

Tips for Preparing Narratives

All narratives will be scored on a points scale by the Scoring and Ranking Team (SRT). When drafting your narratives, we recommend following the guidance below to maximize your score.

- **Be sure that you are answering the specific question that was asked.** For instance, when asked about experience with a comparable program, the applicant should give concrete examples of similar work, with outcome data and other examples of program success and quality.
 - **Good example:** ABC Housing has provided Transitional Housing (TH) to adults experiencing homelessness for more than 20 years. We operate 6 TH programs that together serve 85 homeless adults at any point in time. By offering wraparound supportive services like employment and vocational services, substance use treatment, and life skills training, ABC's TH programs focus on ensuring that participants will be able to exit the program with the tools for long-term housing stability. Last year, 85% of TH participants exited to permanent housing.
 - **Weak example:** XYZ Housing has a long history of providing housing and services to people experiencing homelessness in Clark County. Our services are high-quality and focused on positive outcomes.
- **Support your claims with concrete examples.** The narrative should not just state back the information in the question. It should provide examples or other information that illuminates your claims. For instance, for a question about managing other federal grants:
 - **Good example:** Although ABC Housing does not currently have any CoC grants, they have successfully managed federal funding since 2019, when they were first awarded Emergency Solutions Grant (ESG) program funding for a Rapid Rehousing program. Our agency now has four federal grants that total \$2.1m in program funding. For each grant, we have successfully met key grant administration requirements, including expending 95-100% of grant funds each of the last three years, submitting all required reports on time, conducting monthly drawdowns of funds, and satisfying all other contract requirements. Our programs were monitored in 2022, with Program Quality deemed Satisfactory and Compliance Risk deemed Low.
 - **Weak example:** XYZ Housing currently receives four federal grants that total \$2.1m. We have never been audited by HUD.