QUESTIONS FOR ALL APPLICATIONS (SFY 2016-2017 RFA)

Introduction (No Score)

1. What is your organization's primary mission statement?

2. Title of Project

3. Describe your project in one or two sentences. (50 words)

4. Provide a brief overview of your project. (300 words)

Population to be Served (No Score)

1. Define your community/service area. Is it a district within a city, a county, a group of counties or region, or the state as a whole? Be specific. Name the area or areas you consider to be your community. (200 words)

2. Geographical Area Served. Choose up to 5. (Codes from GIFTS.)

3. Identify any special populations you plan to target. Choose up to 3. (Codes from GIFTS.)

4. Does the program for which your organization is requesting funds have a waiting list? If so, how many unduplicated individuals are currently on the list? How long do they typically have to wait to receive services? Do you have a plan to address the waiting list?

Organization Strength

1. Refer to Page 4 of the Request for Applications. Describe how your organization's proposed project relates to the mission and long-term goal(s) of the corresponding program area. *(For example, hunger projects would focus on the mission and goals of the strategic plan that addresses food security.)*

2. What qualifies your organization to provide the proposed service?

3. Provide information about the key staff who will be involved in project leadership. Provide names, titles, a brief description of their duties, and the number of years each person has worked in this program area *(both inside and outside your organization)*. At minimum, include the Executive Director, the Program Manager and the Fiscal Officer.

4. Non-Profit Community Organizations – If yours is a non-profit community organization, provide information about your Board of Directors. How is board composition determined? How are members selected? How many members constitute a full board and how many vacancies do you have now? What kind of training (formal or informal) does your board receive and how often? Briefly describe the board's role in strategic planning, fundraising, and program oversight.

5. Other Organizations – If yours is not a non-profit community organization, describe how the oversight typically provided by a Board of Directors is handled.

6. Summarize your organization's strategic plan by answering the following questions. When and how was your plan completed? Has the overall mission/vision been revised since the plan was first completed? What timespan does it cover? What are the primary goals in the plan? How is progress toward goals tracked?

7. Define what sustainability means to your organization and describe how your organization addresses this.

8. Summarize your organization's plan for resource development. How will any additional resources that are received be used by the organization?

Outcomes

1. Provide at least two examples of the program outcomes your organization is currently measuring. Describe how progress is tracked.

2. How does your organization use outcome information to strengthen its programs?

3. What impact do your organization's services have on the quality of your client's lives?

4. Describe the long-term impact your organization's services have already had on the community or, if your organization is proposing to provide a new service, describe how the service is expected to impact the community. Describe how impact is (or will be) measured.

Service Delivery

1. How did your organization decide which services to list on the Service Matrix?

2. This question focuses on knowledge of available services (including those that your organization provides). Answer all of the following elements. (a) How does your organization educate its staff about other services that are available to clients? (b) How does your staff educate clients about other services that are available to them? (c) How does your staff educate other providers about your organization's services? (d) Summarize your organization's outreach plan. Include information about targeted outreach designed to draw in any special populations identified in the "Population to be Served" section of this application.

3. Complete the Service Matrix and submit it along with the other attachments required for this application.

Collaborative Partnerships

1. Name the organizations participating in the proposed collaborative partnership and summarize their roles.

2. Why was the lead organization selected to serve as the lead?

3. Identify the key management functions that will be provided by the lead organization. The response should include, but not be limited to, addressing how the lead organization will ensure that all partners are in compliance with DHHS grant requirements, that fiscal management practices are aligned with generally accepted accounting principles, and that data is tracked and reported in a consistent manner.

4. Describe how the funds requested in this proposal will be distributed through the lead organization to the partner organizations (e.g., subgrants, subcontracts). Indicate the amount of funds that will be apportioned to each partner and how each partner will use the funds.

5. The existence of a partnership assumes that participating organizations will work cooperatively and collaboratively. Describe how your process works. How will decisions be made and differences resolved? How will the partners work together to ensure that the project stays on track and that performance goals are met?

6. Remember to submit a Letter of Agreement and a draft Memorandum of Understanding if this proposal involves a collaborative partnership. If a final Memorandum of Understanding is available, this may be submitted in lieu of the letter and draft.

Reference Questionnaires

No questions on application for this element.

Management Checklist (No Score)

Confirm that your organization already follows each of the practices listed below, or will implement these practices by the start of the SFY16 grant year. Note that items will be verified during program or fiscal monitoring visits, which may include a random sampling of transactions. **(Yes/No)**

The organization has written personnel policies covering at a minimum: job descriptions, leave policies, recruitment and selection, evaluation, travel, salary ranges, fringe benefits, grievance procedures, disciplinary procedures, termination procedures, conflict of interest, sexual harassment, substance abuse, lobbying, confidentiality, and equal employment policies.

The organization has an accounting manual covering all of the following: separation of duties, accounts payable, accounts receivable, internal control, purchasing, check signing policies, payroll, cash receipts, procurements, property management, time sheets, travel, conflict of interest, nepotism.

Procedures are in place to minimize elapsed time between receipt and expenditure of funds and for determining allowability and allocability of costs.

Accounting records are supported by source documents.

Records are adequate to identify the source and use of funds.

The agency has a process for reconciling project expenses with revenues.

Fiscal and program records are retained for at least 4 years after the end of the grant period.

PROGRAM SPECIFIC QUESTIONS

HUNGER

Service Delivery

1. Describe the service delivery process that will be used to provide individuals/families with food. The description should include, but should not necessarily be limited to: Eligibility requirements and verification process (if any), intake process, amount of food provided per pantry visit, limits on how often individuals/families can access the pantry, type of food that will be available, and how the pantries participating in the project will create a supportive environment that minimizes the stigma associated with receiving food assistance. (300 word limit)

2. Describe the process for conducting screening, referral and follow-up in order to link people with the food programs and supportive services listed on Page 6 of the RFA. List any programs and services that people will be referred to beyond the required ones. Discuss the strategies that are being used or will be used to maximize the number of successful referrals that result in people receiving needed food assistance and supportive services. (300-word limit)

3. Hunger projects are required to all ages (birth to elder) are served. How will your partner organizations be structured to ensure that this requirement is met?

4. Describe how your partner organizations will track and report on basic client demographics. Note that you may be asked to report on all clients served; not just with funds awarded through this RFA.

5. Describe the strategies that will be used to provide the maximum amount of food possible in order to minimize the need for clients to utilize multiple pantries to meet their food needs, and also ensure that the food provided (a) meets generally accepted standards for quality; (b) contributes to a balanced, healthy diet; and (c) is actually food that clients wish to eat?

6. If you plan to add any new food access points during the two-year grant period, explain why a new site is needed in a particular area. Use verifiable data wherever possible, cite waitlists if applicable, and include a timeline for implementation.

Cost-Effectiveness and Leveraging of Funds

1. Describe how the program will make cost-effective purchases and distribute food that contributes to a balanced diet. If you currently have food purchasing agreements in place, summarize them (i.e., name of supplier, frequency of purchases, types of food purchased, and discounts).

2. What percentage of the funds requested will be spent on purchasing food? How was this percentage determined? (Note that the minimum requirement in the RFA is 50%.)

3. Describe the total amount of resources that each partner agency will contribute to the project from all funding sources including the funds requested in this proposal. Categorize the funding sources by type (e.g., federal, state, local and private), indicate the specific source (e.g., USDA Commodity Foods), and include the dollar amount. Describe any volunteer and in-kind services and estimate the dollar value.

4. Indicate whether any of the funds will be used as match for another funding source. If so, what is the dollar-for-dollar ratio of the match (e.g., 1:1, 2:1, etc.).

Outputs/Outcomes (No Score)

1. Provide the following projections. (a) The number of unduplicated people who will receive food assistance. (b) The number of unduplicated people who will be surveyed after services are rendered. (c) The number of people who will report that they did not need to skip meals in the month following the food assistance and supportive service referrals received from this project. (d) Use the projections in (b) and (c) to calculate the percent who report positively.

2. Provide the following projections. (a) The number of unduplicated people who will be referred to one or more federal food assistance programs. (b) The number successfully linked. (c) Calculate the percent successfully linked.

3. Provide the following data and projections. (a) The number of meals provided by all partner organizations during SFY14. (b) The number of meals projected to be provided by all partner organizations during SFY15. (c) Project the number of additional meals that will be provided during SFY16 by all partner organizations. (d) Use the projections in (b) and (c) to calculate the percentage increase in meals provided. [Note that the standard ratio for converting pounds of food into meals is 1.2 pounds equals one meal. If this conversion does not work for your organization for some reason, explain why and propose an alternative measurement.]

4. Provide the following data and projections. (a) The pounds of fresh produce provided by all partner organizations during SFY14. (b) The pounds of fresh produced projected to be provided by all partner organizations during SFY15. (c) Project the pounds of additional produce that will be provided during SFY16 by all partner organizations. (d) Use the projections in (b) and (c) to calculate the percentage increase in fresh produce provided.

<u>RESPITE</u>

Service Delivery

1. Provide the citation from federal, state or local law that your organization uses to determine disability. If no specific law is used, provide the disability criteria contained in your organizational policy. (Note that the DHHS-DO GMU may request copies of policies, client enrollment forms and other documents that support your response.)

2. Describe your organization's method of service delivery. If applicable, address the following – evidence-based or evidence-informed practices; national, state or local standards; staff or program certifications by an authoritative entity.

3. How does your organization approach individual care planning? As part of the response, address the following two components. (a) Explain how your program will actively include parents or primary caregivers in planning for the direct care of the individual. (b) Explain how person-centered practice fits into your approach. *(See Page 8 of the RFA for information about person-centered planning.)*

4. Describe the reassessment process for clients and how this helps your staff address the changing needs of these clients.

5. If respite is provided through vouchers, respond to the following questions. (a) How does your organization help clients identify an appropriate respite provider? (b) If an appropriate provider cannot readily be found, what procedures are in place to address this? (c) How does your organization ensure that quality care is provided to clients?

6. If center-based respite is provided, how does your organization ensure that staff and volunteers are prepared to provide quality care and respond safely in emergencies?

7. If the proposed project will provide respite care to children, respond to the following. Describe the strategies that your organization will utilize to (1) provide for public education/awareness of child abuse and neglect prevention and (2) incorporate the Protective Factors into the program and activities. *(See Page 15 of the RFA for information about the Protective Factors.)*

Cost Effectiveness and Leveraging of Funds

1. For voucher programs – Explain the voucher system. Include the value of the voucher available to each child or adult who needs care and/or to the family unit. Describe any limitations on the voucher (e.g., minimum or maximum number of hours available or required hourly wage). How was the value of the voucher determined?

2. For center-based programs – Explain the program structure as it relates to costs. Include the cost of each hour of care and the number of hours available to each child or adult who utilizes the center or, if applicable, the number of hours available to the family unit. How is the number of respite hours a client receives determined?

3. State the total funding requested through this proposal. Then list the total dollar amounts of any other funding sources that will contribute to the project. Categorize these funding sources by type (federal, state, local and private) and list the specific sources. Indicate whether any of these funds are dependent upon an award through this RFA. In other words, indicate whether this grant would be used as a match or a way to leverage other funds. If so, indicate the dollar-for-dollar ratio (e.g., 1:1, 2:1, etc.).

4. Describe any volunteer or in-kind services included in this project. Include the source and estimate the annual value of these services.

Outputs/Outcomes (No Score)

1. Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated individuals (children or adults) to be served.
   (b) The number of unduplicated families that will be served.
   (c) The number of immediate family members who will benefit from the respite care.
   (d) The number of families that will be assessed or surveyed before and again after services are rendered and when this will occur (e.g., at 3 months, 6 months, etc.).
   (e) The number of families assessed or surveyed who report a reduction in family stress levels as a result of your services.
   (f) Use the projections in (d) and (e) to calculate the percent of positive results.

2. Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of families that will be assessed or surveyed before and again after services are rendered and when this will occur (e.g., at 3 months, 6 months, etc.)
   (b) The number of these families who report that the services helped them avoid a crisis and maintain a stable household.
   (c) Use the projections in (a) and (b) to calculate the percent of positive results.

3. Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) Project the number of unduplicated families who will complete client satisfaction surveys and indicate when the survey will be conducted (e.g., at the time of service, 3 months after service, etc.).
   (b) Project the number of respondents who report that they are satisfied or very satisfied with services provided by this project.
   (c) Use the projections in (a) and (b) to calculate the percent of satisfied or very satisfied clients.

POSITIVE BEHAVIOR SUPPORT

Service Delivery

1. Provide the citation from federal, state or local law that your organization uses to determine disability. If no specific law is used, provide the disability criteria contained in your organizational policy. (Note that the DHHS-DO GMU may request copies of policies, client enrollment forms and other documents that support your response.)

2. Describe your method of service delivery. If applicable, address the following – evidence-based or evidence-informed practices; national, state or local standards; staff or program certifications by an authoritative entity.

3. Describe how you will provide PBS services in non-school settings.

4. If your organization will provide in-school services, what proportion of the funding will be used for this purpose?

5. Summarize your organization's success in providing PBS services in rural/frontier counties. What is your organization's plan to reach unserved rural/frontier counties in the next grant period?

6. How does your organization approach care planning? As part of the response, address the following two components. (a) Explain how your program includes parents or primary caregivers in the planning process. (b) Explain how person-centered planning fits into your approach. *(See Page 8 of the RFA for information about person-centered planning.)*

Cost Effectiveness and Leveraging of Funds

1. The following responses will be used to help determine the cost-effectiveness of your proposal. (a) Define a unit of service at is relates to your project (e.g., one hour of instruction). (b) For each year of the grant cycle (SFY16 and SFY17), project the number of units of service you will provide. (c) The number of unduplicated clients your project will serve. (d) The average number of units of service per client per year.

2. State the total funding requested through this proposal. Then list the total dollar amounts of any other funding sources that will contribute to the project. Categorize these funding sources by type (federal, state, local and private) and list the specific sources. Indicate whether any of these funds are dependent upon an award through this RFA. In other words, indicate whether this grant would be used as a match or a way to leverage other funds. If so, indicate the dollar-for-dollar ratio (e.g., 1:1, 2:1, etc.).

3. Describe any volunteer or in-kind services included in this project. Include the source and estimate the annual value of these services.

Outputs/Outcomes (No Score)

1. Required for Direct Service Programs – If your project consists of direct service to focus individuals, provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated focus individuals to be served.
   (b) The number of unduplicated focus individuals who will be assessed or surveyed before and again after services are rendered.
   (c) The number of these individuals who will show behavior improvement at program completion.
   (d) Use the preceding two projections to calculate the percent with positive results.
   (e) Provide information about your reporting intervals.

2. Required for Training Proposals – If your project consists of training caregivers or professionals who work with focus individuals, provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated people to be trained.
   (b) The number of unduplicated people who will be surveyed or assessed to determine the impact of the training on their personal or professional relationship with the focus individual.
   (c) The number of these people who will report positive outcomes.
   (c) Use the preceding two projections to calculate the percent of positive outcomes.

3. Required for all projects – Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) Project the number of individuals who will complete client satisfaction surveys and indicate when the survey will be conducted (e.g., at the time of service, 3 months after service, etc.
   (b) Project the number of respondents who report that they are satisfied or very satisfied with services provided by this project.
   (c) Use the projections in (a) and (b) to calculate the percent of satisfied or very satisfied clients.

4. Required for Direct Service Programs – Provide the following data and projections.
   (a) Provide the number of rural/frontier counties and the number of unduplicated focus individuals in those counties that your organization served in SFY14.
   (b) Provide the number of rural/frontier counties and the number of unduplicated focus individuals in those counties that your organization projects it will serve in SFY16 and in SFY17. (Provide separate projections for each year of the grant period.)
   (c) Use the numbers in (a) and (c) to project the percent increase in the number of rural/frontier counties to be served and the number of unduplicated focus individuals in those counties. (Provide separate projections for each year of the grant period.)

INDEPENDENT LIVING

Service Delivery

1. Provide the citation from federal, state or local law that your organization uses to determine disability. If no specific law is used, provide the disability criteria contained in your organizational policy. (Note that the DHHS-DO GMU may request copies of policies, client enrollment forms and other documents that support your response.)

2. Describe the proposed program by responding to the following questions.
   (a) How do clients typically find your program (e.g., formal or informal referrals, walk-ins)?
   (b) How do you assess whether an individual (or family) is eligible for the program?
   (c) How are services delivered to eligible individuals (or families)?
   (d) Identify any evidence-based or evidence-informed practices the program utilizes.

3. Identify any national, state or local standards the program follows, and any certifications the program or its staff has received from an authoritative entity.

4. When you assess or survey clients regarding the positive impact the program has had on their lives, what questions do you ask? How long after services are provided do you conduct the follow-up assessments or surveys, and how are the contacts made (e.g., mail, telephone, in person)?

Cost Effectiveness and Leveraging of Funds

1. The following responses will be used to help determine the cost-effectiveness of your proposal. (a) Define a unit of service at is relates to your project (e.g., one ride, one hour of instruction). (b) For each year of the grant cycle (SFY16 and SFY17), project the number of units of service you will provide. (c) The number of unduplicated clients your project will serve. (d) The average number of units of service per client per year.

2. State the total funding requested through this proposal. Then list the total dollar amounts of any other funding sources that will contribute to the project. Categorize these funding sources by type (federal, state, local and private) and list the specific sources. Indicate whether any of these funds are dependent upon an award through this RFA. In other words, indicate whether this grant would be used as a match or a way to leverage other funds. If so, indicate the dollar-for-dollar ratio (e.g., 1:1, 2:1, etc.).

3. Describe any volunteer or in-kind services included in this project. Include the source and estimate the annual value of these services.

4. If your proposal is for adaptive resources, describe your policy for reuse or recycling of equipment.

Outputs/Outcomes (No Score)

1. Required for All – Provide the following projections for each year of the grant period (SFY16 and SFY17). Note that transitional housing programs should measure self-sufficiency in terms of long-term placement.
   (a) The number of unduplicated people to be served.
   (b) The number of unduplicated people who will be assessed or surveyed before and again after services are rendered (e.g., at 3 months, 6 months etc.).
   (c) The number of people assessed or surveyed whose self-sufficiency has increased as a result of your services.
   (d) Use the preceding two projections to calculate the percent with positive results.

2. Required for All -- Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) Project the number of unduplicated people who will complete client satisfaction surveys and indicate when the survey will be conducted (e.g., at the time of service, 3 months after service, etc.
   (b) Project the number of respondents who report that they are satisfied or very satisfied with services provided by this project.
   (c) Use the projections in (a) and (b) to calculate the percent of satisfied or very satisfied clients.

3. Required for Adaptive Resources – Based on your projections in Output/Outcome 1, project the number of clients who will continue resource utilization at 3 and 6 months.

4. Required for Transitional Housing Proposals – Project the decrease in wait time for housing and describe the tools you will use to measure this.

5. Required for Vocational/Rehabilitation Proposals under Life Skills – Based on your projections in Output/Outcome 1, project the number of clients who will maintain competitive employment at 3 and 6 months following program completion.

6. Optional for Transportation and Life Skill (non-Voc Rehab) Applicants – Propose another outcome that measures the benefit of this service to the individual.

<u>**PREVENTION OF CHILD ABUSE/NEGLECT**</u>

Service Delivery

1. Describe the need for the proposed service. Explain the issue and why funding is necessary to address it. Use verifiable data wherever possible, cite waitlists if applicable and link the problem to the solution.

2. If there are other providers of this service in your community, list them and describe the need for multiple providers. Cite specific needs and assessments where available.

3. For Parent Training Proposals – Describe your method of service delivery and the parent training program/curriculum that will be used. Include citations (preferably an online link) for the evidence-based/evidence-informed program that you have chosen.

4. For Crisis Intervention Proposals – Describe your method of service delivery, including how the services respond to a critical need related to tertiary prevention of child abuse and neglect. Include any citations (preferably an online link) for evidence-based/evidence-informed practices.

5. For Child Self-Protection Proposals – Describe your method of service delivery and the skill-based curriculum that will be used. Include any citations (preferably an online link) for evidence-based/evidence-informed curriculum.

6. Describe the strategies that your organization will utilize to incorporate the Protective Factors into the program and activities.

7. Discuss how your relationships with other community organizations help you to provide optimum service to clients. Name the key organizations you work with and describe the relationships (e.g., networking, formal or informal partnerships, shared resources, integrated procedures, mutual referrals).

8. If your organization will subaward any portion of the funds to a third party to provide services, answer the following questions. (a) How will this arrangement add value to the project? (b) How will funds be subawarded (e.g., subgrant, subcontract, competitive mini-grants)? (c) How will your organization ensure that subawardees comply with all laws, regulations, GIRS, etc. *(Attach agreement with subawardee.)*

Cost Effectiveness and Leveraging of Funds

1. The following responses will be used to help determine the cost-effectiveness of your proposal. (a) Define a unit of service at is relates to your project (e.g., one ride, one hour of instruction). (b) For each year of the grant cycle (SFY16 and SFY17), project the number of units of service you will provide. (c) The number of unduplicated clients your project will serve. (d) The average number of units of service per client per year.

2. State the total funding requested through this application. Then list the total dollar amounts of any other funding sources that will contribute to the project. Categorize these funding sources by type (federal, state, local and private) and list the specific sources. Indicate whether any of these funds are dependent upon an award through this RFA. In other words, indicate whether this grant would

be used as a match or a way to leverage other funds. If so, indicate the dollar-for-dollar ratio (e.g., 1:1, 2:1, etc.).

3. Describe any volunteer or in-kind services included in this project. Include the source and estimate the annual value of these services.

Outputs/Outcomes

1. Required for Parent Training Proposals – Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated parents to be trained.
   (b) The number of unduplicated parents who will be surveyed before and again after training is provided. Describe how you will track and measure this outcome (e.g., pre/post surveys or retrospective surveys).
   (c) The number of those surveyed who report a change in their perception of their child(ren)'s behavior and their perception of their competency in parenting.
   (d) Use the projections in (b) and (c) to calculate the percent of positive results.

2. Required for Parent Training Proposals – Describe how you will collect and report information on the level of satisfaction among the parents who receive your training. Include projections for the following.
   (a) The number of parents to be surveyed or otherwise assessed.
   (b) The number who report that they are satisfied or very satisfied.
   (c) Use these projections to calculate the percent of positive results.

3. Required for Crisis Intervention Proposals – Project the unduplicated number of families to be served in each year of the grant period (SFY16 and SFY17) and write an outcome that measures a benefit of the crisis intervention (e.g., improved well-being of the child, improved family functioning). Describe how you will track and measure this outcome (e.g., pre/post surveys or retrospective surveys).

4. Required for Crisis Intervention Proposals – Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated families to be served.
   (b) The number of unduplicated children who will be assessed to evaluate the level of long-term support and stabilization resulting from your services.
   (c) The number of those assessed with a positive result.
   (d) Use the projections in (b) and (c) to calculate the percent of positive results.

5. Required for Child Self-Protection Proposals – Provide the following projections for each year of the grant period (SFY16 and SFY17).
   (a) The number of unduplicated children projected to be trained.
   (b) A description of how you will document an increase in the knowledge and acquired skills of the children trained.
   (c) The projected number of children trained who will demonstrate an increase in knowledge and skills.
   (d) Use your projections in (a) and (c) to calculate the percent of positive results.

6. Required for All Three Program Areas – Write an outcome that measures an actual benefit of your program.