

TO: Somerville-Arlington CoC Lead Agency

FROM: Prospective Applicant

DATE:

RE:

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**CONCEPT PAPER**

**Category**

**Reallocation**            \_\_\_

**Bonus**                    \_\_\_

**Project Type**

**(allowable categories under Reallocation or Bonus)**

PSH – 100% chronic dedicated        \_\_\_

PSH – Dedicated PLUS`                \_\_\_

RRH                                        \_\_\_

TH/RRH                                    \_\_\_

HMIS (reallocation only)                \_\_\_

SSO-CE (reallocation only) – NA – already funded in the CoC

**Project Summary**

A few sentences:

- Type of project
- Number and target population to be served
- Any subpopulations If housing, details on type and where located
- Type of supportive services to be provided, if relevant
- Commitment to participate in Coordinated Entry and to be low barrier /Housing First (if PSH, RRH, or TH/RRH)

**Program Budget – 12 Months      **EXAMPLE****

**The main line items to be included: for example: Leasing, Rental Assistance, Operations, Supportive Services, Admin, Total**

<b>Leasing</b>	<b>\$100,000</b>
<b>Supportive Services</b>	<b>20,000</b>
<b>Sub-total</b>	<b>\$120,000</b>
<b>Admin @ 7%</b>	<b>8,400</b>
<b>Total Request</b>	<b>128,400</b>
<b>Match (25% of program budget)</b>	<b>\$32,100</b>

A few details on the budget:

Leasing or Rental Assistance:

Number of bedrooms, FMR, any subtotals if multiple bedroom sizes

2 (one bedrooms) x \$....

2 (two bedrooms x \$....

Supportive Services

What this would fund – ex. 0.35 FTE case management

Match

Source of match and what it would cover