# Request for Proposals Template

## 1. Agency Information

### Agency/Organization

|  |  |
| --- | --- |
| Full Legal Name |  |
| Mailing Address – Line 1 |  |
| Mailing Address – Line 2 |  |
| Mailing Address – City, State, ZIP |  |
| Main Phone Number |  |

### Proposal Point of Contact

Identify the primary point of contact for questions about the proposal and/or notification regarding the proposal process

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email Address |  |
| Phone Number |  |

2. Eligibility

Please check each box to certify Agency eligibility. Please note Strategies to End Homelessness reserves the right to request documentation to verify any of the below information:

[ ]  Agency is a nonprofit organization, State, local government, or instrumentality of State or local government.

[ ]  Agency has experience administering federal and/or state funds, and is in good standing with current funders.

[ ]  Agency has experience administering programs and services that assist people experiencing homelessness and/or housing crises.

[ ]  Agency is not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

3. Narratives

Suggested two-page maximum.

### **3.1 Describe your agency’s case management philosophy.**

### **3.2 How do you propose to identify appropriate applicants?**

###  [ ]  Referrals from Central Access Point

###  [ ]  Other, please explain:

### **3.3 Will Shelter Diversion participants be eligible for other services within your agency?**

###  [ ]  No

###  [ ]  Yes, please expand:

### **3.4 Identify any best practices and interventions your agency utilizes and describe how you plan to use these to support Shelter Diversion participants.**

### 3.5 Why does your agency want to be part of the Shelter Diversion program?