**APPENDIX A: Application**

**1. Lead Applicant Details**

1a. Lead Application contact

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

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Name and job title:

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Organization:

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Email:

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Telephone:

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Address:

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State/City:

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ZIP code:

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

[Geographic location to be served by the proposed intervention/initiative (e.g. county X, child welfare region of Y)]

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1c. Lead applicant information

[Details about the lead applicant organization]

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Legal name of organization:

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Doing business as name:

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Website:

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Employer ID number:

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Year formed:

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Total employees:

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Mission statement:

1d. Lead applicant experience (max 300 words)

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

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**2. Proposed Intervention/Initiative**

CSH is administering a competitive RFP process open to non-profit organizations, government entities (state, county, or city) or Tribal Nations in Minnesota, Washington, Alaska, and Wisconsin focused on identifying, designing, and implementing service and housing strategies co-designed with families and communities that:

**Objective 1:** Reduce housing instability and risk of involvement with the child welfare system; and

**Objective 2:** Reduce racial disparities and disproportionalities among families at the intersection of homelessness/housing instability and child welfare involvement, with a focus on American Indian and Alaska Native children, youth and families.

2a. What are you proposing to do or what is your community interested in proposing and how will it meet the objectives of this RFP? (max 500 words)

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2b. What challenges do you anticipate having to address if you would implement this proposal/idea? (max 250 words)

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2c. What housing and service resources in your community will you lean on to implement this proposed initiative/intervention? (max 250 words)

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2d. What housing and service resources will you need to build stronger connections to or bring into your community in order to implement this proposed initiative/intervention? (max 250 words)

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2e. How do you envision sustaining and increasing housing stability for families at risk of/involved with child welfare after this funding ends? (max 250 words)

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**3. Multisector Partnership**

3a. What partners have already committed to being on your multisector team and how will they contribute to the work? (max 300 words)

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3b. Have partners committed to dedicating appropriate staff time to this effort? (max 250 words)

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3c. What partners do you still need to engage to be a part of this work? (max 250 words)

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3d. How will parents and families with lived experience of child welfare involvement and homelessness be embedded partners in this effort?

(max 300 words)

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**4. Child Welfare, Housing, Homelessness Response and Services Leadership and Engagement**

4a. Describe your planned approach to ensure initial and ongoing senior child welfare leadership engagement throughout the life of the grant. (max 200 words)

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4b. Describe your planned approach to ensure initial and ongoing senior housing and homelessness response leadership engagement throughout the life of the grant. (max 200 words)

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4c. Describe your planned approach to ensure initial and ongoing senior family well-being services leadership engagement throughout the life of the grant. (max 200 words)

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**5. Use of Data**

5a. Describe how data is currently used, or not used, to identify families experiencing housing instability and homelessness who are also at-risk of or currently involved in the child welfare system in your community. (max 300 words)

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5b. Describe how you are thinking about building out your community’s current data landscape to better identify families experiencing housing instability or homelessness who are also at-risk of, or child welfare involved. And, how might this data connect to relevant resources? (max 300 words)

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5c. How will data be used in your proposed initiative/intervention to ensure families and individuals most disproportionately impacted by child welfare involvement and housing instability are receiving resources and services? (max 300 words)

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**6. Program Evaluation**

6a. What desired results do you hope to achieve through implementation of this proposal and what are key outcomes that will demonstrate these results? (max 250 words)

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6b. What partners will help you measure and track these outcomes? (max 250 words)

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6c. How do these outcomes address racial disparities in your housing and/or child welfare systems? (max 300 words)

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6d. How will program evaluation be used to change course, shift systems and/or scale the work? (max 300 words)

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6e. What challenges, if any, do you anticipate having to track progress, results, and impact of your proposal/idea? How will you overcome these challenges?

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**7. Project Budget**

A corresponding budget illustrating your proposed first and second year funding must be submitted as an attachment with final application. **Up to $100,000 will be available over the two-year grant period.** CSH has provided a suggested budget template in Appendix B.

Note that indirect administrative costs are capped at 10% per requirement of CSH’s primary funder for this project. Beyond the indirect cap, the applicants have flexibility to propose how to use the grant funds to advance the initiative.

Travel related costs: To participate in events and meetings related to the technical assistance package as outline in Section IV of the RFP, some members of the core leadership team will be reimbursed separately according to CSH travel and meeting policies and should not be included in proposed project budget.

7a. Total Funding Request:

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| $ |

7b. Budget narrative:

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

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7b. Budget narrative (continued):

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**10. Required Attachments**

For an application to be considered complete, it must \include the following attachments:

* Letter(s) of commitment from sector leaders (those who can make budget, staffing, and data decisions) on the multisector team;
* Letter(s) of commitment from the organization(s) providing the on-the-ground staff for this proposed work;
* Statement of intent detailing how families with lived experience of child welfare involvement and homelessness will be incorporated into the design, planning, implementation, and long-term sustainability of the proposed initiative/intervention;
* Proposed project budget for requested funding;
* Lead applicant financial statements for the current year unaudited plus the two prior years audited financial statements;
* Lead applicant current organizational chart; and,
* Board of Directors list from lead applicant agency.