**FORM 3 – APPLICANT’S WORK PLAN**

1. Responses to the criteria outlined in Section 4.3 should be provided on this form. Describe your agency’s participation on your local/regional/state Continuum of Care (CoC) committee or sub-work group/subcommittee meetings, and homeless advocacy meetings (e.g., 10-year Plan to End Homelessness meetings, Nebraska Commission on Housing and Homelessness (NCCH) Commission meetings, etc.). Include dates and name(s) of agency staff who participated and any leadership roles (e.g. committee or subcommittee officer/convener/lead). In addition, provide any agency participation in special events designed to end or prevent homelessness, including dates and name(s) of agency staff who participated and any leadership roles pertaining to the special event (Project Homeless Connect, Stand Down, etc.).
2. Describe your agency’s participation in the Coordinated Entry System to promote the “no wrong door” approach to ensure streamlined accessibility to permanent housing programs and self-sufficiency for program participants. In addition, identify if the agency is either a public access door or other entry point. If not, explain how the agency refers program participants to the applicable agency for placement on the By-Name list for Permanent Supportive Housing/Rapid Rehousing. Provide narrative regarding how and when the agency utilizes the standardized assessment tools adopted by the CoC to determine the needs and prioritization of the program participants. Detail should be included regarding how confidentiality of program participants who are fleeing domestic violence will be maintained, as per the Violence Against Women Act (VAWA).
3. Describe your agency’s new strategies for supporting and improving the self-sufficiency of those who are experiencing or at risk of experiencing homelessness (e.g., job training, ESL classes, budgeting assistance, Rent Wise, life skills, etc.). Provide information on case management and/or other services provided after the program participant has secured permanent housing. Include a description of your agency’s process in linking clients you serve with the SOAR designated agency in your local CoC as applicable.
4. Describe your agency’s new strategies for coordinating with [mainstream services](#Text33) (e.g., regular meetings, cultivation of specific contacts at other agencies, etc.) and connecting program participants with other services. Provide a description of how mainstream funding resources are utilized in conjunction with NHAP funds to provide financial assistance to program participants in order to serve the greatest number of individuals with limited funding. In addition, provide an explanation regarding how the agency utilizes diversion processes to prevent individuals from entering the homeless system.
5. Describe any changes your agency has made in implementing the Housing First approach in the past year. Provide an honest assessment, which recognizes your agency’s challenges in fully adopting Housing First best practices. In your assessment, consider your agency’s policies, length of stay, type of services, targeted populations, and staff training opportunities. Also consider how your agency involves program participants in planning, policies, processes, and procedures.
6. Describe any changes to your agency’s strategies, policies, and practices for monitoring and improving the accuracy and quality of program data (e.g., regular data reports, data checking by assigned staff, data report review by Director and/or Board, etc.).