The activities funded under this program announcement must be in addition to, and not in substitution for, activities previously carried on without Federal assistance. Also, funds or other resources currently devoted to activities designed to meet the needs of the poor within a community, area, or State must not be reduced.

A percentage of non-Federal share, either in cash and/or in-kind contributions, secured from non-Federal sources is not required. The lack of a requirement is not intended in any way to discourage the use of applicant or third party financial and resource support. Although there is not a specific non-Federal percentage requirement for grants awarded under this announcement, the amount pledged will be given additional weight during the evaluation process. Therefore, the applicant should ensure any amount proposed as match prior to inclusion in its budget. If approved for funding, grantees will be held accountable for commitments of non-Federal resources and failure to provide the required amount will result in a disallowance of unmatched Federal Funds. Further, it should be noted that as the project matures over the project life, there is an implicit encouragement of the assumption of costs of the project by the applicant and the constituent community participants.

C. Grantee Assurances

The applicant is required by statute to provide within its application the following:

- 1. Assurances that grant funds will be used to create new services only to the extent that no other funds can be obtained to fulfill the purpose, as required by 42 U.S.C. 11482(e)(2)(F);
- 2. A description of the program's relationship to various State and local agencies, as required by 42 U.S.C. 11482(e)(2)(G);
- 3. An explanation of the methods which the grantee will employ to ensure that no more than 7% of the grant funds awarded will be used to improve the retention and effectiveness of staff and volunteers, as required by 42 U.S.C. 11482(e)(2)(I);
- 4. Assurances that the grantee will establish an advisory council group of not more than 15 members to provide policy and programming guidance which will meet the representational requirements of 42 U.S.C. 11482(e)(2)(J). Representation includes the following:
- —participants in the programs, including parents;
- —representatives of local private industry;

- individuals with expertise in the services the program intends to offer;
- representatives of the community in which the program will be located;
- representatives of local government social service providers;
- representatives of local law enforcement agencies;
- representatives of the local public housing agency, where appropriate;
 and
- —representatives of local education providers.
- 5. Assurances that any fees assessed by the grantee for program services will be nominal in relation to the financial situation of the recipient of such services, as required by 42 U.S.C. 11482(e)(2)(M); and
- 6. Assurance that grant funds will not be used to supplant Federal, State and local funds currently expended to provide program services, as required by 42 U.S.C. 11482(e)(2)(N).

D. Project Evaluation

The Department expects to contract for an independent evaluation of the programs and entities that receive assistance under this announcement. The anticipated evaluation shall examine, at a minimum, the fulfillment of program objectives. Additionally, for children and families served, the project evaluation will also include the following:

- 1. The enhancement of the living conditions of low and very low income families in housing and in neighborhoods;
- 2. The improvement of physical, social and educational development;
- 3. The achievement of progress towards increased potential for independence and self-sufficiency; and,
- 4. The degree to which the provision of services is affected by caseload size.

Grantees are expected to cooperate with Federal evaluation contractor(s) that will be funded by the Department. Evaluation contractors will conduct assessments of program and service delivery models. Such cooperation will involve initially, reaching agreement with the contractors on the collection and retention of data which will be needed for the evaluation, and thereafter periodically furnishing needed process and outcome oriented data as required and allowing them access to information that has not otherwise been provided by the grantee.

Grantees are expected to maintain sufficient resources to fulfill required data obligations and to respond to demands for information that is to be compiled for national evaluation and reporting purposes.

E. Grant Applications

Applicants should develop their applications so as to address the following factors and elements:

Responsiveness to Community Need

Applicants should identify the population to be served by the project and should describe how previously homeless and at-risk families within this community will be chosen for enrollment. They should provide demographic data to show that there are sufficient numbers of eligible low- and very low-income families residing in the designated area. The application should include a credible plan for enrolling a sufficient number of these families in the project to warrant project investment. Applicants should also demonstrate that the services they intend to provide are responsive both to the assessed needs of the population to be served and the purposes of this announcement.

Project Strategy

Applicants should persuasively explain their project strategy—how it will achieve the homelessness prevention goals of this program with the community to be served. The distinctive features of the service approach to be demonstrated should be emphasized, rather than an exhaustive description of all the individual service activities to be undertaken. As an integral part of this discussion, they should define the meaning of success for their project and describe the conditions that they expect to see exist at the conclusion of the project period. Applicants should also identify and briefly describe the kinds of results they will be seeking and the key measures of performance and accomplishment that management will be using to monitor and manage the initiative to a successful conclusion, using time-based graphics if appropriate.

Project Services and Delivery Arrangements

Applicants should identify the different services they will offer to achieve project goals and should describe where and how they will be provided. They should also describe the role and contribution of project partners, such as referral sources and agencies with which services will be coordinated. Both on-budget and nocost partners should be identified and explained; the applicant should differentiate between those services to be provided with Federal funds and those [to be] committed to the project from other funding sources. Partnering applicants should furnish relevant