



Department of Health and Social Services
Finance and Management Services
Grants and Contracts Support Team
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Amendment #1
Request for Proposals
Community Initiatives Matching Grants FY17-19

Amendment Issue Date: March 02, 2016

This amendment has two parts.

Part One notes the replacement of the solicitation's attached CIMG Performance Measures Menu in Excel with a pdf. There is no change to the content.

Part Two, below, provides questions addressed during the pre-proposal teleconference of March first.

Question: The performance measures seem geared toward the homeless. Does the program support services to those who might not be considered homeless although they are without a permanent place to stay?

Answer: The list of preferred services does include services for homeless outreach, identifying those without a residence.

Question: What is the goal for projects providing outreach to the homeless? Is that to determine status? Match them with existing resources and services?

Answer: It does depend on the nature of the project, though the activities mentioned do provide basic essential services and, therefore, certainly seem appropriate for the CIMG program.

Question: Can you give us an example of a completed logic model?

Answer: Yes, an example of a completed logic model will be published with the teleconference questions and answers. [See page 3.]

Question: Do we use the project logic model on the Website with the solicitation?

Answer: Yes, the logic model instructions and form are provided as a single attachment to the solicitation. (see Section 4.04).4i The first page is information and the second page provides the template. Applicants will download, complete, and upload the project logic model as part of the application/proposal process.

Question: Solicitation indicates an applicant can propose more than one project in a single service area. If an agency submits more than one project proposal, it is possible to designate its highest-priority project?

Answer: Yes, if more than one proposal is submitted the applicant can indicate which is the highest priority of the services proposed.

Some current CIMG awards do cover more than a single specific service – an example is soup kitchen and distribution center for weather-suitable gear. A single project proposal might have more than one component if services are complementary and the project award amount (not greater than \$50,000) supports both components under a single project. Unlinked projects are perhaps best addressed in separate project proposals.

Question: Do you anticipate a shortage of applicants?

Answer: This is a competitive solicitation and we anticipate a high level of competition for funds.

Question: Are services to those in need but not homeless eligible under the program?

Answer: Basic essential human services are solicited to provide services to vulnerable Alaskans. Not all personas in need are homeless, and services are geared toward preventing physical hardship and death among vulnerable Alaskans.

Question: Services can be proposed to help anyone in a vulnerable population in need?

Answer: Yes, presuming the targeted population is vulnerable and in need of basic essential human services. CIMG covers a broad array of services. Not intending to diminish enthusiasm for CIMG projects, see Section 3.07, regarding the State’s responsibility in making awards which avoid duplication of services.

Question: Under the new procurement, what has changed from the previous procurement other than the fiscal uncertainties?

Answer: The program is essentially the same, although in FY17, grantees will report performance measures more than once per year. GEMS may be new to some applicants. The budget situation may be different as we have previously awarded budgets as proposed which may not be possible for FY17.

Question: Does a proposal require letters of support?

Answer: Section 2.04 addresses community and other agency support. Applicants are asked to provide narrative about types and levels of support for the proposed project and can provide letters of support in addition to, or in lieu of, formal interagency agreements.

CIMG FY17-19 LOGIC MODEL

Complete the attached worksheet for the proposed project. Reporting will be based on activities and outputs. Upload your completed work as a Word document.

Goal(s) as identified in the project proposal - the ultimate impact(s) your project expects to make.

Resources are the assets available to the project. Identify agency staff and volunteers, clients to be served, facilities, and general funding sources. For example: project director, kitchen staff, homeless find volunteers, 40-bed emergency shelter, federal and state grants, revenue sharing and community donations. Note: The field will expand to accommodate text entered.

In the logic model table, provide the project proposal’s summary detail for the following items. The 3-columned row will deepen as information is added, and hard returns can be used to separate items within each column.

Activities are the actions and/or events undertaken to provide services using the available resources. List the primary project activities. Examples: prepare and serve hot dinner for homeless; provide 2 hour community clinics; distribute weather-suitable outer wear.

Outputs identify quantifiable aspects of project activities, including types of participants served, the duration of events, and all products generated by project activities. Projected numbers are not necessary. Examples include: number of meals served; hours of advocacy provided; number of food boxes shipped to villages; number of bed nights provided.

Outcomes are the changes in *behaviors, beliefs, attitudes, or knowledge* the project will produce at the individual, organizational, and/or community levels. Anticipated outcomes appropriate to the project will be categorized as short, intermediate, or long term. Outcome statements will include the following three components:

Desired Effect	In What	For Whom
Increase	Condition	Project Participant
Decrease	Attitude	Client
Maintain	Perception	Individual
Improve	Knowledge	Family
Reduce	Skill	Neighborhood
Expand	Behavior	Organization
etc.	etc.	Community

Examples: increase accessibility to basic nutritional foods; increase knowledge of and accessibility to array of resources available to victims of domestic violence; heighten community responsiveness to those in need.

State of Alaska DHSS/FMS Community Initiative Matching Grants
SAMPLE Project Logic Model, FY17-19

Applicant Agency:	Essential Human Services Provider, Inc.
Proposed Project Name:	EHSP Day Shelter

Agency resources to be utilized by the project:

Staff - 0.15 FTE Director, 0.5 FTE program staff; food preparation and service volunteers; **Clients** -eligible participants; **facility** space including shower and laundry facilities under MOA with local church; **funding** from DHSS, DPS, the Borough, Pick Click Give, and local cash contributions

Project goal statement(s) from Section 4.04, 1.00

The project goal is to provide safe daytime shelter, meals, personal hygiene items, and restroom & laundry facilities for Our Town’s homeless and hungry adults.

Activities	Outputs	Outcomes
Complete intake interview and needs assessment for those requesting services Make referrals to appropriate resources as identified, in part, with United Way 211 Develop, distribute, and gather client satisfaction survey Maintain clean, safe facilities Provide access to restrooms and shower facility with hygiene supplies as needed, Purchase and prepare food Serve hot meals, dispense sack lunches Provide a monitored space with reading materials and a minimum of one computer accessible to clients Speak to civic organizations and public groups to heighten awareness of local homelessness and need in our community Work with local media outlets to create and publish/air Public Service Announcements Keep Web page and Facebook current	# completed intake/assessments # of referrals to other resources # of hot meals served # of sack lunches distributed # of hygiene kits distributed # of pairs of socks & gloves distributed # of hours shelter is in use by one or more clients # of completed loads of laundry # of surveys returned and percentage reporting satisfaction # of community appearances made to heighten awareness of homelessness and need in Our Town # of PSAs developed with local media outlets # of PSAs in circulation	<p>SHORT TERM: Reduce the number of homeless escorted from public buildings and businesses during the day. Increase the accessibility of meals and resource referrals for Our Town’s homeless.</p> <p>INTERMEDIATE: Increase public awareness of the presence and needs of Our Town’s less fortunate. Reduce the day-in-day-out basic needs of Our Town’s homeless. Maintain the dignity of those in need by providing opportunity for clean clothes, facilities for maintenance of personal hygiene.</p> <p>LONG TERM: Maintain availability of day shelter, meals, & resource referrals for Our Town’s homeless. Increase community participation in addressing issues confronting those less fortunate. Mitigate the effects of chronic conditions by making referrals to appropriate providers.</p>

