The goal of the Alexandria Fund for Human Services (AFHS) is to support human service programs vital to meeting the needs of the Alexandria community with broadly defined service priorities for young children, youth, families, immigrants, seniors, persons with disabilities, and individuals with low incomes. The Fund priorities help to ensure that the City’s most vulnerable residents will be served.

The Alexandria City Council appropriates funds for AFHS through its annual budget process. The City will appoint review panels to evaluate proposals and make funding selections. The FY 2018 appropriation for the AFHS is $1,996,430.

This proposal process will award funding for three years, for the period July 1, 2018 – June 30, 2021. Organizations may submit joint proposals with other organizations. Potential grantees must submit proposals using the Alexandria Fund for Human Services Online Application, found at the following link: https://survey.alexandriava.gov/s3/FY2019AFHSApplication. Applications will only be accepted through the online process.

The application guidelines are posted at: https://www.alexandriava.gov/dchs/childrenfamily/default.aspx?id=20124. Hard copies of the proposal guidelines are available from the Department of Community and Human Services (DCHS). To receive a copy, please email DCHSAlexFund@alexandriava.gov.

The submission deadline for proposals seeking funding for FY 2019 – FY 2021 is February 12, 2018 by 11:59 p.m. All proposals must be transmitted electronically using the online application. Proposals may not be delivered in person, by U. S. Postal Service, courier, email or facsimile. Incomplete applications will not be processed. Successful applicants will receive an official notification of award by May 24, 2018.

A pre-proposal conference will be held on Thursday, January 11, 2018, at 1 p.m., at the Department of Community and Human Services, 2525 Mt. Vernon Avenue, Alexandria, Virginia, 22301. This session will review the AFHS grant application and offer potential applicants an opportunity to review the online application and ask questions about any aspect of the Request for Grant Proposals process. Attendance at the pre-proposal conference is strongly encouraged, particularly for first-time applicants. This will be the only session held. Advance registration is required so that adequate materials will be available. To register, please email DCHSAlexFund@alexandriava.gov. To request accommodations, call TTY/TDD 703.836.1493 by Tuesday, January 9, 2018 at 5 p.m.
Questions regarding the AFHS Guidelines or online application may also be forwarded to DCHSAlexFund@alexandriava.gov prior to the preproposal conference or the February 12 submission deadline.

The City of Alexandria is committed to compliance with the Americans with Disabilities Act. To request an alternative format, please call 703.746.5668.

**Purpose**

The City of Alexandria is seeking proposals from nonprofit organizations to provide a range of human services that fall within the grant priorities to Alexandrians birth through adulthood (including the elderly), persons with disabilities, and families. Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but **funding made available through this grant opportunity can only be used to provide services to Alexandria residents.**

**Grant Priorities**

On December 2014, the Alexandria City Council improved alignment of AFHS grant priorities with a variety of goals and indicators from approved City Master and Strategic Plans. The Council approved the following outcomes:

1. Children and youth are school and career ready.
2. Children and youth are socially connected, emotionally secure and culturally competent.
3. Individuals, families and seniors are economically secure.
4. Individuals, families and seniors have access to health and mental health resources.
5. Individuals, families and seniors are assisted in preventing and remedying crises.

Grants will be awarded to organizations that are best able to demonstrate that their programs/services are aligned with and will impact one or more of the aforementioned outcomes. The outcome and goal statements and samples of related performance indicators are included with this document as Attachment 1.

**Requirements**

Any organization, public or private, for-profit or non-profit 501(c)(3), is eligible to apply for AFHS funding for Outcomes 1 and 2. Only private non-profit 501(c)(3) organizations are eligible to apply for AFHS funding for Outcomes 3, 4 and 5.

Successful proposals will be subject to negotiation as a condition of the award. Areas of negotiation may include: adjustments to proposed budget requests and levels of service; assurance statements to address specific state and federal requirements and compliance with all applicable federal, state and city regulations and ordinances; or changes to comply with outcome measures and reporting requirements.
PROPOSAL SUBMISSION GUIDELINES

ONLINE PROPOSAL FORMAT

Proposals will only be accepted through the Alexandria Fund for Human Services Online Application, which may be found at: https://survey.alexandriava.gov/s3/FY2019AFHSApplication.

NOTE: To save time and minimize errors, applicants are urged to thoroughly review the following grant guidelines and the online application before beginning. The combined responses for the proposal narrative should not exceed the equivalent of ten (10), single sided, 8 ½ by 11 inch pages, and should be in a 12 point font size, legible typeface. It is recommended that applicants compose responses using a word processing program and cut and paste the text into the online application form. Any pages beyond the 10th will not be reviewed.

To save and continue working on the application at another time, click the Save and Continue Later banner that appears beginning at the top of the second page of the application. This banner will allow you to save data entered on the previous pages. You will be asked to supply an email address to save your progress. A unique link will be emailed to you that will allow you to return to your application.

All proposals must comply with the requirements below.

A. Application Cover Sheet

For each submission, identify the specific grant outcome priority for which you are applying.

Identify whether the proposal is: (1) a new proposal (not previously funded by AFHS); or (2) an established proposal, (programs currently receiving funding or previously funded through the AFHS).

For joint applications only, select the Joint Application option, and identify the lead organization and partnering organizations. Complete the subsequent section Applicant Information for the lead organization only!

Applicant Information - In the designated spaces, provide the following:

• Organization Name;
• Program Title; Address;
• Organization’s Fax Number;
• Organization’s Website (must start with “http://” or “https://”);
• Executive Director’s Name, Telephone Number, Email Address, Fax Number;
• Contact Person’s Name, Telephone Number, Email Address, and Fax Number.

• Excluding in-kind contributions, list the organization’s projected budget for FY 2019 inclusive of the grant amount requested to support the proposal for FY 2019.
• Grant Amount Requested – total amount being requested from the Alexandria Fund for Human Services.
• Geographic Area(s) within the City Being Served.
• Population(s) to be Served (e.g., age, income, gender, special needs, family structure).
• Proposed number of Alexandrians to be Served
• Grant Priority(ies) Being Addressed - Define the human service or need(s) that the proposal addresses. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population to be served and the AFHS funding priorities.
• Program Description – Briefly describe the program or services to be provided, including the number of individuals/families served, amount of service, setting/location for service.
• Date Proposal was Considered and Approved by Agency Board of Directors.

B. Combined Revenue, Expenses and Program Expected Outcomes Form

These forms are included as two separate worksheets in one attachment as part of the online application:

**Revenues and Expenses Form**

Complete the required Revenues and Expenses Form (the Financial worksheet in the attachment). Enter the amount of funding being requested from the Fund for FY 2019. For existing programs, provide information regarding the actual amount of revenues, from all sources, that were provided for your project in FY 2017 and current revenues being provided for FY 2018. Additionally, enter similar information on expenditures (only for AFHS expenses, if the program receives current AFHS funding).

**Outcomes Expected to be Achieved Form**

Complete the required Outcomes Expected to be Achieved form (the Outcomes worksheet in the attachment) for between three (3) to five (5) Goal Statements. Each Goal Statement will have one (1) indicator, between one (1) and three (3) service or program activities, and a measurement tool (evaluation method). For the indicator, enter the number of clients to serve and the percentage who will achieve the indicator. For each activity, enter the number of clients to serve and the expected output of the activity.

C. Proposal Narrative

**Grant Priorities**

Define the human service need(s) that the proposal will address. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population to be served, and the Alexandria Fund for Human Services program priorities.

**Program Description**

Provide a narrative with an overall program description, specifically addressing the following:

• Program title;
• Brief history of the program, including how it was developed and how it served Alexandrians. For new programs, identify how the concept for the project was developed and describe the start-up efforts;
• Geographic area(s) being served;
• Population to be served (e.g., age, income, gender, special needs, family structure);
• Number of persons to be served, including the specific number of Alexandrians to be served;
• Services to be provided and/or program components and activities;
• Limitations on service or restrictions (e.g., only available in English; state licensure is required for provision of services; special accommodations are required for full participation by persons with disabilities);
• Hours and days of operation; and
• Eligibility for services, including how the program will verify the eligibility; provide information regarding the specific program approaches to meeting the needs of individuals; and the degree to which they are responsive to the significant problems or concerns in the community.
Expected Outcomes, Performance Measurement and Evaluation Plan

Use this section to expound on the information provided in the Outcomes Expected to be Achieved form. Describe the specific, clear and measurable results that will be achieved as a result of the proposed program or service. Provide data on client services (numbers served, cost per client served and cost per successful client outcome) as well as key demographic and workload indicators.

Describe the assessment methods/strategies that will be used to evaluate the program (records, surveys, interviews, pre and post-tests, community feedback) and the anticipated outcomes. The Evaluation Plan should include methods to identify key success factors as well as any barriers to effectiveness. Provide examples of the program evaluation process/measurement tools to be used to determine the effectiveness and impact of the proposal.

In addition, provide a time line for the proposed project (covering a one year period) showing key tasks, projected accomplishments and expected milestones for the proposed project.

Program Budget Justification

Use this section to expound on the information provided in the Revenue and Expense form. In a brief narrative, describe the funding and other resources, including volunteer support, donations and in-kind contributions that will be available to the proposed program. Identify future potential for additional funding and support opportunities from other non-City sources. Indicate the total funding applied for from other funding sources, if applicable. For projects that were previously funded, if the requested amount represents an increase over the previously awarded amount, provide an explanation for the increase.

Identify administrative costs and the percentage of the total grant request to be used for these costs. Only administrative costs directly related to the proposal are to be included within the request. A proportionate share of audit expenses is allowable.

Identify the staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program. Identify all supervisory or overhead positions, providing percentage of time devoted to project management, oversight or administrative support functions. Relevant job descriptions related to the proposal are to be included and labeled as Attachment 2. For multiple agency/organization proposals, identify areas of shared costs or distribution of costs among participants in the budget narrative.

Funding Issues

Briefly address the effect of partial funding upon the proposal. Should the project be considered for partial funding, indicate the minimum acceptable level of funding and describe the impact to proposed outcomes. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected as a result of partial funding. Lastly, identify a plan for raising continuation funding if City funds are no longer available.

Qualifications of Organization(s)

Provide information on the following:
• Organization’s mission;
• Brief history of organization, including history of serving the Alexandria community;
• Relevant related experience;
• Staff capabilities. If this is a multi-agency proposal, describe each organization and discuss the points cited above.
Investing in People – Building Community

UPLOADING REQUESTED INFORMATION

The combined *Revenues, Expenses, and Program Expected Outcomes* form, *Cooperative Relationships and Evidence of Support* and Required Attachments (Attachment 1 – Audited Financial Statements; Attachment 2 – Job Descriptions; Attachment 3 – Organizational Background; Attachment 4 – Evidence of Non-profit Status; Attachment 5 – Evidence of NAEYC accreditation or VSQI rating), require you to upload documents. Electronic file forms (e.g., PDF, Word, PNG, GIF, JPG, DOC, XLS, DOCX, XLSX) with a maximum file size of 10MB are acceptable. Each section will only accept one file.

Cooperative Relationships and Evidence of Support

Ten (10) additional points will be provided to proposals submitted as joint applications between one or more agencies that demonstrate collaboration and cost sharing. Efforts should be made to link up with other programs that serve the same population. If applying as a joint applicant, clearly indicate this in the proposal Application Cover Sheet, indicating the lead applicant and all participating partners. Upload letters that document collaboration, partnerships, or cooperative efforts with other public organizations/agencies, schools, and/or civic organizations. Letters of collaboration or partnership must be provided for all joint applications, indicating the specific commitment of the partnering agencies/organizations.

E. Required Attachments

The following required attachments must be uploaded and included with the online application:

- **Audited Financial Statements** (Attachment 1) - the applicant organization must submit its most recent audited financial statements (i.e., June 30, 2017). If an audit was not completed, the applicant must submit their most recent financial statements including a balance sheet and statement of revenues and expenditures.
- **Job Descriptions** (Attachment 2) - attach job descriptions of any positions to be funded fully or partially through the Alexandria Fund for Human Services.
- **Organizational Background** (Attachment 3) - include a list of the names of the Board of Directors.
- **Evidence of Non-profit Status** (Attachment 4) - provide one or more of the following: copies of IRS Form 1099, copy of the current IRS determination letter indicating 501 (c)(3) and/or 509(a) tax exempt status, State Corporation Commission documentation, Articles of Incorporation or other documentation which identifies the organization’s current or planned nonprofit status.
- **Evidence of National Association for the Education of Young Children (NAEYC) accreditation and participation in the Virginia Star Quality Initiative (VSQI)** (Attachment 5), for child care applicants only. Please upload readable copies only!

SELECTION CRITERIA

The City will appoint a Proposal Review Committee that will review each application and make selections. Applications must be complete and address all required components of RFGP. All proposals will be evaluated based on the following criteria.

Demonstration of Need (10 points)

- Describes the program focus and documentation of need of the proposed population to be served;
- Identifies how needs relate to the funding priorities selected for the proposed project.

Program Design (20 points)

- Shows clear and attainable program goals;
- Replicates evidence-based, science-based, or promising practice program models;
- Clearly describes a work plan for how the program will be implemented, including a realistic timeline;
• Shows a clear connection between program resources, program activities, outputs and desired outcomes for the program.

Outcomes/Evaluation (15 points)
• Uses the established format or guidelines;
• Documents how progress in achieving program outcomes will be determined;
• Documents how measurable changes in knowledge, attitude, behavior and conditions among program participants, etc. will be measured;
• Documents the number of persons served and the quality of services provided;
• Documents how progress in achieving the associated AFHS outcome goals will be determined.

Organizational Capacity (10 points)
• Identifies direct service, management and fiscal staff with appropriate skills, experience and/or credentials to administer an accountable and responsible project;
• Description of past experience in providing a similar service or project;
• Provides documentation of an appropriate fiscal management system;
• For early care and education programs only, accreditation through the National Association for the Education of Young Children and a rating through the Virginia Star Quality Initiative (VSQI) rating system.

Budget and Budget Justification (15 points)
• Clearly describes all costs for the project;
• Proposed budget is reasonable and demonstrates cost effective approach;
• Proposed budget includes additional resources that will support the project.

Support and Collaboration (5 points)
• Documents support and strategies for collaboration with other agencies where required;
• For established organizations, provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude (includes references).

Additional Points - Grant Priorities (30 points)

Extra points will be awarded to proposals:

• Offering innovative solutions to existing challenges that are backed by research or have been successful elsewhere (5 points);
• Applying as joint applications of two or more agencies/organizations, combining similar services (10 points);
• Providing a dollar-for-dollar match (10 points);
• Demonstrated longstanding service to Alexandria residents (as defined by five years or more of continued service to Alexandria residents. (5 points).
DEFINITION OF TERMS

To assist you in completing the attached format for the final report, we have included the following definitions of terms.

Indicator: A type of measurement that evaluates the state or success of a program or policy. A good indicator will be easily interpreted, be grounded in research, and will be collected in a timely manner.
- Number and percent of adults who complete a career or job readiness, and/or employment service program.
- Number and percent of parents who read to their children.

Service/Program Activities: These refer to what the program does with the resources or grant funds. Activities are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results. They are the services provided by the program and can be thought of as the "verbs" of the program. They might include:
- Training
- Tutoring

Outputs: The direct products of program activities and may include types, levels and targets of services to be delivered by the program. They are the products that result from the activities. Through outputs we "count" what the program does. Examples are:
- Number of participants
- Frequency of classes
- Hours of tutoring
- Circulation, number of brochures distributed.

Measurement Tool: This refers to the instrument or method used to determine the funded program/project’s impact, outcomes or effectiveness. These include but are not limited to pre- and post-tests, user satisfaction surveys, and knowledge assessments.

REPORTING REQUIREMENTS

Required Reports

Successful grant recipients are required to maintain program and financial records. Grantees also must submit program and financial reports as required by DCHS. The program reports will document progress, data and outcomes based on the proposed evaluation plan. Any proposed changes to proposed outcomes, evaluation plan or proposed budget must be submitted to and approved by DCHS prior to implementation. Fiscal Year 2019 Interim and Final reports will be due January 31, 2019 and July 31, 2019, respectively. Submission dates for subsequent years during the grant period will be provided to grant recipients.

Evaluation

Grantees will be required to participate in the AFHS evaluation process. Participation includes: attending any trainings and workshops on the evaluation process; gathering and submitting data; participating in consultation meetings with staff; and hosting site visits, as required.
FUNDING PERIOD

The funding cycle will cover a three year period (July 1, 2018-June 30, 2021). Funding is contingent upon the annual appropriation for the AFHS by the Alexandria City Council.

ONLINE APPLICATION SUBMISSION

All proposals, which must be transmitted electronically using the online application, are due February 12, 2018, by 11:59 p.m. Proposals may not be delivered in person, by U. S. Postal Services, courier, email nor facsimile. Incomplete applications will not be processed. Successful applicants will receive an official notification of award by May 24, 2018.

Funded programs are required to be in compliance with the Americans with Disabilities Act and all applicable other federal, state and City regulations. Agencies may submit one or more proposals.
Directions: Please align your program with a City outcome statement and a goal statement found below. You may select the sample indicator associated with your goal statement or develop a new indicator that better fits your specific program. These outcomes and goal statements were developed based on a crosswalk of City Master and Strategic Plans.

### City Outcome 1: Children and youth are school and career ready

<table>
<thead>
<tr>
<th>Goal Statements</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased access to quality child care for low-income families</td>
<td>Number of low-income children provided with quality child care</td>
</tr>
<tr>
<td>Strengthen families, improve birth and children’s health and development outcomes through pre-natal to age three (3) programs</td>
<td>Percent of families that show improvement after participating in a pre-natal to age three (3) program</td>
</tr>
<tr>
<td>Increased percentage of Kindergarten students who are measured as school ready</td>
<td>Percent of students measured as school ready</td>
</tr>
<tr>
<td>Improved school attendance rates</td>
<td>ACPS School Attendance Rates</td>
</tr>
<tr>
<td>Increased minority or at-risk youth high school graduation or GED completion rates</td>
<td>Minority or at-risk youth high school graduation or GED completion rate</td>
</tr>
<tr>
<td>Increased awareness of, and participation in, post-secondary education opportunities</td>
<td>Percent of program participants who are accepted into post-secondary education opportunities</td>
</tr>
<tr>
<td>Increased youth employment</td>
<td>Percent of youth participants placed into jobs</td>
</tr>
<tr>
<td>Increased job readiness skills</td>
<td>Percent of participants who demonstrate improvement in job readiness skills between the program pre-test and post-test</td>
</tr>
<tr>
<td>Increased parenting knowledge, skills and involvement</td>
<td>Percent of parents who feel their knowledge and skills improved due to program participation</td>
</tr>
</tbody>
</table>

### City Outcome 2: Children and youth are socially connected, emotionally secure, and culturally competent

<table>
<thead>
<tr>
<th>Goal Statements</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased access to, and participation in, quality out of school time programs</td>
<td>Number of participants enrolled in quality after school time programs</td>
</tr>
<tr>
<td>Decreased gang incidences</td>
<td>Number of gang incidents in Alexandria</td>
</tr>
<tr>
<td>Increased access and involvement in youth mentoring programs</td>
<td>Number of youth participating in mentoring programs</td>
</tr>
<tr>
<td>Increased number of youth who feel encouraged by an adult</td>
<td>Percent of youth who feel encouraged as reported through the Developmental Asset Survey</td>
</tr>
<tr>
<td>Reduced occurrences of risky behaviors in adolescents, including substance use and abuse, risky sexual behavior, and violence</td>
<td>Percent of program participants who report not engaging in risky or violent behaviors during and six months after program participation</td>
</tr>
<tr>
<td>Decreased adolescent pregnancy rate</td>
<td>Adolescent pregnancy rate</td>
</tr>
</tbody>
</table>
### City Outcome 3: Individuals, families, and seniors are economically secure

<table>
<thead>
<tr>
<th>Goal Statements</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved housing conditions</td>
<td>Percent of homes that pass city standards after housing rehabilitation programs</td>
</tr>
<tr>
<td>Increased access to, and participation in, basic adult literacy and/or GED classes</td>
<td>Percent of adults in program who improve literacy or obtain a GED</td>
</tr>
<tr>
<td>Increased access to, and participation in, career or job readiness, and/or employment services</td>
<td>Number and percent of adults who complete a career or job readiness, and/or employment service program</td>
</tr>
<tr>
<td>Improve stability with housing, employment, education and/or asset building for Alexandria residents</td>
<td>Percent of program participants who have stable housing for 90 days after participation</td>
</tr>
</tbody>
</table>

### City Outcome 4: Individuals, families, and seniors have access to health and mental health resources

<table>
<thead>
<tr>
<th>Goal Statements</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved health behaviors</td>
<td>Percent and number of program participants who exercise at least three times a week after program participation</td>
</tr>
<tr>
<td>Decreased low weight births</td>
<td>Percent of program participants who deliver a healthy weight child</td>
</tr>
<tr>
<td>Increased healthy births</td>
<td>Percent and number of healthy births for program participants</td>
</tr>
<tr>
<td>Increased access to, and participation in, prevention and early intervention services</td>
<td>Number of individuals using prevention and early intervention services</td>
</tr>
<tr>
<td>Increased number of uninsured/under-insured people accessing prevention and treatment for dental, mental health, and physical health care</td>
<td>Percent of clients who show improved health conditions following the program</td>
</tr>
</tbody>
</table>

### City Outcome 5: Individuals, families, and seniors are assisted in preventing and remedying crises

<table>
<thead>
<tr>
<th>Goal Statements</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decreased reports of child abuse and neglect as a result of parent training and support</td>
<td>Number of child abuse and neglect reports for families receiving services</td>
</tr>
<tr>
<td>Decreased time spent in out-of-home placements for children in foster care</td>
<td>Average time spent in out-of-home placements for children in foster care</td>
</tr>
<tr>
<td>Decreased number of individuals and families who are at-risk of homelessness</td>
<td>Number of families who are at-risk of homelessness</td>
</tr>
<tr>
<td>Increased number of homeless individuals and families who are moved into permanent, permanent supportive, or transitional housing</td>
<td>Number of homeless persons moved into permanent, permanent supportive, or transitional housing</td>
</tr>
<tr>
<td>Increased access to affordable and nutritious food</td>
<td>Percent and number of families who have access to affordable and nutritious food</td>
</tr>
<tr>
<td>Decreased isolation and increased physical and emotional safety for individuals and families</td>
<td>Percent of clients who feel less isolated after programming</td>
</tr>
<tr>
<td>Increased opportunities for moderate to low-income seniors and disabled adults to remain in affordable, local, community-based residential setting with necessary service supports</td>
<td>Number of seniors able to remain in the local community because of programing</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Decreased instances of financial exploitation and fraud among seniors and the disabled</td>
<td>Number of financial exploitation and fraud among senior and disabled citizens</td>
</tr>
<tr>
<td>Protect vulnerable residents from unfair labor and housing practices</td>
<td>Number of incidents of unfair labor and housing practices for vulnerable residents</td>
</tr>
</tbody>
</table>