

## **2016 Emergency Solutions Grant Request for Proposals Program Inventory Submission Instructions**

### **Overview:**

This program inventory is an opportunity for your agency to review and share program eligibility criteria used to admit people experiencing homelessness. The program inventory will provide additional understanding of service depths and limitations across the Balance of State for funders and stakeholders. All agencies applying for Emergency Solutions Grant (ESG) funds for program year 2016-2017 are asked to complete the program inventory for the program for which they are seeking funding and submit with the completed Request for Proposals (RFP) application. As previously shared, the ESG program will review program rules and opportunities to streamline access opportunities, program expectations and guidelines for residents. There is no expectation that program rules are changed before the submission of the program inventory. This document is being requested for informational purposes only. Please be advised that while this portion of the RFP is not scored based on answers provided, not completing the survey or providing incomplete submissions will impact your overall RFP completeness score.

### **Completion of the Program Inventory:**

This inventory is meant to capture information at the program level. Please complete a separate program inventory survey for each homeless housing program your agency is applying to receive ESG funding for. The program inventory collects basic information on your program and eligibility requirements. Please answer all questions.

***Street Outreach programs are not required to submit a program inventory.***

### **Submission Deadline:**

Please complete and submit your revised program inventory through survey monkey: <https://www.surveymonkey.com/r/ESGRFP> by Friday, April 22, 2016 at 5pm EST to align with the deadline for the overall RFP application.

Late program inventory submissions will result in a deduction of points under the completeness section of the RFP.

If you have any questions regarding the program inventory, please contact Emily Harris-Shears at [eharrisshears@ihcda.in.gov](mailto:eharrisshears@ihcda.in.gov) or (317) 234-7579.