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Process to request support for a NEW PROJECT

Please refer to this process when making presentation to Wayne County Housing coalition for all NEW Project applications. New Projects must be reviewed by the Coalition to obtain Letter of Support for Grant Applications or Requests for Proposals. Also, New Project presentations encourage open dialogue and community education regarding services available in Wayne County.

Steps to take when preparing a NEW Project presentation:

1. Contact Head of Service Evaluation and Development Committee to establish presentation date.
2. Prepare Power Point or Written Narrative for presentation.
3. Content of Presentation should include: Program Content/Purpose, numbers of potential clients served, need for project, location of project, how project will work with or inter-relate to existent services, and timeline for operation. Logic model for future applications is welcomed. (Evaluation Scoring Sheet will be made available before presentation to assist in making sure necessary information is included in the presentation.)
4. Present project at agreed upon Housing Coalition Meeting. Rating sheets will be completed by eligible voting members at the meeting.
5. Meet with Service Evaluation and Development Committee Chair(s) approximately one week after the presentation for review of results.
6. If Final Score meets passing criteria, a Letter of Support will be issued by the Housing Coalition Chair. If the Project meets midline score, a second presentation will be arranged. (Further support will be provided by the Service Evaluation and Development Committee at this time if requested.) If the project does not achieve a midline score and fails, then Project will not receive a Letter of Support or make a second presentation.
7. Please contact the Chair of Housing Coalition or Service Evaluation and Development Committee for any additional questions or support required.

Please Note - This evaluation process is specific to the Wayne County Housing Coalition and does not guarantee support or endorsement from any other organization or entity.