

FORM 3 – APPLICANT’S WORK PLAN

Responses to the criteria outlined in Section 4.3 should be provided on this form.

1. Define your agency’s mission statement. Describe the agency’s guiding principals and purpose. Describe how the agency embodies the aforementioned. Provide information as to how the aforementioned is promoted throughout the agency (e.g., to staff, to program participants, to the community).
2. Provide the agency’s strategic goal(s) to address the needs of the homeless. Describe how the funds provided by NHAP will assist in meeting the goal(s). If the agency does not have a strategic goal to address the needs of the homeless, explain why and how this will be incorporated for the 2024-25 NHAP grant term.
3. Describe the agency’s participation in local, regional, and state Continuum of Care (CoC) committee or subcommittee meetings, and homeless advocacy meetings (e.g., 10-year Plan to End Homelessness meetings, Nebraska Commission on Housing and Homelessness (NCH) Commission meetings, etc.). Include the dates and name(s) of agency staff who participated and any leadership roles (e.g., committee or subcommittee officer/convener/lead) the agency staff held. In addition, provide any agency participation in special events designed to end or prevent homelessness, including the dates and name(s) of agency staff who participated and any leadership roles held pertaining to the special event (Project Homeless Connect, Stand Down, etc.).
4. Describe the 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. Identify if the agency is either a public access door or another 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).
5. Describe the agency’s challenges in the past year and any new strategies or processes developed 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.). Did these new strategies or processes prove to be effective and explain why or why not?
6. Provide information on how case management and/or other services are provided after the program participant has secured permanent housing. Include the time frame in which services are continued. Provide a description of your agency’s process in linking the clients you serve with the SOAR-designated agency in your local CoC as applicable.
7. Describe processes the agency has for coordinating with mainstream services (e.g., regular meetings, cultivation of specific contacts at other agencies, etc.) and connecting program participants with other services. Include 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. Provide any challenges faced and any new strategies to address such challenges. How will these new processes be incorporated to improve the agency’s outreach for the 2024-2025 grant year?
8. Describe any challenges faced and the changes the agency has made in implementing the Housing First approach in the past year. In the assessment, consider the agency’s policies, length of stay, type of services, targeted populations, and staff training opportunities. Also consider how the agency involves program participants in planning, policies, processes, and procedures.
9. Describe the agency’s strategies, policies, and practices for monitoring the accuracy and quality of program data (e.g., regular data reports, data checking by assigned staff, data report review by the Director and/or Board, etc.). Describe any changes in the past year to the 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 the Director and/or Board, etc.). Have these changes proved to be of value? Have any of the new changes precipitated additional changes? How will these changes affect your agency for the 2024-2025 grant year?

10. Describe activities, events, or other related efforts the agency will utilize to provide outreach to the community, which promotes the services and programs provided by the agency and/or volunteer opportunities within the organization. Provide the target audience and the method in which the outreach will be presented. In the narrative, describe any prior challenges faced and actions taken to address the challenges.
11. Describe what success looks like and how the agency measures success. Describe what it means, as an agency, to serve homeless populations. Provide information that exemplifies the efforts that the agency endorses to prevent homelessness and serve those in the Region.