legal Name of Organization	
Address	
City, State, Zip	
Entity Type Non-Profit, Public Entity, Other (explain)	
Project Contact Name	
Phone Number	
Email Address	

1. HMIS – Will your organization contribute information to the Homeless Management Information System, in a complete and timely manner?

☐ Yes

☐ No

2. Universal Data Elements – Will your organization input all *Universal Data Elements* for each client, and maintain 85% accuracy or higher?

☐ Yes

☐ No

3. Client-Centered, Housing First Commitment – Will your organization provide client-centered; housing focused case management supports. A client-centered, housing focused case management approach ensures that the person who has experienced homelessness has a major say in identifying goals and service needs, and that there is shared accountability. Case management must focus on housing assessment, placement, and housing stability.

☐ Yes

☐ No

4. Provide Capacity and Reporting – Will your organization supply COIC with requested information to meet State requirements and contractual obligations in a timely manner?

☐ Yes

☐ No

Narrative Response Section

Narrative Response Section not to exceed five (5) pages total ,12-point font, one-inch margins. Page count does not include application questionnaire or budget.

Section 1. Organizational Overview

1.1 Describe your organization's mission, history, and how it aligns with housing-focused goals.

1.2 Detail your staffing plan (roles, FTE), qualifications, recruitment, training and performance management.

1.3 List partnerships with local agencies and culturally specific organizations. Explain how these partnerships strengthen outreach and housing connections. Include history of collaboration with regional partners and local governments.

1.4 Provide documented experience providing rehousing services and connecting individuals to permanent housing. Include metrices such as number of individuals engaged, number of individuals housed.

1.5 Outline your ability to deploy activities promptly.

Section 2. Project Overview

2.1 Funding Total: State the total amount of funding requested. Attach detailed budget, RFA Exhibit B

2.2 Project Summary: Provide a clear description of the project for which you are requesting funding and how it aligns with ORI goals. Include the following:

2.2.1 Identify which program components will be implemented (e.g. street outreach, rapid rehousing, unit access, landlord partnerships).

2.2.2 State your planned contribution to the regional rehousing goal and provide a timeline for achieving this target.

2.2.3 Describe how your project incorporates Housing First principles and removes barriers.

2.2.4 Provide a timeline from program intake to housing.

2.2.5 Explain strategies for maintaining housing stability post-exit.

2.2.6 Detail the geographic region project will serve and demographic served.

Section 3. Equity and Inclusion

3.1 Explain strategies to ensure project is inclusive and accessible to disproportionately impacted subpopulations, including racial equity strategy.

3.2 Describe your plan for Limited English Proficiency (translation/interpretation services, multilingual materials).

3.3 Describe how individuals with lived experience may inform program design and delivery.

3.4 Provide examples of culturally responsive practices and partnerships.

Section 4. Compliance and Reporting

4.1 Confirm ability to comply with state and federal requirements, including privacy, confidentiality, nondiscrimination, grievance, and conflict of interest policies.

4.2 Explain your ability to meet regular financial reporting and HMIS data input.

4.3 Outline how you adhere to Housing First Principles and protect participant rights.

4.4 Detail process for ensuring accurate and complete data collection.