**IV. PROPOSAL OUTLINE**

*This section presents the* ***required*** *outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

**A. Cover Sheet . . . . . . . . . . .**

**B. Table of Contents . . . . . . . . . .**

**C. Declaration of Confidential Information . . . . . . .**

**D. Conflict of Interest – Disclosure Statement . . . . . . .**

**E. Executive Summary . . . . . . . . . .**

**F. Main Proposal . . . . . . . . . 1-14**

**1. Organizational Requirements**

**a. Purpose/Mission . . . . . . . .**

**b. Entity Type/Years of Operation . . . . . .**

**c. Qualifications, Relevant Experience . . . . . .**

**d. References . . . . . . . . .**

**e. Dun & Bradstreet (D-U-N-S) Number . . . . .**

**f Collaboration . . . . . . . . .**

**2. Service Requirements . . . . . . . .**

**a. Eligible Activities . . . . . . . .**

**b. Social Service Catchment Area(s) . . . . . . c. Service Populations . . . . . . . .**

**d. Service Capacity/Deliver Plan/Systems/Processes/Protocols . .**

**e. Culturally Competent Services. . . . . . . f. Client Eligibility. . . . . . . . . g. Goals . . . . . . . . . .**

**h. Funding Contingency Plan . . . . . . . i. Housing First . . . . . . . .**

**3. Staffing Requirements . . . . . . . . . . . . . . . a. Key Personnel . . . . . . . . . . . . . . . b. Staff to Client Ratios . . . . . . . . . . . . .**

**4. Data and Technology . . . . . . . . . . . . . . .**

**a. Data Reporting and Technology Capacity** . . . . . . . .

**b.** **Program Outcome Requirements . . . . . . . . . .**

**c. Quality Assurance Requirements . . . . . . . . . . i. Internal Quality Assurance . . . . . . . . . . ii. External Quality Assurance . . . . . . . . . .**

**iii. Client Satisfaction Process . . . . . . . . . .**

**iv. Program Audit Compliance . . . . . . . . . .**

1. **Cost Proposal 15-20**
   1. **Financial Requirements . . . . . . . . . . . . . . . .**

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| **a. Financial Capacity.** | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| **b. Leveraged Funds .** | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| **c. Mixed Funding .** | . | . | . | . | . | . | . | . | . | . | . | . | . | . |

* 1. **Budget and Budget Narrative . . . . . . . . . . . .**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a. Budget . .** | . | . | . | . | . | . | . |  | . | . | . | . | . | . | . |
| **b. Budget Narrative** | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |

**H. Appendices . . . . . . . . . . . . . . . . . .**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a. Agency organizational chart** | **.** | **.** | . | . | . | . | . | . | . | . | . | . |
| **b. HOPWA APR HMIS Report** | **.** | **.** | . | . | . | . | . | . | . | . | . | . |
| **c. Client Satisfaction Survey.** | **.** | **.** | . | . | . | . | . | . | . | . | . | . |
| **d. Partnership/Subcontract Agreements** | | |  | . | . | . | . | . | . | . . . | | |
| **e. Job descriptions . . . . .** | | | . | . | . | . | . | . | . | . . . | | |
| **f. Audited Financial Statements/990 sdafandaa99999Form 990.** | | | . | . | . | . | . | . | . | . . . | | |