PROPOSAL CONTENT A – TECHNICAL NARRATIVE FORM

A. DEMONSTRATION OF NEED   **Total = 13 Points**

Proposal describes need to be addressed and relates it to no more than two Consolidated Community Funding Pool (CCFP) funding categories on pages 4-5, Proposal Guidelines.

1. Describe the program and services that the proposal will address including a clear description of the need. Demonstrate the size and scope of the need in Fairfax County and or targeted geographic area to be served. Identify the population and neighborhoods to be served and include current local statistical data (demonstrated within the past 3 years) or other objective evidence of the need. If no sources are identified, list the reason why. (6 points)

2. Provide specific information that justifies the need for the proposed program for the identified neighborhoods, populations and/or targeted geographic area to be served. Include relevant and current information about the gaps in existing services. Include any research or evaluation studies that relate to the problem and contribute to the Applicant's understanding of its cause and potential solutions. (7 points)

B. OUTCOMES   **Total = 23 Points**

Proposal describes how program outcomes contribute to each selected CCFP Category. The proposal explains how the selected standardized outcome(s) will be achieved. Proposal clearly identifies and describes one or more underlined measurable program outcomes that are logically related to the identified need and program approach. The proposal demonstrates that there is a contributing relationship between each outcome and the program approach; and that each outcome will have a significant impact on the population and/or the targeted geographic area(s).

1. Explain how the program plans to achieve the selected standardized outcome. If a standardized outcome was not selected, explain why none of the standardized outcomes align with the proposed program model and describe the proposed measurable agency developed outcome to be used. (7 points)

2. Describe how the outcome(s) will address the needs identified in the selected category(ies) and how each outcome will have an impact on the population and/or community served. (6 points)

3. Provide supporting information demonstrating that the outcomes are realistic and achievable within the identified timeframes. (5 points)

4. Describe how each outcome will be objectively measured and the plan for outcome measurement implementation. Indicate how the data will be collected and maintained; including information on assessment tools and/or data collection software to be used. (5 points)

C. APPROACH	**Total = 18 Points**

Proposal describes the strategies that will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

1. Describe how each of the program services/activities will be organized, implemented and completed to achieve the goals and projected outcome(s). Identify any major changes/challenges in the program that may affect the timeframe for service delivery. (5 points)

2. Identify any anticipated barriers to client access to the services and describe how the program will address these barriers. Examples include but is not limited to example, transportation, childcare, language/culture, client fees, etc. (3 points)

3. Describe in detail how clients with mental, physical or sensory disabilities will be accommodated to access program services and how the organization complies with the accommodations required in the Americans with Disabilities Act (ADA). (4 points)

4. For programs awarded a CCFP contract in previous funding cycles, describe how the program implemented its design to achieve service and outcome goals and explain how the approach contributed to the success of the program. Describe past performance of the program including successes, failure and any lessons learned. (4 points)

OR

If the proposed program is new to the Funding Pool or a startup program, submit a program timeline that displays major tasks, assigned responsibility for each and outlines the completion of each task by month or quarter during the contract period, using "Year 1", "Month 1", "Quarter 1", etc. (not calendar dates). Include any staff positions that will need to be filled after contract award and the projected hiring date. Examples of timelines can be found in the Resource Manual, page 44.   If the organization has provided a similar program in the past, describe that program's the level of success and include relevant statistical data that supports successful performance. (4 points)

5. Describe how other community groups/resources will be used to maximize service delivery and minimize duplication. (2 points)

D. ORGANIZATIONAL CAPACITY   **Total = 20 Points**

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the program. Two or more organizations may choose to submit a collaborative proposal.

1. Describe the program's organizational structure and operational management. The description should include management/staffing plans connected to the program design and the roles/responsibilities of key program staff. Key program staff may be paid or unpaid employees, consultants, contractors or volunteers. Roles and responsibilities must clearly connect to the program design. Include organizational and/or program staff experience supporting successful program management. Organizations new to the CCFP should include organizational and/or program staff experience effectively implementing or sustaining programs of similar design. (10 points)

2. Describe the work to be performed by professional and non-professional volunteers. The description should include the estimated number of professional and non-professional volunteers and the anticipated number of hours they will work each year. If no volunteers are utilized, explain why. (5 points)

3. Describe the organization's financial/accounting framework. Explain how CCFP funds will be tracked separately from other funding streams. (5 points)

E. Equitable Practices   **Total = 6 Points**

One Fairfax is a joint racial and social equity policy of the Fairfax County Board of Supervisors and School Board adopted in November 2017. It commits the county and schools to intentionally consider equity when making policies or delivering programs and services and is a declaration that all residents deserve an equitable opportunity to succeed-regardless of their race, color, sex, nationality, sexual orientation, religion, disability, income or where they live.

Racial equity means closing the gaps so that race does not predict one's success, while also improving outcomes for all. To do so we have to target strategies to focus improvements for those worse off and move beyond services and focus on changing policies, institutions and structures.

Fairfax County's challenges cannot be solved by county government alone. The creativity, diversity and energy of our residents, businesses and community organizations will need to be harnessed to create a more equitable Fairfax County.

Watch the video Becoming One Fairfax – An Introduction to Key Concepts and review the One Fairfax Policy before answering the following questions

1. Identify which One Fairfax Policy Areas of Focus to Promote Equity are related to the proposed services and describe how they are aligned. (2 points)

2. Describe how the proposed program utilizes data and geospatial resources (GIS Mapping) to deepen understanding of the inequities in the county and specifically in the area to be served? Describe how this information influences the program described in the proposal? (2 points)

3. Describe how the perspectives of clients/households (or impacted groups) have been included in the program design and delivery? (2 points)

PROPOSAL CONTENT B - TECHNICAL NARRATIVE FORM

A. DEMONSTRATION OF NEED   **Total = 13 Points**

Proposal describes need to be addressed and relates it to no more than two Consolidated Community Funding Pool (CCFP) funding categories on pages 4-5, Proposal Guidelines.

1. Describe the need, for the proposed program as it relates to the chosen category and include current local statistical data (demonstrated within the past 3 years) or other objective evidence of the need. (7 points)

2. Provide specific information for the identified populations, neighborhoods and/or targeted geographic area to be served. Include relevant and current information about the population to be served. Demographic information can be found at http://www.fairfaxcounty.gov/topics/maps-data and http://huduser.org. (6 points)

B. OUTCOMES   **Total = 23 Points**

Proposal clearly identifies and describes one or more <u>measurable</u> program outcomes that are logically related to the identified need and program approach. The proposal demonstrates that there is a contributing relationship between each outcome and the program approach; and that each outcome will have a significant impact on the population and/or the community affected by the identified need.

1. Explain how the program plans to achieve the selected standardized outcome. If a standardized outcome was not selected explain why none of the standardized outcomes do not align with the organization's program model and describe the proposed measurable agency developed outcome to be used. (10 points)

2. Describe how the standardized and/or agency developed outcomes will address the identified needs in the selected category. (8 points)

3. Describe how outcome data will be measured, collected and maintained. (5 points)

C. APPROACH   **Total = 18 Points**

Proposal describes the strategies that will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

1. Describe specific plans to implement the services to achieve the goals and projected outcomes, to include how other community groups/resources will be used to maximize service delivery and minimize duplication. (7 points)

2. Identify any anticipated barriers to client access to the services and describe how the program will address these barriers. Examples include but is not limited to transportation, language/culture, client fees, etc. (3 points)

3. Describe in detail how clients with mental, physical or sensory disabilities will be accommodated to access program services and how the organization complies with the accommodations required in the Americans with Disabilities Act (ADA). (4 points)

4. For programs awarded a CCFP contract in previous funding cycles, the proposal describes how the program was successful in implementing its design and provides details of past performance including successes, failures any lessons learned. (4 points)

OR

If the proposed program is new to the Funding Pool or a startup program, the proposal includes a program timeline that displays major tasks, assigned responsibility for each and outlines the completion of each task by month or quarter during the contract period using "Year 1", "Month 1", "Quarter 1", etc. (not calendar dates). (4 points)

D. ORGANIZATIONAL CAPACITY	Total = 20 Points

The proposal demonstrates the applicant's organizational skills, experience and resources necessary to implement and manage the program. Two or more organizations may choose to submit a collaborative proposal.

1. Describe the program's organizational structure and operational management of the program. The description should include management/staffing patterns connected to the program design and the roles/responsibilities of key program staff. Key program staff may either be paid or unpaid employees, consultants, contractors or volunteers. Roles and responsibilities must clearly connect to the program design. Organizations new to the CCFP, should include organizational and/or program staff experience effectively implementing or sustaining programs of similar design. (10 points)

2. Describe the work to be performed by professional and non-professional volunteers. The description should include the estimated number of professional and non-professional volunteers and the anticipated number of hours they will work each year. If no volunteers are utilized, explain why. (5 points)

3. Describe the organization's financial/accounting framework. Explain how CCFP funds will be tracked separately from other funding streams. (5 points)

Watch the video Becoming One Fairfax – An Introduction to Key Concepts and review the One Fairfax Policy before answering the following questions

1. Identify which "One Fairfax Policy Areas of Focus to Promote Equity" are related to the proposed services and describe how they are aligned. (2 points)

2. Describe how the proposed program utilizes data and geospatial resources (GIS Mapping) to deepen understanding of the inequities in the county and specifically in the area you serve? Describe how this information influence the program described in the proposal? (2 points)

3. Describe how the perspectives of clients/households (or impacted groups) have been included in program design and delivery? (2 points)