

III. Service Provision [65 points] - Housing Development or New Housing Construction

- A. Name of Service Category:
- B. Describe those community needs that proposed services will address.
Provide information on client needs based on the agency's utilization data, agency contact logs, and other information documenting needs.
- C. Describe your agency's history of developing and managing housing (*preference will be given to organizations with at least two years successful experience in managing housing programs of significant size*). Provide detailed descriptions of previous projects.
- D. Indicate how you will use other sources to leverage these funds (no more than one page) Provide references to letters of support or MOA/MOU in Attachment Section VII).
- E. Provide appropriate supporting documentation for the qualifications and history for all partner organizations associated with the project. (If applicable).
- F. Description of Project: Include a detailed description of your project to include number of units and number of clients served.
1. If new construction or rehab, discuss site control and the design of the property. Include other documents such as appraisals, photos of site/structure, tax map information, and design renderings.
 2. If purchasing a property or building, disclose the name of the seller and any relationship to your agency or the submission of this proposal.
- G. Describe why persons living with HIV/AIDS need the proposed project. Demonstrate your knowledge of HIV/AIDS prevalence in the area and issues regarding housing.
- H. Provide a detailed project budget.
- I. Identify potential obstacles to the project (zoning restrictions, etc.) and your plan to overcome these obstacles.
- J. Identify strategies for outreach to surrounding neighborhoods in the local area of the project, if necessary.
- K. Identify how clients will apply for housing. Describe the documentation required.
- L. Provide time table for project development.
- M. Description of Client Services
1. Describe how the project will be managed and clients will have access to appropriate supportive services. (*Housing providers are encouraged to partner with existing case management providers. (A contractual agreement or MOU/MOA is required.)*)
 2. All clients must remain in case management services. Describe your strategy to achieve this.
 3. Describe how clients will have access to other resources to improve their quality of life.