



**Capital Area United Way  
Notice of Funding Opportunity  
for  
2018 Funding Process  
for  
July 1, 2019-June 30, 2022 Funding Cycle**

**Capital Area United Way  
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Baton Rouge, LA 70802  
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## Overview

Capital Area United Way (CAUW) envisions a community where everyone is empowered to reach their full potential. Our mission is to solve our community’s toughest challenges by leveraging partnerships to advance the common good in education, income stability, and healthy living. In pursuit of this mission, we seek to partner with the most efficient and effective service providers in the Capital Region.

CAUW’s 2018 open competitive funding process takes an approach that allows for increased flexibility and access to funding for innovative programs in all of the parishes we serve.

## Priority Areas/Program Guidelines

CAUW provides funding to support general program operations for programs that have demonstrated the ability to directly address one or more Community Impact Priority Areas through 12 months of continuous data collection since July 1, 2017.

A total of 11 priority areas were developed with information gathered from community conversations, 2-1-1 data, and stakeholder engagement. These priority areas reflect the investments CAUW will make through direct service programs in the 2019-2022 funding cycle that runs from July 1, 2019 – June 30, 2022.

Applicants seeking funding must focus on programs and program activities that align with at least one of the eleven priority areas listed below:

<b>Focus Area</b>	<b>Priority Area</b>	<b>Indicators</b>
<b>Education</b>	<i>Early Childhood Success</i>	Increased school readiness. Increased emotional health.
	<i>Youth Success</i>	Increased attendance, academic success, and career awareness/job readiness.
<b>Income Stability</b>	<i>Increased Employment Opportunities</i>	Increased job readiness and employment with the potential for advancement or other benefits.
	<i>Financial Education</i>	Increased access to affordable financial products. Increased disposable income.
	<i>Affordable Housing</i>	Increased access to permanent housing and benefits to defray the cost of housing.
<b>Health</b>	<i>Health Promotion and Disease Prevention</i>	Increased physical activity and access to nutrition. Increased access to preventative medical care through assessment and education.
	<i>Behavioral Health and Wellness</i>	Increased access to behavioral health assessment and treatment. Decreased risk taking behaviors.
<b>Basic Needs</b>	<i>Access to Food</i>	Number of meals served. Amount of food distributed directly to individuals and families.
	<i>Access to Emergency Shelter</i>	Number of shelter nights. Increased access to temporary housing. Emergency assistance to prevent eviction/homelessness.
	<i>Access to Transportation</i>	Increased transportation solutions for individuals.
	<i>Access to Family Supports</i>	Increased access to short term supports for families to create stability.

Due to the increasingly competitive nature of the funding process, we encourage prospective applicants to consider the above priority areas together with the following guidelines regarding the types of programs that will receive special consideration. These include:

- Programs that provide a continuum of care, connecting clients to needed services and resources outside of initial program scope
- Programs that provide services for the ALICE population and/or have a physical location in the parishes where ALICE makes up more than 20% of the population (East Baton Rouge, East Feliciana, West Feliciana, St. Helena, Point Coupee, and Iberville). See ALICE Report here: <https://www.launitedway.org/ALICE>
- Programs that have built-in supports for parents and caregivers of children (examples include: tangible resources such as childcare, hours of operation that accommodate school and work schedules, activities that promote healthy parent-child interactions and support parent involvement)
- Programs that reduce barriers to accessing resources (by providing transportation, childcare, meals etc.).
- Programs that have established a formalized working partnership with another entity with MOUs and contracts in place.

### **Funding Guidelines**

We expect to award up to \$3.4 Million through this funding opportunity. Average awards will be between \$25,000 and \$150,000 per program per year. Funding requests are not to exceed 35% of a program's total operating budget. Proof of this information will be required for submission through the application process. CAUW may fully fund or partially fund program requests based on funds available, appropriate use of funds, and volunteer discretion. Organizations are allowed to apply for no more than \$300,000 per year across all programs.

Any tax exempt health or social service agency serving the ten parish Capital Area Region (East Baton Rouge, West Baton Rouge, Point Coupee, West Feliciana, East Feliciana, St. Helena, Livingston, Ascension, St. James, or Iberville Parish) that has received their tax exemption prior to July 1, 2016 is eligible to apply.

Funding will be approved for the full three year cycle, however, continued funding will be contingent upon performance metrics and meeting the goals of the program. CAUW has the right to terminate funding as outlined in the Partner Agreement that will be issued to all funded programs.

### **What We Will Not Fund**

CAUW funding may not be used for the following activities:

- Contributions to endowments or capital expenses
- School tuition/Scholarships
- Core programming at public, private, parochial, or charter schools
- Subcontract agreements. This includes fiscal agents. We will only fund the direct service organization this is providing the services directly to individual clients, not to other organizations.
- Lobbying efforts designed to influence legislation
- For-profit organizations
- Advertising other than that designed to make the public aware of available services.

## Application Process Timeline

### July 30 - August 3, 2018

- NOFO Information Sessions at CAUW (**Mandatory for all agencies.** Executive Directors and/or Development Directors are strongly encouraged to attend. Due to limited space, no more than 2 staff per organization may attend.)
- **Dates can be found on Page 14 of the NOFO.**

### August 3, 2018

- E-CImpact opens up to Prequalification Checklist and Phase 1 Application.
- Prequalification Checklist will be accepted until August 31, but must be completed in order to set up organization profile in E-CImpact and begin Phase 1 Application.
- <https://agency.e-cimpact.com/login.aspx?org=20020U>

### August 6- 31, 2018

- Technical assistance office hours. (By appointment only) **See page 14.**

### August 31, 2018

- Application Phase 1 due at 12:00 pm (noon) CT.

### September 4- October 4, 2018

- Staff and Volunteer Review of Phase 1 Applications.

### October 8-10, 2018

- Notification of eligibility to submit Phase 2 Applications.

### October 15 - 19, 2018

- Application workshops (**Mandatory for all programs.** Staff who will be completing the application are strongly encouraged to attend) **See page 14.**

### October 22, 2018

- E-CImpact opens up to receive Phase 2 Applications.

### November 30, 2018

- Phase 2 Applications due no later than 12:00 pm (noon) CT.

## Application Process

Applicants must complete a three step application process:

- 1) All applicants must set up an e-CImpact log-in and complete a Pre-Qualification Checklist. (Pre-qualification checklist must be completed in order to submit a Phase 1 Application.)
- 2) After attending a mandatory Notice of Funding Opportunity (NOFO) workshop, eligible organizations may submit a Phase 1 application which will be reviewed and scored for alignment with at least one priority area. Additional information about e-CImpact will be provided at the mandatory NOFO workshop.
- 3) Eligible programs whose Phase 1 applications pass the initial review will be invited to submit a Phase 2 Application.

## Requirements for Phase 1 Applications

Pre-Qualification Checklist and Phase 1 Applications can be submitted through CAUW's online system, e-CImpact, at <https://agency.e-cimpact.com/login.aspx?org=20020U> beginning on August 3, 2018. Each organization must complete a Pre-Qualification checklist prior to starting their application(s). Applicants should complete a separate Phase 1 application for each program requesting funding. Phase 1 Applications are due no later than **August 31<sup>st</sup> at 12:00 pm (noon) CT.**

The Phase 1 Application should include the following clear and concise information:

**Agency Level** (answer once per agency):

- ✓ **Organization History**  
Briefly describe the history of your organization.
- ✓ **Successes and Challenges**  
Describe one or two recent successes of your organization. What are you doing exceptionally well? Describe any internal or external challenges (if any) that your agency is facing. Explain how your organization will meet those challenges.
- ✓ **Grants and Funding**  
Describe your agency's ability to manage grants and funding. What is the staffing structure related to grants management? What policies and procedures do you have in place?
- ✓ **Attachments**  
Names and affiliations of Board of Directors/Trustees  
Strategic Plan (optional)  
Certification or Accreditation (when applicable)  
Last verified agency financials and current operating budget

**Program Level** (answer separately for each program):

- ✓ **Program Abstract**  
Provide a brief summary of your program. Explain what makes your program stand out from all of the other programs we will review. Highlight how your program is creative, innovative, and/or employs documented evidence-based practices or model practices.
- ✓ **Statement of Need**  
Describe the specific need in your community that the program addresses. Explain how you know the need exists. Include relevant demographic and community data to support your case. Cite your data source.
- ✓ **Priority Area and Results Based Accountability (RBA) Indicators**  
Specify the priority area(s) that your program will address and create at least three (3) program goals or outcomes it will use to measure success. What is the total number of unduplicated clients you served in the past year? What were their outcomes? How were they successful? \*\*Note: you must measure all RBA indicators associated with selected priority area.
- ✓ **Amount Requested and Use of Funds**  
Specify how you would spend CAUW funds for this program. How much more would you be able to do, how much better would you be able to do it? Provide a well-designed plan with clear and compelling

justification for awarding the requested funds over a three year period. Include a line item breakdown of proposed allocation.

✓ **Target Population**

Explain who will directly benefit from the program. Include: age group, gender identity, race/ethnicity, parish/zip code of residence, and income level as applicable. Include any restrictions or requirements. Clarify who the client is in the RBA framework.

✓ **Outreach and Recruitment**

Describe the outreach and recruitment methods that you use to reach the target population.

✓ **Program Activities**

Describe in detail the activities that CAUW funding will make possible. Explain how these activities address your Statement of Need.

✓ **Data Collection**

Describe the type of data you collect about clients and the process(es) you use to collect, store, and utilize the collected data.

✓ **Reduction of Barriers**

Describe any program activities that are specifically designed to reduce barriers that might keep individuals from accessing and completing the program.

✓ **Capacity**

What is the maximum number of individuals your program is able to serve in a 12 month period? Describe any limitations (space, staffing, etc.)

**Late submissions will not be accepted.** No changes or additions will be accepted after the deadline. Only complete Phase 1 applications will be reviewed. Applicants must demonstrate tight alignment with at least one of the outlined priority areas and measurable outcomes in order to move to Phase 2.

## **Requirements for Phase 2 Applications**

Phase 2 Applications can be submitted through CAUW's online system, e-CImpact, at <https://agency.e-cimpact.com/login.aspx?org=20020U> beginning on October 22, 2018. Applicants should complete a separate Phase 2 application for each *program* invited to submit. Phase 2 Applications are due no later than **November 30, 2018 at noon**. Late submissions will not be accepted. No changes or additions will be accepted after the deadline.

The Phase 2 Application should include clear and thorough information for the following items:

### **Program Level:**

✓ **Program Goals**

What are the top three goals of this program? Describe the impact the program will have on the community if those goals are achieved. Explain the link between the goals and the RBA framework.

✓ **Program Activities**

Describe the overall program design, how the program operates, what services and activities grant funding will make possible, other key components and activities.

✓ **Program Outcomes**

Copy the three indicators you chose in the Phase 1 Application. Referencing these indicators, explain the specific impacts your program will have on the target population's knowledge, skills, and behaviors.

✓ **Evaluation Plan**

Specify the research based methods you will use to measure progress toward the goals, outcomes and RBA indicators selected. How do you define baseline measurements for your clients? Describe your use of data including specific measurement tools.

✓ **Staffing Plan**

Provide a brief description of your proposed staffing plan and the qualifications of your staff members to deliver this program. Include a description of training and/or education for staff members.

- ✓ **Collaboration**  
Describe any collaborations you have with other agencies and list partners. Please attach any applicable MOUs or contracts relevant to understanding your partnerships with outside organizations. Proposed program expansions should include MOUs or contracts in support of expansions.
- ✓ **Sustainability**  
Explain your plan for sustaining the impact of your program beyond the CAUW funding period. Please include proposed or secured funding from sources other than CAUW. Examples may include strategic plans, social enterprise, grants applied for/received, continual foundation funding, etc. Describe how your agency leverages resources to improve the quality/quantity of services.
- ✓ **Client Success Story**  
Share a client success story highlighting how a client is better off after completing your program.
- ✓ **Twelve (12) Month History of Demonstrated Results**  
Describe the total # of unduplicated clients served in last 12 months. Explain how you define clients served. Describe how many clients are better off as a result of your program's services. Describe how you measure the results of the program to indicate achievement of objectives and program goals. Describe the measured outcomes that occur in a client's life during and after completion of the program.
- ✓ **Demographic Data**  
Complete the Client Demographic Form for your program: Age group, Gender Identity, Race/Ethnicity, Household Income Level information, and Parish of Residence.
- ✓ **RBA Framework**  
Complete the RBA Framework for your selected priority area.
- ✓ **Program Budget/Finances**  
Complete the budget worksheet for your program. Include projections for Year 1, Year 2, and Year 3 of the funding cycle.

## Reporting Requirements

All funded programs will be required to track and report results using metrics from the Results Based Accountability (RBA) Framework within the chosen Impact Area (Education, Income Stability, Health, or Basic Needs).

Applicants are required to report on all (applicable) measures for their priority area. Each program will also report on at least three program goals and outcomes. Program reports must be submitted through e-CImpact, the CAUW reporting software.

Programs receiving funding for General Program Operations in the Impact Areas of Education, Income Stability, and Health will be required to report quarterly (October, January, April, July).

- The first three (3) reports each year will consist of providing progress reports of outcomes and indicators from standard outcome measurements and demographics through the use of the Results Based Accountability (RBA) frameworks.
- The Year-End Report each year will consist of: a) RBA outcomes, b) demographics, c) organization and program budgets, and d) updated Board information.

Programs receiving funding for General Program Operations in the Impact Area of Basic Needs will be required to report bi-annually (October, July). CAUW has the right to request additional reports as needed.

- The first report will consist of providing progress reports of outcomes and indicators from standard outcome measurements and demographics through the use of the RBA frameworks.
- The Year-End Report will consist of: a) RBA outcomes, b) demographics, c) organization and program budgets, and d) updated Board information.



Additional reports may be requested throughout the year, such as general demographic and geographic data on clients served in order to provide donors with information on how and where their donations are used in the community.

All programs selected for CAUW funding will receive a funding agreement in June 2019 that will outline all expectations for funded partners, including reporting requirements.

If funded, programs will have the opportunity to revise Year 1 Projections prior to receiving first allocation payment.

## **Allocations**

All funded programs will receive their first allocation payment (4 months of funding) on or before July 1, 2019. The remaining allocations will be distributed after volunteers have reviewed quarterly reports and approved continued funding in October, January, and July. Exact payment dates and expectations will be included in the Partner Agreement available in June 2019.

## **Right to Reject**

CAUW reserves the right to:

- Reject an application
- Adjust program guidelines, including application submission deadlines
- Contact an applicant to discuss application and/or request additional information

***Submitting either a Phase 1 or Phase 2 application does not guarantee funding by CAUW.***

## Frequently Asked Questions (FAQs)

### a. What are the Key Dates?

- **July 30- August 3, 2018- Mandatory NOFO Information Sessions** (See page 14 for dates.)
- August 3, 2018- E-CImpact opened for Pre-Qualification Checklist and Phase 1 application
- **August 31, 2018- Phase 1 applications due**
- October 10, 2018- Notification of phase 1 decisions
- **October 15 -19, 2018- Mandatory Application Workshops**
- October 22, 2018- E-CImpact opened up for Phase 2 applications
- **November 30, 2018- Phase 2 applications due**
- May 24, 2019- Notice of Funding Awards
- July 1, 2019- Funding Cycle Begins

*See attached Timeline for more details.*

### b. Is my organization eligible for this funding opportunity?

CAUW will only fund organizations with tax exempt status prior to July 1, 2016. Programs must have 12 months of data beginning July 1, 2017 to be eligible. Additional eligibility for funding will be determined by a pre-qualification process via e-CImpact.

*See attached Pre-Qualification Checklist for more details.*

### c. Can an organization submit more than one application in this funding process?

Yes, an organization may submit applications for more than one program. A separate Phase 1 and Phase 2 Application must be completed for each program. *Organizations can apply for no more than \$300,000 per year across all programs.*

### d. Will you consider pilot programs or are you only interested in existing programs?

We are only accepting applications for existing programs that clearly align with one of our priority areas and have collected at least 12 months of data since July 1, 2017 demonstrating successful program outcomes.

### e. How will my application be evaluated?

Programs will be evaluated using the four general criteria outlined below. CAUW Program Investment volunteers will use these criteria to evaluate all proposals.

- Program Information (Goals, Activities, and Outcomes)
- Data Measurement and Evaluation
- Collaboration, Innovation, and Best Practices
- Program Finances and Organizational Capacity

These criteria will be evaluated in the form of a scorecard to assist volunteers in their evaluation of funding requests and in the decision-making process.

Programs will receive a score of Does Not Meet Expectations, Meets Expectations, or Exceeds Expectations.

*See attached Phase 1 Evaluation Scorecard for more details.*

### f. Who makes funding decisions?

All CAUW investments are recommended and approved by community members. Program Investment Volunteers are members of the community who volunteer their time to review and evaluate funding applications to ensure that CAUW investments are meeting the needs of the community through high-quality programs. All Program Investment Volunteers receive training on CAUW's priority areas, the application process, and the evaluation scorecard.

**g. Do you have materials that can assist applicants in preparing their application?**

In addition to the attached RBA frameworks and evaluation scorecard, all applicants are required to attend a Notice of Funding Opportunity Information Session which will provide more information about the priority areas and the funding process. All Phase 2 applicants are required to attend application workshops prior to submitting their Phase 2 Application. CAUW Staff will also be available by appointment to provide technical assistance to applicants. (See page 14 for more details.)

**h. What's the dollar range of grant awards?**

Average awards will be between \$25,000 and \$150,000 per year with a cap of \$300,000 per agency per year. CAUW may fully fund or partially fund program requests dependent upon funds available, appropriate use of funds, and volunteer discretion.

**i. How many grants will you award?**

We expect to award up to \$3.4 million per year through this funding opportunity. The specific number of grants awarded will depend on the number of outstanding programs and the total dollar amount requested from each. Those programs that receive a score of "Exceeds Expectations" from Program Investment Volunteers and/or address the special considerations listed on page 4 will have priority for available dollars. Programs that do not meet expectations will not be funded.

**j. What is E-CImpact?**

E-CImpact is an online application and reporting database that provides an efficient, streamlined mechanism for the application process, performance reporting, and volunteer review. CAUW staff and Program Investment Volunteers will utilize e-CImpact to evaluate program applications, quarterly reports, and results data to assess program efficiencies, progress, and success toward identified outcomes. CAUW will also utilize results to report to the community how CAUW donors' investments have strengthened the community and changed people's lives.

All Community Partner Agencies receiving CAUW funding are required to participate in e-CImpact training workshops. This training will be provided by CAUW at no cost to the Community Partner agency. In the future, all meeting dates and event notifications will be managed through e-CImpact.

**k. How do I submit my applications?**

Both Phase 1 and Phase 2 applications should be submitted through CAUW's online system, e-CImpact, at <https://agency.e-cimpact.com/login.aspx?org=20020U> . You will need to set up an account using your email address and will be asked to create a password. Once you have an account, you will have to complete the Pre-Qualification checklist prior to starting the Phase 1 Application. Applicants should complete a separate application for each program requesting funding. You can update your application until the Phase 1 deadline on August 31, 2018 or the Phase 2 deadline on November 30, 2018. You must click submit in order for your application to be processed. Once you click submit you will be unable to make changes to your application. To avoid delays or complications, we strongly recommend that you *do not wait until the last day* to submit your completed application.

**\*\*Application deadlines are firm and CAUW will not take any responsibility for technical difficulties.**

**l. Will I need to complete my application all at once?**

No. You can begin an application and then save it to finish later. You will need to re-enter e-CImpact to do this. Log in with the email address and password you used to create your application. You will see a list of your organization's applications. Click on the one you need to finish. Please note that the system may time out if you are away from your computer for an extended period of time. Disable any pop-up blockers so that you are able to re-access your application easily.

**m. How will I learn the status of my application?**

Applicants will be notified by email of their eligibility to submit a Phase 2 Application no later than October 10, 2018. Applicants will be notified of final funding decisions no later than May 24, 2019.

**n. What if I have a question that wasn't answered here?**

All applicants are required to attend a NOFO Information Session which will provide detailed information about the funding opportunity, the ten priority areas, and the overall funding process.

All Phase 2 applicants are required to attend an application workshop prior to submitting their Phase 2 Application. The application workshop will provide detailed information about the application questions.

Finally, Technical Assistance Office hours will be held twice a week between August 6 and August 31, 2018. Email [sallye@cauw.org](mailto:sallye@cauw.org) with additional questions or to set up a technical assistance appointment.

## Funding Process Timeline

### July 30 - August 3, 2018

- NOFO Information Sessions at CAUW (**Mandatory for all agencies.** Executive Directors and/or Development Directors are strongly encouraged to attend. Due to limited space, no more than 2 staff per organization are able to attend.)

### August 3, 2018

- E-Clmpact opened up to Prequalification Checklist and Phase 1 Application.
- Prequalification Checklist will be accepted up until August 31, but must be completed before in order to set up an organization profile in E-Clmpact.

### August 6- 31, 2018

- Technical assistance office hours. (By appointment only)

### August 31, 2018

- Application Phase 1 due at 12:00 pm (noon) CT.

### September 4 - October 4, 2018

- Staff and volunteer review of Phase 1 Applications.

### October 8-10, 2018

- Notification of eligibility to submit Phase 2 Applications.

### October 15 - 19, 2018

- Application workshops (**Mandatory for all programs.** Staff who will be completing the application are strongly recommended to attend.)

### October 22, 2018

- E-Clmpact opened up to receive Phase 2 Applications.

### November 30, 2018

- Phase 2 Applications due no later than 12:00 pm (noon) CT.

### December 3, 2018 - May 24, 2019

- Staff and volunteer review of Phase 2 Applications.
- Volunteers submit evaluations of applications
- Site visits as needed.

### No later than May 24, 2019

- Notice of Funding Awards

### June 10-14, 2019

- Mandatory Partner orientations (Dates and times to be communicated.)

### July 1, 2019

- 3-Year Funding Cycle Begins

**NOFO Information Sessions (Mandatory for Executive Directors and/or Development Directors. Space is limited. No more than 2 people per organization may attend.)**

Location for all sessions: Capital Area United Way, 700 Laurel Street, Baton Rouge, LA 70802

- Monday, July 30, 2018: 9:00 am – 11:00 pm
- Monday, July 30, 2018: 1:00 pm - 3:00 pm
- Tuesday, July 31, 2018: 2:00 pm - 4:00 pm
- Wednesday, August 1, 2018: 10:00 am – 12:00 pm
- Wednesday, August 1, 2018: 2:00 pm - 4:00 pm
- Thursday, August 2, 2018: 9:00 am - 11:00 am
- Friday, August 3, 2018: 9:00 am -11:00 am

To RSVP, go to: <https://www.signupgenius.com/go/10C054DA8AB2BA7F49-nofo>

**Application Workshops (Mandatory for all programs. Staff who will be completing the application should attend.)**

Location for October 15-October 18 Sessions: Goodwood Library, 7711 Goodwood Blvd, Baton Rouge, LA 70806

Location for October 19<sup>th</sup> session: Capital Area United Way, 700 Laurel Street, Baton Rouge, LA 70802 (Space is limited)

- Monday, October 15, 2018: 1:00 pm- 4:00 pm (Basic Needs)
- Tuesday, October 16, 2018: 9:00 am – 12:00 pm (Health)
- Wednesday, October 17, 2018: 8:30 am -11:30 am (Education)
- Thursday, October 18, 2018: 2:00 pm – 5:00 pm (Income Stability)
- Friday, October 19, 2019: 8:30 am - 11:30 am (Make-up session)

If you are unable to attend the session for your Impact Area, please attend another session. Please note that the make-up session on October 19<sup>th</sup> has very limited space.

**\*\*RSVP through e-CImpact when available.**

**Technical Assistance Office Hours (By Appointment Only):**

Please e-mail [sallye@cauw.org](mailto:sallye@cauw.org) to make an appointment for technical assistance.

- Monday, August 6: 2:00 pm – 4:00 pm
- Tuesday, August 7: 3:00 pm – 5:00 pm
- Monday, August 13: 2:00 pm – 4:00 pm
- Tuesday, August 14: 9:30 am – 11:30 am
- Monday, August 20: 2:00 pm – 4:00 pm
- Wednesday, August 22: 9:30 am – 11:00 am
- Monday, August 27: 2:00 pm – 4:00 pm
- Tuesday, August 28: 9:00 am – 12:00 pm

## Pre-Qualification Checklist

### *In order to be eligible for funding from Capital Area United Way:*

- ✓ The organization must be registered and in good standing as a not-for-profit corporation in the State of Louisiana.
- ✓ Agency will have been in operation for at least three years prior to July 1, 2019. (Since July, 1 2016)
- ✓ As required by the Internal Revenue Service (IRS) regulations, the Agency/Organization has filed a Form 990 with the IRS for the most recent fiscal year.
- ✓ The Agency/Organization has required financial statements/documentation.

The Agency/Organization agrees to submit required financial statements/documents listed below by deadline. All financial statements must be prepared on an accrual basis according to the Generally Accepted Accounting Principles (GAAP) of the American Institute of Certified Public Accountants (AICPA) for non-profit organizations. Financial statement requirements are based on AGENCY/ORGANIZATION total revenue as follows:

Agency/Organization Revenue of **\$300,000 and above** must submit:

- ✓ Board approved independent Financial Audit
- ✓ Corresponding management letter- SAS 115 (regardless of whether or not any material weaknesses are found)

Agency/Organization Revenue of **\$100,000 up to \$299,000** must submit:

- ✓ Board approved independent Financial review may be submitted in lieu of an independent Financial Audit
- ✓ Corresponding management letter- SAS 115 (regardless of whether or not any material weaknesses are found)

Agency/Organization Revenue **Less than \$100,000** must submit:

- ✓ A Financial Compilation with full disclosures may be submitted in lieu of an independent Financial Audit or a Financial Review.
- ✓ Most recent 990

- ✓ The organization has equal opportunity and affirmative action policy or a policy on diversity for its staff, governing body, committees, and services delivered.
- ✓ The organization has appropriate insurance coverage (Provide Certificate of Insurance and list of Board Members covered).
- ✓ The organization has a clearly stated mission.
- ✓ The organization has written personnel policies approved by its governing body/board of directors and available to the entire staff.
- ✓ The organization's facilities meet minimum health, fire, and safety codes and present no architectural barriers to potential clients (seeks to comply with the Americans with Disabilities Act of 1990 (ADA), as amended.)
- ✓ The organization's board meets at least 4 times a year.

## **Expectations of Community Partner Agencies** (subject to change)

### ***If selected to receive United Way Funding, Community Partner Agency agrees to:***

- Ensure Program Investment payments are credited to the correct programs in the correct program amounts as indicated in the 2019-2022 Program Investment funding letter.
- Provide services within CAUW's ten parish service area and/or any specific service area identified in request for funding.
- Ensure the organization is listed in the United Way 2-1-1 Community Database and the listing is consistently accurate.
- Advise CAUW of any fiscal or programmatic issues that are, or have the potential of, negatively impacting the delivery of the contracted services.
- Notify CAUW if there are any major changes to United Way funded programs including but not limited to personnel changes, legal changes, financial changes, mission or goal changes, dissolution of program, or program mergers.
  - Written notification within 15 days of separation or new hire of Executive Director, Program Director, or CAUW Designated Contact.
  - Written notification prior to effective date of change or as agency Board approves regarding significant organizational changes including mission, programs, target population, use of funds, or strategic planning.
  - Agency, or program level mergers and consolidations provided in writing 30 days before document is finalized or as Board approved.
- Demonstrate commitment to compliance with the Americans with Disabilities Act (ADA) and also agree to indemnify Capital Area United Way if an individual or class claiming discrimination brings any action and United Way is joined as a party.
- Submit to United Way an anti-discrimination policy that demonstrates that the Community Partner Agency does not discriminate in its staff, board, volunteers, volunteer committees, or recipients of services on the basis of a person's race, religion, sex, sexual orientation, age, national origin, ancestry, marital status, veteran status, or mental or physical disability, or any other status protected by applicable law.
- Comply with the United Way policy regarding the USA Patriot Act.
- Attend a United Way orientation designed to create a mutually beneficial relationship between Community Partner Agency and CAUW.
- Co-brand as a Capital Area United Way Impact Program as outlined in the co-branding guidelines provided by CAUW within 60 days of signing annual agreement.
  - Co-branded items include, but are not limited to: websites, stationary, fundraising collateral, annual reports, apparel, promotional items, program flyers, brochures, newsletters, etc. as pertains to agency or CAUW funded programs.
  - Follow CAUW approval policy for co-branded apparel and promotional items.
  - United Way Community Partner window cling (provided by CAUW) posted at each CAUW funded program facility in a prominent location.
  - Inform CAUW staff of agency annual meetings, social media tags, and all media opportunities relevant to CAUW funded programs.

***Failure to comply with partner agreement could result in loss of funding or reduction in allocation.***



## Community Investment Priorities 2019-2022

Capital Area United Way's mission is to improve lives by leveraging partnerships in our community to advance the common good through education, income stability, and healthy living. To that end, a Community Impact Model allows us to more effectively achieve results by targeting support to programs that create a measurable impact in the community. The programs that we invest in fall under four areas: Education, Income Stability, Health, and Basic Needs.

**Priority Areas:** A total of 11 priority areas were developed with information gathered from community conversations and stakeholder engagement and reflect the investments CAUW will make through direct service programs in the 2019-2022 funding cycle.

Special consideration will be given to those programs that reduce barriers to accessing resources (by providing transportation, childcare, meals etc.), provide services for the ALICE population, have established a working partnership with another entity, have built-in supports for parents and caregivers, provide a continuum of care, and/or have a physical location in the parishes with the highest percentage of ALICE.

### **Education:**

- **Early Childhood Success:** Programs provide comprehensive and developmentally appropriate services for children aged 0-5 years. Programs focus on the whole child, including physical and emotional health and school readiness.
- **Youth Success:** Programs prepare K- 12 students for life after high school. Programs focus on elementary, middle, and high school students, in addition to those teens and young adults who have not completed a high school diploma. Services may include: mentoring, career training (including technical and vocational options), financial education, college guidance, academic skill-building, social skill-building, and life skill-building.

### **Income Stability:**

- **Increased Employment Opportunities:** Programs provide educational opportunities, job skills training (both hard and soft skills), job placement services, and career counseling to unemployed or underemployed individuals seeking sustainable career opportunities.
- **Financial Education:** Programs provide financial literacy education, training, and skill building on topics such as credit repair, debt management, budgeting, saving, homeownership, and retirement using an evidence based curriculum.
- **Affordable Housing:** Programs address the need for safe, affordable, housing options for individuals and families. Services may include: permanent supportive housing and homeownership assistance programs.

### **Health:**

- **Health Promotion and Disease Prevention:** Programs include those that educate individuals about the knowledge and behaviors necessary for living a healthy life, encourage preventative care, provide awareness and outreach to specific populations about health issues (including HIV/AIDS, obesity and healthy eating, and dental health), and provide health screenings and assessments.
- **Behavioral Health and Wellness:** Programs include those that assess and screen for behavioral health issues (including trauma, stress, and mental illness) and substance use disorders (including detox and recovery). In addition to providing treatment and ongoing management of mental health and substance use issues, these programs provide education, awareness, and outreach to specific populations about behavioral health issues.

By focusing on the 7 priority areas described above, CAUW is able to support programs that provide the tools and resources necessary for individuals and families to achieve their full potential and goals in life. Rather than

working as separate entities, programs addressing these priority areas are meant to create an integrated system allowing for efficiency in service delivery and the leveraging of existing resources to expand the reach of programmatic efforts in the Capital Area region.

Data collected from Community Conversations and 2-1-1 calls indicate that, in addition to the above priority areas, the community is in need of improved access to healthy food, safe housing options in a crisis, reliable transportation solutions, and access to supportive services for families. To address those basic needs, CAUW is committed to providing program investment dollars to direct service programs that address the following priority areas.

**Basic Needs:**

- **Access to Food:** Programs that provide temporary food assistance directly to individuals and families in need.
- **Access to Emergency Shelter:** Programs that provide temporary housing to individuals and families in crisis situations. These services are not intended to serve as a permanent solution and should be time-limited in scope.
- **Access to Transportation:** Programs that provide transportation or transportation solutions that address the barriers and challenges keeping individuals and families from accessing needed resources such as medical care.
- **Access to Family Supports:** Programs that provided needed resources to families in crisis such as legal services, advocates, support groups, and education. These services are not intended to serve as permanent solution, but as resources provided to help stabilize the family unit.

## Results Based Accountability Framework- Education

<b>Priority Area: Early Childhood Success</b>	
Capital Area United Way will invest in programs that provide comprehensive and developmentally appropriate services for children aged 0-5 years. Programs will focus on the whole child, including school readiness, physical and emotional health.	
Indicator	Definition/Notes
How much did we do?	
# of individuals served	Total # of individuals who are directly benefiting from the program YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # of new students enrolled in program (unduplicated) during the reporting period.
Describe in detail how individuals were served. What services were provided? How many assessments were conducted? What classes, trainings were offered? How many were offered? What additional supports were given? To how many individuals?	
How well did we do it?	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period. Describe in narrative how many of these volunteers were parents/caregivers.
# of volunteer hours to the program	Total # of volunteer hours
# of parents engaging in program activities	Total number of parents (unduplicated) who participated in program activities during the reporting period.
How many are better off?	
# of children assessed for language/literacy skills	Total # of children aged 0-5 who have been assessed for language and literacy skills during the reporting period.
# of children who maintained language/literacy skills at appropriate level	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained or improved language/literacy skills. Examples include: TS Gold scores, Developing Skills Checklist, DIBELS, English Language Proficiency Test.
# of children who improved language/literacy skills	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained or improved language/literacy skills divided by the total number of children assessed. Examples include: TS Gold scores, Developing Skills Checklist, DIBELS, English Language Proficiency Test.
# of children assessed for numeracy skills	Total # of children aged 0-5 who have been assessed for numeracy skills during the reporting period.
# of children who maintained numeracy skills at appropriate level	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained numeracy skills divided by the total number of children assessed. Examples include: TS Gold scores, Developing Skills Checklist, GOLD.
# of children who improved numeracy skills	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained or improved numeracy skills.

	Examples include: TS Gold scores, Developing Skills Checklist, GOLD.
# of children assessed for social/emotional skills	Total # of children aged 0-5 who have been assessed for social/emotional skills during the reporting period. Examples include: TS Gold scores, ASQ, Devereaux Early Childhood Assessment, Pediatric Symptom Checklist, IEPs, and FSPs.
# of children who maintained social/emotional skills	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained social/emotional skills.
# of children who improved social/emotional skills	According to pre- and post- assessments (research based system). Total # of children aged 0-5 who have been assessed and have improved social/emotional skills.
# of children assessed for developmental milestones	Total # of children aged 0-5 who have been assessed for developmental milestones during the reporting period. Examples include: TS GOLD, ASQ, Modified Checklist for Autism in Toddlers, Denver Developmental Scales.
# of children who achieve developmental milestones	Based on developmental screenings. Total # of children aged 0-5 who have been assessed and have demonstrated achievement of agreed upon threshold of developmental milestone.
Describe in narrative the number and percent of children eligible for kindergarten who will be entering school ready to learn. (Based on kindergarten readiness assessment and/or school data provided by district.)	

## Results Based Accountability Framework- Education

<b>Priority Area: Youth Success</b>	
<p>Capital Area United Way will invest in programs that prepare K-12 students for life after high school. Programs will focus on elementary, middle, and high school students, in addition to those teens and young adults who have not completed a high school diploma. Services may include: mentoring, career training (including technical and vocational options), financial education, college guidance, academic skill-building, social skill-building, and life skill-building.</p>	
Indicator	Definition/Notes
<b>How much did we do?</b>	
# of individuals served	Total # of individuals who are directly benefiting from the program YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # of new students enrolled in program (unduplicated) during the reporting period.
<p>Describe in detail how individuals were served. What services were provided? How many assessments were conducted? What classes, trainings were offered? How many were offered? What additional supports were given? To how many individuals?</p>	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours
<b>How many are better off?</b>	
# of youth assessed for in reading and language skills	Total # of youth assessed for reading and language skills during the reporting period.
# of youth served who showed improvements in reading and language skills.	Total number of youth with improved scores based on a pre- and post- assessment.
# of youth assessed for math skills	Total # of youth assessed for math skills during the reporting period.
# of youth served who showed improvements in math skills.	Total number of youth with improved scores based on a pre- and post- assessment.
# of youth served who were promoted to the next grade level	The total # of students who moved on to the next grade level at the conclusion of the school year.
# of youth in their senior year of high school	Total # of students in their senior year of high school during the reporting period.
# of youth served who graduated high school	The total # of students who graduated high school at the conclusion of the school year.
# of individuals assessed for knowledge of social skills	Total # of youth assessed for knowledge of social skills during the reporting period.
# of individuals who gained knowledge about social skills	Based on a pre- and post- assessment. Describe in narrative. (Including IEPs)
# of youth who received ACT or SAT scores	Total # of youth who have received their ACT or SAT scores during the reporting period.
# of youth with improved ACT or SAT scores	Based on actual scores.
# of youth assessed for knowledge about career and post-secondary opportunities	Total number of youth assessed for knowledge about career and post-secondary opportunities.
# of youth who reported knowledge gained about career and post-secondary opportunities	Based on a pre- and post- assessment. Describe in narrative.
# of youth served who gain employment skills or credentials	The total # of youth aged 15-24 served by your program who are participating in youth employment, internships, dual training, vocational training, etc. Describe in narrative.

## Results Based Accountability Framework- Income Stability

<b>Priority Area: Increased Employment Opportunities</b>	
Capital Area United Way will invest in programs that provide educational opportunities, job skills training (hard and soft skills), job placement services, and career counseling to unemployed or underemployed individuals seeking sustainable career opportunities.	
Indicators	Definitions/Notes
<b>How much did we do?</b>	
# of individuals served	Total # of individuals who are directly benefitting from the program, YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # of new individuals enrolled in program (unduplicated) during the reporting period.
Describe in detail how individuals were served. What services and/or resources were provided? What classes, trainings were offered? How many classes and trainings were offered?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
Describe in detail any collaborations with employers (both formalized and informal).	
<b>How many are better off?</b>	
# of individuals assessed for education level	Total number of individuals assessed for education level during the reporting period.
# of individuals who increased their education level	Based on pre- and post- assessment. Formal education attainment: GED, Hi-Set, etc.
# of individuals assessed for soft skills	Total number of individuals assessed for soft skills during the reporting period.
# of individuals who gained knowledge of soft skills	Based on pre- and post- assessment. Soft skills include: resume writing, interviewing skills, work ethic, etc. Describe in narrative.
# of individuals surveyed about licenses, certificates, credentials	Total # of individuals surveyed about earning licenses, certificates, or credentials during reporting period.
# of individuals who earn job-relevant licenses, certificates, or credentials	Total number of individuals who earned licenses, certificates, or credentials
# of individuals surveyed about employment status	Total number of individuals surveyed about employment status during the reporting period.
# of individuals who gained employment	Total # of individuals who obtain a job that has the potential for personal advancement and/or other benefits.
# of individuals surveyed about their employment status	Total number of individuals assessed or surveyed about their employment status during the reporting period.
# of individuals who improved their employment status	Total # of individuals served with increased wages, a high demand job, job with benefits, etc.
# of individuals surveyed about owning or expanding a business or self-employment	Total # of individuals surveyed about owning or expanding a business or self-employment during the reporting period.
# of individuals who started a small business/expanded a small business, or are otherwise self-employed	Total number of individuals who are self-employed/small business owners.
Describe in detail the number of individuals who participated in the program and maintained their employment 6 months and 12 months post program completion. Based on post- program follow-up.	

## Results Based Accountability Framework- Income Stability

<b>Priority Area: Financial Education</b>	
Capital Area United Way will invest in programs that use an evidence based curriculum to provide financial literacy education, training, and skill building on topics such as credit repair, debt management, budgeting, saving, and retirement planning.	
Indicators	Definitions/Notes
<b>How much did we do?</b>	
# of individuals served	Total # of individuals who are directly benefiting from the program, YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # of new individuals enrolled in program (unduplicated) during the reporting period.
Describe in detail how individuals were served. What services and/or resources were provided? What classes, trainings were offered? How many classes and trainings were offered? Describe in detail the number of clients who were assisted with accessing public benefits, tax credits, or cash transfers (EITC, SNAP) through your program.	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
<b>How many are better off?</b>	
# of individuals assessed for knowledge about personal finances	Total # of individuals assessed for knowledge about personal finances during the reporting period.
# of individuals who gained knowledge about personal finances	Based on pre- and post- assessment. Examples include: credit repair, debt management, how to create a budget, etc. Describe in narrative.
# of individuals assessed for skills related personal finances	Total # of individuals assessed for skills related to personal finances.
# of individuals who gained skills related to personal finances	Based on pre- and post- assessment. Examples include: credit repair, debt management, how to create a budget, etc. Describe in narrative.
# of individuals who accessed affordable financial products and services	Financial products include, but are not limited to, checking and savings accounts, credit cards, loans, and insurance.
# of individuals who gained knowledge of how to increase their disposable income by accessing benefits and/or reducing costs	Based on pre- and post- assessment. Total # of individuals served who increase their knowledge about how to increase their disposable income by decreasing the amount they spend on financial services, insurance and/or utilities.
# of individuals assessed for utilizing good financial habits 3 months post program completion	Total number of individuals surveyed about their financial habits 3 months post program completion.
# of individuals who utilized good financial habits 3 months post program completion	Total # of individuals served who self-report using good financial habits 3 months after completing program. Examples of good financial habits: <ul style="list-style-type: none"> <li>• Opened a banking account</li> <li>• Abstained from predatory lenders</li> <li>• Started, maintained, or increased emergency savings</li> <li>• Maintained, or responsibly altered their household budget.</li> </ul> Describe in narrative.
Describe how you are engaging with financial institutions to deliver services to clients.	

**Results Based Accountability Framework- Income Stability**

<b>Priority Area: Affordable Housing</b>	
Capital Area United Way will invest in programs that address the need for safe, affordable housing options for individuals and families. Services may include: permanent supportive housing and homeownership assistance programs.	
<b>Indicators</b>	<b>Definitions/Notes</b>
<b>How much did we do?</b>	
# of individuals served	Total # of individuals who are directly benefitting from the program, YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # of new individuals enrolled in program (unduplicated) during the reporting period.
Describe in detail how individuals were served. What services and/or resources were provided? What classes, trainings were offered? How many classes and trainings were offered?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
<b>How many are better off?</b>	
# of individuals enrolled in a homeownership program	Total # of individuals who enrolled in and began the homeownership program. Not overall enrollment.
# of individuals who completed a homeownership program	Total # of individuals who completed the program Describe in narrative.
# of individuals surveyed about purchasing a home	Total number of individuals served by your program surveyed about purchasing a home during the reporting period.
# of individuals who have purchased a home	Total # of individuals served who purchased a home during the reporting period.
# of individuals assessed for securing permanent housing	Total number of individuals served by your program assessed for securing permanent housing during the reporting period.
# of individuals who have secured permanent housing at no more than 30% of their income	Describe in narrative.
# of individuals surveyed about financial habits 3 months post program completion	Total # of individuals surveyed about financial habits 3 months post program completion.
# of individuals who utilized good financial habits 3 months post program completion	Total # of individuals served who self-reported using good financial habits 3 months after completing program. Examples of good financial habits: <ul style="list-style-type: none"> <li>• Opened a banking account</li> <li>• Abstained from predatory lenders</li> <li>• Started, maintained, or increased emergency savings</li> <li>• Maintained, or responsibly altered their household budget.</li> </ul> % is calculated by: number of individuals who utilized good financial habits divided by the number of individuals surveyed. Describe in narrative.
Describe how you are engaging with financial institutions to deliver services to clients.	



## Results Based Accountability Framework- Health

<b>Priority Area: Health Promotion and Disease Prevention</b>	
Capital Area United Way will invest in programs that educate individuals about the knowledge and behaviors necessary for a healthy life, encourage preventative care, provide awareness and outreach to specific populations about health issues (including HIV/AIDS, obesity, healthy eating, and dental health), and provide health screenings and assessments.	
Indicators	Definition/Notes
How much did we do?	
# of individuals served	Total # of individuals who are directly benefiting from the program, YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # YTD
Describe in detail how individuals were served. What screenings or assessments were conducted? How many screenings/assessments were conducted? What services and/or resources were provided? What classes, trainings, or workshops were offered? How many classes, trainings, or workshops were offered? How many individuals received case management or care coordination?	
How well did we do it?	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
How many are better off?	
# of individuals screened and/or who received a health assessment through your program	The total # of individuals screened or assessed by your program during the reporting period. Examples: medical, dental, diabetes, HIV, STI, etc.
# of individuals who attended a health education class or community health education event	Total # of individuals who attended a health education class or event during the reporting period.
# of individuals who gained knowledge about healthy behaviors	Based on pre- and post- assessment. The total # of individuals who gained knowledge about healthy behaviors during the reporting period. Examples: nutrition, exercise, protected sexual activities, etc. Describe in narrative.
# of individuals who gained knowledge about managing their chronic disease or health condition	Based on pre- and post- assessment. The total # of individuals who gained knowledge about managing their health condition. Examples: management of HIV/AIDS, diabetes, high blood pressure, etc. Describe in narrative.
# of individuals who avoided or reduced risk taking behavior	Based on pre- and post- assessment. Risk taking behaviors: smoking, unprotected sexual activities, excessive drinking of alcohol, illicit drug use, etc. Describe in narrative.
# of individuals who increased physical activity	Based on pre- and post- assessment.
# of individuals who moved towards a healthy weight	Based on pre- and post- assessment.

## Results Based Accountability Framework- Health

<b>Priority Area: Behavioral Health and Wellness</b>	
Capital Area United Way will invest in programs that assess and screen for behavioral health issues (including trauma, stress, and mental illness) and substance use disorders (including detox and recovery). In addition to providing treatment and ongoing management of mental health and substance use issues, these programs will provide education, awareness, and outreach to specific populations about behavioral health issues.	
Indicators	Definition/Notes
<b>How much did we do?</b>	
# of individuals served	Total # of individuals who are directly benefiting from the program, YTD.
# of individuals served (new)	New = unduplicated, first encounter. Total # YTD
Describe in detail how individuals were served. What screenings or assessments were conducted? How many were conducted? What services and/or resources were provided? What classes, trainings, or workshops were offered? How many classes, trainings, or workshops were offered? How many individuals received case management or care coordination?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
<b>How many are better off?</b>	
# of individuals screened and/or who received a health assessment	Mental health, substance use, etc.
# of individuals served connected to a medical, dental, or mental health provider	Use narrative to describe how many in each category. Specify in narrative whether linkage to care was external or internal.
# of individuals who avoided or reduced risk taking behavior	Based on pre and post assessment. Risk taking behaviors: smoking, unprotected sexual activities, excessive drinking of alcohol, illicit drug use, etc.
# of individuals who were assessed for mental health status	Total # of individuals who were assessed for mental health status during the reporting period.
# of individuals who maintained their mental health status	Based on pre- and post-assessment. Describe in narrative.
# of individuals who improved their mental health status	Based on pre- and post-assessment. Describe in narrative.
# of individuals who obtained sobriety	Total # of individuals who obtained sobriety during the reporting period.
# of individuals who maintained sobriety	Total # of individuals who maintained sobriety during the reporting period.
# of individuals who were assessed for mental health functioning at school, work, and/or home 3,6,9 months post completion	Total # of individuals who were assessed for mental health functioning at 3 months, 6 months, and 9 months post program completion.
# of individuals who maintained their functioning at school, work, and/or home 3, 6, 9 months post program completion	Use narrative to describe how many at each point of time.
# of individuals who improved their functioning at school, work, and/or home 3, 6, 9 months post program completion	Use narrative to describe how many at each point of time.

## Results Based Accountability Framework- Basic Needs

<b>Priority Area: Access to Food</b>	
Capital Area United Way will invest in programs that provide temporary food assistance directly to individuals and families in need.	
Indicators	Definition/Notes
<b>How much did we do?</b>	
# of initial requests for services	Total # of individuals who call/walk-in, etc. and request services from your program (whether or not the service requested is within your scope of work). Not intake or assessment.
# of individuals served	Total number of individuals directly benefiting from the program.
Describe in detail how individuals were served? What services and/or resources were provided? How many individuals received case management or care coordination?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
\$ amount of total service by category: meals/food	If using a standard \$ amount per unit, please describe in narrative.
\$ amount of total service by category: fresh fruits and vegetables	Specify in narrative.
\$ amount of total service by category: other	Specify in narrative.
<b>How many are better off?</b>	
# of individuals provided with meals/food	Total # of unduplicated individuals provided with meals/food during the reporting period.
# of individuals provided with case management	Total # of unduplicated individuals provided with case management during the reporting period.
# of individuals provided with fresh fruits and vegetables	Total # of unduplicated individuals provided with fresh fruits and vegetables during the reporting period.
# of individuals provided with healthy recipes for cooking	Total # of unduplicated individuals provided with healthy recipes during the reporting period.
# of individuals referred within your agency for additional services	Describe additional services in the narrative.
# of individuals referred to outside (external) resources	Referrals made to current clients. Describe in the narrative.

**RBA Framework- Basic Needs**

<b>Access to Emergency Shelter</b>	
Capital Area United Way will invest in programs that provide temporary housing directly to individuals and families in crisis situations. These services are not intended to serve as a permanent solution and should be time-limited in scope.	
<b>Indicators</b>	<b>Definition/Notes</b>
<b>How much did we do?</b>	
# of initial requests for services	Total # of individuals who call/walk-in, etc. and request services from your program (whether or not the service requested is within your scope of work). Not intake or assessment.
# of individuals served	Total number of individuals who are directly benefiting from the program.
Describe in detail how individuals were served? What services and/or resources were provided? How many individuals received case management or care coordination?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
\$ amount or value of total assistance provided through program (tangible goods)	Describe in narrative. Examples: household goods, hotel vouchers.
\$ amount or value of total assistance: rent/mortgage assistance	Describe in narrative.
\$ amount of total service by category: shelter nights	If using a standard \$ amount per unit, please describe in narrative.
\$ amount of total service by category: utility assistance	Total dollar amount provided to clients for utility assistance during this reporting period.
<b>How many are better off?</b>	
# of individuals provided with shelter nights	Total # of unduplicated individuals provided with shelter nights during the reporting period.
# of individuals provided with utility assistance	Total # of unduplicated individuals provided with utility assistance during the reporting period.
# of individuals provided with tangible goods	Total # of unduplicated individuals provided with tangible goods during the reporting period. Describe in narrative. Examples: household goods, hotel vouchers.
# of individuals provided with rent/mortgage assistance	Total # of unduplicated individuals provided with rent or mortgage assistance during the reporting period.
# of individuals provided with case management	Total # of unduplicated individuals provided with case management during the reporting period.
# of individuals or families who avoid eviction/foreclosure	Total # of unduplicated individuals who avoided eviction or foreclosure because of your program during the reporting period.
# of individuals referred within your agency for additional services	Describe additional services in the narrative.
# of individuals referred to outside (external) resources	Referrals made to current clients. Describe in the narrative.

### RBA Framework- Basic Needs

<b>Access to Transportation</b>	
Capital Area United Way will invest in programs that provide transportation or transportation solutions that address the barriers and challenges keeping individuals and families from accessing needed resources such as medical care.	
Indicators	Definition/Notes
<b>How much did we do?</b>	
# of initial requests for services	Total # of individuals who call/walk-in, etc. and request services from your program (whether or not the service requested is within your scope of work). Not intake or assessment.
# of individuals served	Total number of individuals who are benefiting from the program.
Describe in detail how individuals were served? What services and/or resources were provided? How many individuals received case management or care coordination?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
\$ amount or value of total assistance provided through program	Describe in narrative.
\$ amount of total service by category: transportation	If using a standard \$ amount per unit, please describe in narrative.
<b>How many are better off?</b>	
# of individuals provided with tangible goods	Total # of unduplicated individuals provided with tangible goods during the reporting period. Describe in narrative.
# of individuals provided with transportation to: medical appointments	Total # of unduplicated individuals provided with transportation to a medical or mental health appointment during the reporting period. Describe in narrative.
# of individuals provided with transportation to: employment	Total # of unduplicated individuals provided with transportation to a job or job training during the reporting period. Describe in narrative.
# of individuals provided with transportation to: education	Total # of unduplicated individuals provided with transportation to school or other educational opportunities for themselves or their children during the reporting period. Describe in narrative.
# of individuals provided with transportation to: other	Total # of unduplicated individuals provided with transportation during reporting period. Describe in narrative.
# of individuals provided with case management	Total # of unduplicated individuals provided with case management during the reporting period.
# of individuals referred within your agency for additional services	Describe additional services in narrative.
# of individuals referred to outside (external) resources	Referrals made to current clients. Describe in narrative.

### RBA Framework- Basic Needs

<b>Access to Family Supports</b>	
<b>Indicators</b>	<b>Definition/Notes</b>
<b>How much did we do?</b>	
# of initial requests for services	Total # of individuals who call/walk-in, etc. and request services from your program (whether or not the service requested is within your scope of work). Not intake or assessment.
# of individuals served	Total number of individuals who are benefiting from the program.
Describe in detail how individuals were served? What services and/or resources were provided? How many individuals received case management or care coordination?	
<b>How well did we do it?</b>	
# of volunteers participating in the program	Total # of unduplicated volunteers during the reporting period.
# of volunteer hours to the program	Total # of volunteer hours during the reporting period.
\$ amount or value of total assistance provided through program (tangible goods)	Describe in narrative.
\$ amount or value of total assistance: financial assistance	Clothing vouchers, etc.
\$ amount of total service by category: legal assistance	If using a standard \$ amount per unit, please describe in narrative.
\$ amount of total service by category: other	Specify in narrative.
<b>How many are better off?</b>	
# of individuals provided with: medical assistance	Total # of unduplicated individuals provided with medical assistance during the reporting period.
# of individuals provided with: food benefits (SNAP)	Total # of unduplicated individuals provided with food benefits during the reporting period.
# of individuals provided with: tangible goods	Describe in narrative. Examples include: household goods, gift cards, tools/equipment, vouchers, etc.
# of individuals provided with; financial assistance	Total # of unduplicated individuals provided with financial assistance during the reporting period. Describe in narrative.
# of individuals provided with: case management	Total # of unduplicated individuals provided with case management during the reporting period.
# of individuals provided with: other	Describe in narrative.
# of individuals referred within your agency for additional services	Describe additional services in the narrative.
# of individuals referred to outside (external) resources	Referrals made to current clients. Describe in the narrative.

**Evaluation Score Card- Phase 1**

**Agency Name** \_\_\_\_\_

**Program Name** \_\_\_\_\_

**Impact Area (circle one):**      **Education**      **Health**      **Income Stability**      **Basic Needs**

<p><b>Organization History and Program Abstract</b> Agency Level Question 1 Program Level Question 1 <i>Total possible points: 3</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The program is clearly explained and is consistent with the organization’s history and mission.</li> <li><input type="checkbox"/> The program is creative and innovative.</li> <li><input type="checkbox"/> The program employs evidence-based or model practices.</li> </ul>
<p><b>Successes and Challenges</b> Agency Level Question 2 Program Level Questions 1 and 3  <i>Total possible points: 4</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization is able to describe in detail one or two clear successes.</li> <li><input type="checkbox"/> Successes align closely with selected priority area(s) and proposed program goals.</li> <li><input type="checkbox"/> The organization clearly explains how it will meet described challenge.</li> <li><input type="checkbox"/> The plan to address challenge(s) is concrete and realistic.</li> </ul>
<p><b>Grants and Funding</b> Agency Level Question 3  <i>Total possible points: 2</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization has a staffing structure in place to manage grants and funding.</li> <li><input type="checkbox"/> The organization has clear defined policies and procedures in place related to grants management and outside funding.</li> </ul>
<p><b>Statement of Need</b> Program Level Question 2 <i>Total possible points: 3</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The program addresses a significant need in the community.</li> <li><input type="checkbox"/> Relevant data has been provided.</li> <li><input type="checkbox"/> Data source(s) is cited.</li> </ul>
<p><b>Priority Area and RBA Framework</b> Program Level Question 3  <i>Total possible points: 3</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The program closely aligns with selected priority area(s).</li> <li><input type="checkbox"/> Three or more indicators were selected.</li> <li><input type="checkbox"/> Current program activities and goals align with RBA indicators in selected priority area(s).</li> </ul>
<p><b>Amount Requested and Use of Funds</b> Program Level Question 4  <i>Total possible points: 3</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization clearly specifies how CAUW funds would be spent for this program.</li> <li><input type="checkbox"/> The program is well-designed with a clear and compelling justification for requested funds.</li> <li><input type="checkbox"/> Line item breakdown of proposed allocation is reasonable.</li> </ul>
<p><b>Target Population</b> Program Level Questions 5  <i>Total possible points: 3</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program clearly defines the population that will directly benefit from the program.</li> <li><input type="checkbox"/> There is a demonstrated client base in the community.</li> <li><input type="checkbox"/> Any restrictions or requirements are reasonable.</li> </ul>

<p><b>Outreach and Recruitment</b> Program Level Question 6</p> <p><i>Total possible points: 2</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The outreach and recruitment methods described are reasonable and thoughtful.</li> <li><input type="checkbox"/> Recruitment is conducted through formalized partnerships, continuum of care, or by eliminating barriers to enrollment by going directly to the client.</li> </ul>
<p><b>Program Activities</b> Program Level Question 7</p> <p><i>Total possible points: 2</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program activities are clearly explained and are concrete and realistic.</li> <li><input type="checkbox"/> Program activities clearly address Statement of Need</li> </ul>
<p><b>Data Collection</b> Program Level Question 8</p> <p><i>Total possible points: 4</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Data collection process is well-defined.</li> <li><input type="checkbox"/> Collected data strongly corresponds to indicators.</li> <li><input type="checkbox"/> There is a clear and well-defined process in place to utilize data to ensure program effectiveness.</li> <li><input type="checkbox"/> Data is stored appropriately, given the requirements of the program.</li> </ul>
<p><b>Reduction of Barriers</b> Program Level Question 9</p> <p><i>Total possible points: 2</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program has clearly defined program activities in place that are designed to reduce barriers to access for target population.</li> <li><input type="checkbox"/> Plans and activities to reduce barriers are concrete and realistic.</li> </ul>
<p><b>Capacity</b> Program Level Question 10</p> <p><i>Total possible points: 2</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization clearly has the ability to administer this program.</li> <li><input type="checkbox"/> Any limitations are addressed with appropriate, concrete, and realistic policies and procedures.</li> </ul>

**Bonus Points:**

- Program clearly demonstrates a continuum of care, directly connecting clients to needed services and resources, and providing follow-up (+1)
  - Program clearly demonstrates service provision to ALICE population (+1)
  - Program is located in one of the following parishes: East Feliciana, West Feliciana, St. Helena, Point Coupee, Iberville (+1)
  - In addition to expected reduction of barriers, the program provides childcare, meals, transportation, and/or flexible hours of operation for clients and their families that go above and beyond the activities of similar programs. (+1)
- Examples include: providing childcare so that parents are able attend a financial education class in the evening, providing a healthy snack for a child to take home after program activities.*

**Program Score \_\_\_\_\_/37**



## Contact Information

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