

Healthy Homes and Lead Poisoning Prevention Grant
September 2011
Project Narrative and Work Plan

The project narrative and work plan describes your organization and what you intend to accomplish.

Organization's Legal Name:

Contact Name and Title:

Mailing Address:

Street Address (if different):

Phone:

Fax:

Email:

A. Background Information on Organization (10 points)

1. Briefly summarize your organization's history (3).
2. Briefly describe the administrative structure of your organization (1).
3. Briefly explain what current programs and services your organization provides (4).
4. Briefly explain current community relationships with elected officials, faith based organizations, voluntary and professional organizations, and local businesses (2).

B. General Information (10 points)

1. Describe the service(s) to be provided under the grant (4).
2. Describe sources of any other funding that is directed towards accomplishing the same or similar goals as specified in this RFP (3).
3. Affirm that no one under the age of 18 will perform any activities under this grant (1).
4. Describe the plans your organization will use to measure program effectiveness (2).

C. Experience with in-home visiting services or community outreach (20 points)

1. Describe what type of home services and community outreach your organization provides (6).
2. Describe any experience you have with educating and promoting healthy homes within your community (4).

3. Describe any experience you have working with fire departments or code officials within your community (3).
4. Describe any experience your organization has working on tobacco prevention activities within your community (3).
5. Demonstrate your organization's experience in working with low-income families (4).

D. Work Plan (60 points)

1. Identify the population(s) you intend to recruit (15).
2. Describe how you will recruit families within your community to participate in the healthy homes assessments (10).
3. Describe how you plan on recruiting licensed in-home child care providers to participate in the program (7).
4. Describe how you will educate families on how to make their home a safe, secure, and hazard free home (7).
5. Describe methods to get materials that are needed within homes (i.e. carbon monoxide detectors, etc.) and how are you planning on distributing them (6).
6. Describe strategies to follow up with families who have been identified as having a home health hazard or home health related condition (15).

E. Joint Application

If submitting a joint application, describe the organizations' relationships and how services are provided jointly. Be sure to designate a lead organization to serve as the fiscal and contractual agent.