OCFS GRANT RFP# **2018-04**

**Public Private Partnership**

WORK PLAN TEMPLATE

The applicant may use this template to prepare responses to the questions you find in the Request for Proposals (RFP). Once you have completed the answers here, copy/paste them to the “**Program Specific Questions**” section of your online application in the NYS Grants Gateway. This template document **will not** be submitted in the Grants Gateway with your application. While entering your responses into the Grants Gateway, it is highly recommended you save the page frequently to avoid the potential loss of work due to a system timeout.

The Work Plan consists of the following sections:

**A. Community**

**B. Target Population(s)**

**C. Objectives, Tasks and Performance Measures**

**D. Proposed Project Description**

**E. Project Staff**

**F. Organization**

Please note: The **Administrative Questions** and **Budget Questions** are not included in this Work Plan Template. All sections of your online application marked as required must still be completed as a part of your application submission. Please see the RFP document for additional information.

The proposal will consist of responses to the following questions in the Grants Gateway. These will be found in the “**Program Specific Questions**” section of the online application.

Responses to individual questions may not exceed the 4000-character limit. If any responses to individual questions in the Grants Gateway exceed the 4000-character limit, please enter "See Attached Upload" in the text field for the response to that question, attach, and upload your complete and clearly labeled response to the corresponding question in the “**Program Specific Questions**” Section of your application. Uploaded responses must contain only the response for that specific individual question.

1. **Community**

* The applicant demonstrates strong community linkages and referral sources that are reliable and valuable.
* The proposal should document the commitment from required partners (for example, local social services department, school, etc.).
* The proposal describes commitments, restrictions, guidelines and role of private funding partner(s). Where applicable, SSD Attestation form demonstrates an alignment with social service district strategies.
* The proposal should demonstrate an understanding of racial equity/disproportionality issues and approaches for addressing, when applicable other indicators of need for services in this community.
* The proposal should demonstrate a clear understanding of community characteristics.
* The proposal clearly defines the number of persons to be served and is justifiable based on community demographics and resources.

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| A1 | Demonstrate strong community linkages and referral sources that are reliable and valuable. Document commitment from required partners (for example, local social service district, school, etc.) |
| A2 | Describe commitments, restrictions, guidelines and role of private funding partner(s). Where applicable, provide an SSD Attestation form that demonstrates an alignment with social service district strategies. |
| A3 | Demonstrate an understanding of racial equity/disproportionality issues and approaches for addressing, when applicable and other indicators of need for services in this community. Provide a clear understanding of community characteristics. The number of persons to be served should be clear and justifiable based on community demographics and resources. |

**B. Target Population(s)**

* The proposal clearly describes each geographic region to be served ncluding geographic boundaries.
* The proposal should demonstrate how the services are strategically located to promote access in high need areas.
* The proposal should present a clear understanding of the needs and/or problems of the target population that the program seeks to address.
* The proposal should include a description of the target population to be served, including its characteristics, strengths and needs.
* The proposal should include a justification as to why the client group is targeted to receive services.
* The proposal should describe the number of persons to be served and how the proposer arrived at that number.

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| B1 | Clearly describe each geographic region to be served, including geographic boundaries. Services should be strategically located to promote access in high need areas. | 5 |
| B2 | Present a clear understanding of the needs and/or problems of the target population that the program seeks to address. | 5 |
| B3 | Provide a description of the target population to be served, including its characteristics, strengths and needs. | 5 |
| B4 | Provide a justification as to why the client group is targeted to receive services. Describe the number of persons to be served and how the proposer arrived at that number. | 5 |

**C. Objectives, Tasks and Performance Measures**

* This section should include specific outreach and engagement strategies that will be used to achieve the performance targets (see **Section 4.0 Program Requirements** from this RFP). Performance targets are measurable, meaningful, realistic, ambitious and achievable given resources available.
* The proposal should demonstrate progress in program implementation and impact on the target population by using relevant outcomes and performance measures.
* The proposal should demonstrate that the verification methods are realistic, reliable and minimally include pre- and post-intervention measures using research-based evaluation tools as applicable.

*The Performance Measures as stated herein are for evaluation purposes only. OCFS may add more Performance Measures prior to program implementation to further refine performance objectives of successful programs.*

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| C1 | Propose specific outreach and engagement strategies that will be used to achiever the performance targets outlined in section 4.0 Program Requirements, that are measurable, meaningful, realistic, ambitious and achievable given resources available. | 5 |
| C2. | Propose relevant outcomes and performance measures that will demonstrate progress in program implementation and impact on the target population. Explain how verification methods are realistic and reliable and minimally include pre-and post-intervention measures using research-based evaluation tools as applicable. | 5 |

**D. Proposed Project Description**

##### The program should be consistent with one of the eligible programs outlined in Section 4.0 Program Requirements.

##### The proposal should demonstrate that there is a clear/comprehensive program description, addressing all recommended/required elements; and verification that the program is evidence based or evidence informed.

##### The proposal’s plan should be realistic and demonstrate how it will be implemented in a timely manner. If this is a new program, the proposal demonstrates that there will be minimal start-up time.

##### The proposal should clearly explain program status and if not a new program, should provide documentation demonstrating that the program has had positive impacts on its target population.

##### The proposal’s plan should include outreach and intervention strategies and demonstrate how these strategies will attract, engage and retain the target population.

##### The proposal should describe how the services are responsive to the cultural and linguistic needs of the community served.

##### The proposal should reflect stakeholder input and community need.

##### The proposal should demonstrate evidence of strongcommunitysupport and a plan for sustainability*.*

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| D1 | Describe how the proposed program is consistent with one of the eligible programs outlined in **Section 4.0 Program Requirements**. Provide a clear/comprehensive program description, addressing all recommended/required elements and verification that the program is evidence-based or evidence-informed. | 10 |
| D2 | Describe how the plan is realistic and will be implemented in a timely manner. If this is a new program, explain how there will be minimal start-up time. Clearly describe the program status and if not a new program, provide documentation that the program has had positive impacts on its target population. | 5 |
| D3 | Explain how the plan includes outreach and intervention strategies and demonstrate how these strategies will attract, engage and retain the target population. Describe how services are responsive to the cultural and linguistic needs of the community served. | 5 |
| D4 | Explain how the program reflects stakeholder input and community need. Demonstrate there is evidence of strong community support and a plan for on-going funding. | 5 |

**E. Project Staff**

##### The proposal should describe staff qualifications, staffing patterns and responsibilities, training and supervision should be clearly described and should demonstrate the capacity to implement and operate the program successfully.

##### The proposal should identify the key staff responsible for the development and implementation of the program.

##### The proposal should identify staff already hired and should identify positions which require hiring. The proposal should provide an explanation asto the percentage of time that each position is fully allocated to the project.

##### The proposal should demonstrate how staffing is representative of the language(s) and culture(s) of the community to be served. There should be realistic activities included in the proposal to instill cultural responsiveness.

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| E1 | Provide staff qualifications, staffing patterns and responsibilities, training and supervision and clearly describe and demonstrate the capacity to implement and operate the program successfully. | 2 |
| E2 | Describe key staff responsible for the development and implementation of the program are identified. | 1 |
| E3 | Identify staff already hired and positions which require hiring. Provide an explanation as to the percentage of time that each position is fully allocated to the project. | 1 |
| E4 | Demonstrate how staff is representative of the language(s) and culture(s) of the community to be served. There should be realistic activities to instill cultural responsiveness. | 1 |

**F. Organization**

##### Proposal should demonstrate that it can attract and retain qualified staff that represents the culture and language of the community served.

##### Proposer should describe its experience garnering support of the community and prior successful experiences with target population.

##### Proposer should demonstrate that it has the resources, experience and capacity to achieve intended outcomes.

##### The proposal should describe how the Proposer’s Management and Board will contribute in a meaningful way to the success and sustainability of the program.

##### If an OCFS grant recipient in the last five years, the proposal should demonstrate positive contracting management experience and impact on client outcomes.

##### The proposal must include a current organization chart that depicts the entire organization structure and indicates where the organization head or the chief administrative officer and the contract developers, contract signatories and claim signatories appear in relation to the board of directors and the organization as a whole.

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| F1 | Explain how your proposal demonstrates that it can attract and retain qualified staff that represents the culture and language of the community served. | 1 |
| F2 | Describe your experience in garnering support of the community and prior successful experiences with target population. | 2 |
| F3 | Demonstrate that you have the resources, experience and capacity to achieve intended outcomes. | 1 |
| F4 | Explain how your organization’s management and board will contribute in a meaningful way to the success and sustainability of the program. | 1 |
| F5 | If an OCFS grant recipient in the last five years, describe how your organization has had a positive contracting experience and impact on client outcomes. If the organization was not an OCFS grant recipient, describe how your organization has had a positive contracting experience with the organizations it serves and impact on client outcomes. | 5 |
| F6 | Upload a current organization chart that depicts the entire organization structure and indicates where the organization head or the chief administrative officer and the contract developers, contract signatories and claim signatories appear in relation to the board of directors and the organization as a whole. | Not Scored |