***SANTA CRUZ COUNTY YOUTH HOMELESSNESS DEMONSTRATION PROGRAM***

**Letter of Intent Cover Sheet**

**A. Applicant Agency:**

**B. Your Project’s Name:**

**C. Contact Person Name, Phone, & E-mail:**

**D. Date of LOI Submission:**

**E. LOI Narrative Instructions:**

*Important! To reduce the unintentional impacts of bias, we ask applicants* ***not to include agency identifying information (i.e., agency name) in the Letter of Intent (LOI) Narrative****. This LOI Cover Sheet will not be shared with LOI reviewers.*

In a separate LOI Narrative of no more than 2 pages (single-spaced, ragged right margin, 12-point Times New Roman font, ½ inch margins), please address the following:

**1. Project Description:** Please succinctly describe your project – what it is and the project type, why it is needed, HUD amount requested, proposed project activities, collaborations, and how the project will help prevent or end youth/young adult (YYA) homelessness.

**2. Number of YYA to be Served/Outcomes Anticipated:** Please identify how many YYA your project will serve at a point-in-time and over the course of the grant (2 years). List your proposed client outcomes

**3.** **YYA Involvement:** Please describe how your agency and any collaborating partners have worked directly with YYA in the past. Please describe your current and planned interactions with the Youth Advisory Board (YAB) and how you plan to work with the YAB in planning and implementing this project. What YYA leadership and employment opportunities will your project provide?

**4. Innovative Practices:** Please list and briefly describe up to 3 best practices or other innovative strategies your project will implement.

**5. Alignment with Coordinated Community Plan (CCP):** Please describe how your project will meet the Planning Pyramid points and the Transformational Results Chain-developed goals in the CCP?

**Deadline:** LOI Cover Sheet & Narrative must be received by **March 1, 2018, 3:00 PM**

**Submission:** LOIs MUST be submitted by email to [Rayne.Marr@santacruzcounty.us](mailto:Rayne.Marr@santacruzcounty.us) **and** [Tonygardnerconsulting@yahoo.com](mailto:Tonygardnerconsulting@yahoo.com).DO NOT submit proposals by postal mail, fax or hand delivery. The email subject for proposals should be clearly labeled with the name of the project being applied for.