



Request for Grant Proposals (RFGP) and Guidelines Fiscal Years 2024 to 2026

The City of Alexandria through its Department of Community and Human Services (DCHS) invites qualifying organizations to submit competitive grant applications for the Alexandria Fund for Human Services (AFHS). The AFHS aims to support human service needs for the City's most vulnerable residents across the lifespan to advance conditions in their respective environments of origin to ensure wellbeing, safety, self-sufficiency and resilience through equitable processes, practices, and outcomes. Proposed programs and services will reflect the City of Alexandria's diverse communities and values. This includes community and recipient voice and decision making. Additionally, AFHS will support organizations in the community positioned to offer services that are sound in practice and innovative in the way services are delivered to respond to emerging and critical human service challenges.

Grants will be awarded to support the delivery of programs and services for the period covering July 1, 2023, through June 30, 2026. Funding for each year in the grant cycle is appropriated by City Council through its annual budget proceedings. This is a competitive grant application process, and using established criteria, an external panel will review and evaluate grant applications and make funding recommendations. The panel will receive feedback from DCHS' program and finance staff, as appropriate.

Organizations may submit a single grant application or a joint application, in collaboration with other organizations. Grant applications must be submitted via the Alexandria Fund for Human Services' new on-line grant portal powered by Foundant Technologies. Interested applicants must register and create an account by visiting <https://www.grantinterface.com/Home/Logon?urlkey=cityalexandria>.

Submissions **will only** be accepted via the Foundant Technologies grant application portal. **Grant applications may not be submitted in person, by U. S. Postal Services, courier, email nor facsimile.**

Preproposal Conference and Training

The Department of Community and Human Services will host a virtual **preproposal conference and Logic Model training via TEAMS March 27, 2023, from 9:00 a.m. to 11:00 a.m.** This optional session will provide an opportunity for potential applicants to receive an overview of the AFHS grant application process and requirements, as well as an opportunity to preview the sections of on-line grant application portal. Attendance at the pre-proposal conference is strongly encouraged, particularly for first-time applicants, and organizations new to Foundant Technologies online grants management tool. Prior to the preproposal conference, interested applicants may preview Foundant Technologies’ video tutorial for prospective grant applicant at <https://support.foundant.com/hc/en-us/articles/4479853059991>.

Advance registration for the proposal session is required. To register for the session, and receive the meeting link, please email DCHSAlexFund@alexandriava.gov. For a reasonable disability accommodation, contact maurice.tomdio@alexandriava.gov or 571.384.5244, Virginia Relay 711.

Grant Process Timeline

| | |
|--|-------------------------------|
| Notice of Funding Availability and Request for Grant Proposals Issued | March 17, 2023 |
| Virtual Pre-Proposal and Logic Model Training Session for Prospective Applicants | March 27, 2023 |
| Application Submission Deadline | 5:00 p.m. EST -April 17, 2023 |
| Grant Application Certification and Review Period | April 18- May 19, 2023 |
| <ul style="list-style-type: none"> • Grant Award Notice and Agreements Provided to Successful Applicants • Post-award Training for Successful Applicants | June 2023 |
| Grant Cycle | July 1, 2023 - June 30, 2026 |

Questions regarding the AFHS submission guidelines or the online application process may be forwarded to DCHSAlexFund@alexandriava.gov prior to the March 27, 2023 preproposal conference or up five (5) business days before the submission deadline. Responses to all questions will be posted within forty-eight (48) hours.

Grant Application Submission Guidelines

Purpose of the Alexandria Fund for Human Services

The City of Alexandria is seeking proposals from organizations to provide a range of human services to respond to City Council approved grant priorities. Qualifying organizations are invited to submit grant applications requesting funds to address human service needs for the City’s residents across the lifespan to advance conditions in their respective environments to ensure the wellbeing, safety, self-sufficiency and resilience through equitable processes, practices, and outcomes. Proposed programs

and services will reflect the City of Alexandria’s diverse communities and values. This includes community and recipient voice in practices and decision making. Additionally, AFHS will support organizations in the community positioned to offer services that are sound in practice and innovative in the way services are delivered to respond to emerging and critical human service challenges. 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 and Focus Populations

On January 24, 2023, the Alexandria City Council approved AFHS grant priorities for the FY 2024-2026 and endorsed the focus populations for this grant cycle. These priorities and the focus populations align with the goals and objectives of City Council’s current priorities and several human services related Community and Strategic Plans. **One grant application per grant priority may be submitted. Applications combining grant priorities will not be considered.**

Awards will be made to organizations that are best able to demonstrate that their proposed programs/services are aligned with and support the FY 2024-2026 grant priorities. The following are examples on how performance indicators serve to support grant priorities:

| Grant Priorities | Indicator Examples |
|--|--|
| All children and youth are school ready (this includes young children 0 to 5). | <ul style="list-style-type: none"> • Kindergarten Students with a Pre-K Experience (Source: ACPS) • The knowledge and experience of Alexandria’s Older adults is leveraged to assist in this intergenerational effort. • Percentage of infants, toddlers and preschool age children enrolled in CLASS rated preschool programs who often or very often exhibit positive social behaviors when interacting with adults and their peers. • Percentage of children 0-3 with a recent well child visit that included a lead screening, vision, hearing, and comprehensive developmental screening using the ASQ and ASQ-SE. • Percentage of children 0-3 in the state child welfare system who received a developmental assessment through Early Intervention (Part C). • Percentage of eligible children under the age of six (6) receiving childcare subsidies. • Percentage of early care and education programs with multiple strategies to involve and support family’s presence in the classroom and through home visitation. |

| Grant Priorities | Indicator Examples |
|--|--|
| <p>All Alexandrians are socially connected, emotionally secure and culturally competent.</p> | <ul style="list-style-type: none"> • Children meeting social-emotional expectations (Virginia Department of Education - Virginia Kindergarten Readiness Program (VKRP)) • Children who self-regulate their emotions and behavior (Virginia Department of Education - VKRP) • Increase Social Emotional Learning (SEL) and cultural competence among youth in “Social Competence” developmental assets (Source: Search Institute survey), specifically: <ul style="list-style-type: none"> - Planning and Decision-Making (#32), - Interpersonal Competence (#33) and - Cultural Competence (#34). • Older Adults have safe spaces to socialize with peers and other generations. • Older Adults have access to training and technology to reduce social isolation. • Older Adults are aware of behavioral and emotional supports that are available to them. Outreach efforts should focus on both awareness and de-stigmatization. • Increase the opportunities for older adults to interact and learn about cultures other than their own and receive training on cultural sensitivity. • Demonstration of multiple strategies to involve and support family’s presence in the classroom and through home visitation. • Percentage of families who receive print materials in their preferred language. • Demonstration of engagement in on-going strategies to promote racial equity. |
| <p>All Alexandrians are economically secure and career ready.</p> | <ul style="list-style-type: none"> • Decreased in Cost Burdened Households. • Increase in children meeting reading expectations. • Increase in the number/percentage of students who enrolled in any institution of Higher Education within 16 months of earning a High School Diploma. • Increased High School Graduation Rate. • Percentage of residents who report having enough food. |

| Grant Priorities | Indicator Examples |
|--|--|
| | <ul style="list-style-type: none"> • Increase in the number of residents accessing food. • Increase in the percentage of eligible individuals receiving benefits. • Reduction in unemployment rate. • Increase in the proportion of residents with a high school diploma or higher. • Increase in the availability and access to vocational training and adult education programs. • Improved living wages for workers in Alexandria’s high-demand industries. • Increase in the percentage of BIPOC employed in jobs that pay living wages. • Percentage of housing meets the guideline for affordable housing. • Decreased housing cost burden – rent-to-income ratio. • Decrease in the rate of residents experiencing homelessness. • Number of households supported with rental and utility assistance. • Number of executed evictions. • Number of eviction notices and the average amount of rent owed. • Decrease in discrimination against older adults who seek employment are able to do so without discrimination. • Increased access to training for the modern workforce for Older adults. • Increase access to affordable housing for all Alexandrians. • Percentage of families receiving childcare assistance are supported to attain their self-sufficiency goals. • Percentage of families that have access to quality childcare that meets their needs for non-traditional childcare hours. • Percentage of families have access to volunteer opportunities that provide actionable skill building. |
| All Alexandrians have access to physical, dental, mental health and vision resources and services. | <ul style="list-style-type: none"> • Percentage of youth with a medical home Youth Risk Behavior Survey (YRBS). |

| Grant Priorities | Indicator Examples |
|---|--|
| | <ul style="list-style-type: none"> • Proportion of Children Under Age 19 Uninsured (US Census Bureau). • Increased outreach efforts in physical, dental, and mental health resources will include efforts to reach older adults. • Increased outreach efforts that promote access to resources to adults seeking physical, dental, mental health and vision resources and services. • Decreased limitations to access to services. • Percentage of programs that have a parent navigator at their point of entry or referral partner that serves as point of contact for physical, dental, and mental health resources and services. • Percentage of programs that participate in a community wide presence for sharing physical, dental, and mental health resources and services. • Percentage of programs that accept public insurance including Tricare and Medicaid. |
| <p>All Alexandrians are assisted in preventing and remedying crises (this includes food insecurity, evictions, and financial crises).</p> | <ul style="list-style-type: none"> • Awareness is increased about programs offered by The City to provide basic needs for all Alexandrians. • Outreach is provided to marginalized communities including older adults, Alexandrians with disabilities, and Alexandrians with low-English proficiency. • Number of programs that offer benefits counseling to participants. • Number of programs that engage in partnerships to provide financial management and wealth building for families. |

Focus Populations

- Children and youth (including ages 0-5).
- Individuals with low incomes and low wealth.
- Individuals with dental, physical health, mental health, and vision care needs.
- Individuals facing crises.
- Survivors of domestic violence and sexual assault.
- Older Adults.
- Historically marginalized communities: This population includes, but is not limited to Black, Indigenous, People of Color (BIPOC), immigrant populations (including those who lack

documentation or families with mixed status), Justice involved individuals, LGBTQIA+, Persons with disabilities across the lifespan to include support for care givers, Individuals with Limited English proficiency, Unhoused /Housing Insecure /Housing Cost Burdened.

Eligibility and Submission Requirements

Any organization, public or private with an IRS nonprofit determination is eligible to apply for AFHS funding.

Organizations interested in submitting a grant application, as first step must confirm eligibility by completing a pre-application screening on AFHS' Foundant Technologies grant portal.

Grant proposals will **only** be accepted through the **Alexandria Fund for Human Services Online Application**, which may be found at: <https://support.foundant.com/hc/en-us/articles/4479853059991>.

NOTE: Applicants are urged to thoroughly review grant guidelines and the online application instructions before beginning, to minimize errors. The application contains sections with word limits for responses and those will be clearly noted. It is recommended that applicants compose responses using a word processing program and proceed to cut and paste the text into the online application form.

On-line Application Content

1. Cover Page

- a. Organization's Legal Name if Different Proposed
- b. First Time Applicant
- c. Organization Mailing Address
- d. Chief Executive Officer/Executive Director/Authorizing Representative
- e. Email Address
- f. Telephone Number
 - a. Principal Program Contact Person
 - b. Email Address
 - c. Telephone Number
- g. Organization's Website Address
- h. Organization's Federal Tax ID
- i. Organization's Fiscal Year Start/End
- j. Organization's FY 2023 Total Operating Budget Amount
- k. Amount Requested for the Proposed Program/Project
- l. Joint Application- Contact Information for all Partnering Agencies
 - 1) Partnering Organization Name
 - 2) Partnering Organization Address
 - 3) Partnering Organization Telephone Number
 - 4) Partnering Organization Website

- 5) Partnering Organization's Principal Contact
 - i. Email address
 - ii. Telephone Number
- m. Date the Board of Directors Approved the Submission of this Grant Application

AFHS Funding Priority the proposed program/service address. *Only one grant application per priority will be accepted*

1. All children and youth are school ready (this includes young children 0 to 5).
2. All Alexandrians are socially connected, emotionally secure and culturally competent.
3. All Alexandrians are economically secure and career ready.
4. All Alexandrians have access to physical, dental, mental health and vision resources and services.
5. All Alexandrians are assisted in and empowered to prevent and remedy crises (this includes food insecurity, evictions, and financial crises).

Proposed Focus Population(s). *Applicants must select all that apply.*

1. Children and youth
2. Individuals with low incomes and low wealth
3. Individuals with dental, physical health, mental health and vision needs
4. Individuals facing crises
5. Survivors of domestic violence and sexual assault
6. Older Adults
7. Historically marginalized communities: This population includes, but is not limited to: Black, Indigenous, People of Color (BIPOC), Immigrant populations (including those who lack documentation or families with mixed status), Justice involved individuals, LGBTQIA+, Persons with disabilities across the lifespan to include support for care givers, Individuals with Limited English proficiency, Unhoused /Housing Insecure /Housing Cost Burdened.

Proposed Zip Codes (within the City's Geographic Area) the proposed program/service will support. *Applicants must select all that apply.*

1. 22206
2. 22301
3. 22302
4. 22304
5. 22305
6. 22311
7. 22312
8. 22314

Proposed Program/Service Abstract (2000-character limit)- *Applicants must provide an abstract that addresses the outlined components, as this information will be used for publication purposes.*

1. The problem your proposed program/service intends to address.
2. The approach and key activities utilized in your proposed program/service.
3. The intended focus population the program/service will serve and geographic area within the

City of Alexandria. If the proposed program/service is being delivered in multiple settings, please list those.

4. Organizational capacity and current practices related to the specialized skills, staffing, and ability to effectively reach and engage the proposed focus population.
5. Describe confirmed partner agencies.

Applicants must provide a narrative for each of the following: Separate section for each question a word limit for each section.

1. **Focus Population (1500-character limit)**- Describe how this program/service will benefit residents of Alexandria. Include data specific to Alexandria that justifies the need for the proposed program to include geographic area of service, paucity of available services, identified population of interest and what human services need will be addressed through this funding.
2. **Human Service(s) Need Being Met (5000-character limit)**- Describe your key activities and approach including evidenced-based, promising or innovative practices that will be used. In this section, also indicate how your proposed program/service outcomes will be measured to include data collection methods and tracking. Data collection will include but not limited to zip code, number of individuals/ households served, and demographics of those served.
3. **Advancing Equity (3500-character limit)**- Include a description of how the proposed program or service provision will support the advancement of Equity in the City of Alexandria <https://www.alexandriava.gov/Equity>. What actions has your organization taken to advance racial and/or social equity. This may include but not limited to the following: increasing economic stability, education access and quality, health care access and quality, outreach in marginalized communities to promote healthy conditions, having conversations about race/racism/racial equity, racial and/or social equity as explicitly prioritized in your organization's Mission/Vision/Values, formal training/professional development in racial and/or social equity, use racially disaggregated data in decision making, diverse board/leadership, promote equity in policy/program design, or have committee/team dedicated to racial and/or social equity.

In addition, please describe how staff assigned to deliver your proposed intervention/program are equipped to meet the cultural and or linguistic needs of the focus population.

4. **Outreach and Engagement (5000- character limit)** – Describe your organizational capacity and current practices including the specialized skills, staffing and ability to effectively reach and engage the proposed focus population. Be specific about outreach strategies and practices -- for example, location in the focus neighborhood; hours convenient to community residents; bilingual and culturally competent staff; organizational visibility at community events; recipient recruitment via community institutions and other service providers.
5. **Collaboration (1500-character limit)**- Describe how your proposal demonstrates collaboration with other identified partners and service providers in the community to strengthen the City's human service system. Please specify the nature and goal of the collaboration to include but not limited to the following: an acknowledgement and support of the project by collaborating

organizations, a description and the role(s) each organization will have in the collaboration, how the proposed program/service will serve to strengthen the City's human service system, how the collaboration will be managed, how decisions will be made by partnering organizations, and how data collection will be managed.

- a. **Joint Applicants-** Describe the collaboration, role, and responsibility for each partnering organization, and how this collaboration contributes to the successful accomplishment of the proposed program/service and strengthens the City's overall human service delivery system.
 - b. **NOTE:** A Memorandum of Understanding (MOU) or Letter of Commitment with the formal partner(s) of joint applications, confirming the specific commitment of the partnering agencies/organizations is a required attachment.
6. **Voice in Program/Service Design and Implementation (1500-character limit)-** Describe the role program participants played in the design of the proposed program/service provision and/or how they will continue to influence and govern the program activities. Provide background on how the community perspective and/or stakeholders, key informants groups shaped the proposed program/service described in your proposal.
 7. **Organizational Capacity Building (1500-character limit) -** How will the grant award strengthen your organization's capacity beyond the delivery of the proposed program/service, complement other programs and services the organization delivers to the same focus population, broaden relationships within the focus population communities, enhance staff diversity and fundraising capacity.
 8. **Maximizing Efficiency (1500-character limit)-** How the organization will leverage other community resources to maximize service delivery and minimize duplication of services.
 9. **Fiscal and Organizational Management (3500-character limit)-** Identify key managerial, governance, and financial accountability policies and procedures of your organization -- for example, the background of Board members and qualifications of senior management, the quality of accounting and audit systems, and the organization's track record of successful management of other grants.

Logic Model –The Logic Model will aid in thinking through the various objectives or components of your proposed project. It can also serve as a roadmap that may assist your organization in determining if your planned activities or project are on track or if you have veered off course. It is tool to depict the intended intervention or project. Completing the Logic Model Template provides the opportunity to list the activities that will need to be in place to support the proposed program/service and an accounting of the resources necessary to conduct activities. While using sound data collection efforts to evaluate and determine if program activities result in the desired outcome. Ultimately outcomes will be noted in your proposed program/service.

Following the guidance below, Applicant must complete and upload the required Logic Model template to outline the planned activities for their proposed program/service. Applicants must also

select three (3) indicators that their organization will be tracking to show the progress of its work toward the grant priority. These can often be pulled from the outputs or outcomes sections of your logic model.

1. **Project Title-** Insert project title.
2. **Grant Priority-**List the grant priority for which you are applying.
3. **Focus Population-** Please list the focus population your proposed project aims to serve.
4. **Inputs/Resources-** What resources will you need to complete the project?
5. **Activities-** What will you do with the resources?
6. **Outputs-** What is the direct product of your activities?
7. **Outcomes (Short-term)-** What are the changes in learning and actions that you expect your program to have? Please select three(3) indicators from the indicator examples in the RFGP and list those under the Outcomes section below.
8. **Impact (Long-term)-**What are the long-term changes that you believe work towards the selected grant priority?

Program Budget and Justification (3500-character limit) – *Two (2) active Excel files with summation formulas embedded are for reporting projected expenses and revenues for the proposed program/service are required attachments and can be downloaded from the on-line grant portal. Please download, complete, and upload these budget forms. Provide a narrative that explains and supports the grant request this information should include:*

1. A description of funding and other resources, including volunteer support, donations and in-kind contributions that will be available to the proposed program/service. As appropriate provide an estimated per unit cost.
2. The potential for leveraging additional funding and support opportunities from non-City sources, and estimated total of funding from these other sources.
3. The staff needed to accomplish program, related job responsibilities and the percentage of time the positions will spend the proposed program/service. Identify all supervisory or administrative positions, providing percentage of time devoted to project management, oversight, or administrative support functions.

Joint applicants should identify areas of shared costs or distribution of costs among participants in the budget narrative.

Only administrative costs directly related to the proposal are to be included within the request.

4. The consequences of partial funding upon the program/service in the event that the project is not fully funded, indicate the minimum acceptable level of funding the project can be implemented, and describe the impact to proposed outcomes. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected because of partial funding. Lastly, identify a plan for sustaining the project when City funds are no longer available.

NOTE: Approved grant awards amounts will remain the same for the two subsequent grant cycle, and continuation and receipt of funding is dependent on performance.

Additional Required Attachments to Support the Grant Application – *In an electronic file form e.g., PDF, Word, PNG, GIF, JPG a maximum size of 12 MiB per document.*

1. IRS Letter of Nonprofit Determination (as applicable)
2. Most Recent External Audit (organizations with annual operating budget of \$250,000 or less, may submit most recent Board approved year-end financial statement or most recent IRS Form 990)
3. Organization’s FY 2023 Operating Budget
4. Organization’s Most Recent Annual Report (if available)
5. Board of Directors Roster
6. Memorandum of Understanding (MOU) or Letters of Collaboration for Joint Applications
7. Evidence of participation in **Virginia Quality Birth to 5 (VQB5) for applicants seeking funding for childcare programs/services.**

Grant Application Attestation- The submitter of the grant application will be required to declare authorization to apply for grant funding and declare to the best of their knowledge and belief that the information in the grant application is accurate.

GRANT PROPOSAL EVALUATION CRITERIA AND SCORING

A committee external to DCHS will review grant applications and make award recommendations. All grant applications will be evaluated and rated based on the following criteria and point value framework:

| Maximum Points | Criteria |
|----------------|---|
| 20 | <p>FOCUS POPULATION</p> <p><u>20-16 points</u>-Would be awarded if the focus population is a City priority, and unmet human service need for the proposed program/service for that group is high. Proposal also includes data that supports the proposed intervention.</p> <p><u>15-10 points</u>- Would be awarded if the focus population is a City priority, but the program/service does not address as high priority need for them. OR The proposed program/service a high priority needs for the focus population but is not a City priority.</p> <p><u>9-1 points</u>- Would be awarded if the focus population is not clearly related to any of the City’s priorities and the proposed service would not address a high priority need for that population. The proposal lacks data that demonstrate the unmet need.</p> |

| Maximum Points | Criteria |
|----------------|--|
| 20 | <p style="text-align: center;">HUMAN SERVICES NEED BEING MET</p> <p><u>20-16 points</u>- Would be awarded if the proposed program/service is well chosen to address the identified human service need. AND it is designed for maximum effectiveness, including incorporating evidence-based best or promising practices and/or innovative approaches.</p> <p><u>15-10 points</u>- Would be awarded if the proposed program/service will incorporate standard of professional practices and achieve average effectiveness in addressing the identified unmet human service need.</p> <p><u>9-1 point</u>- Would be awarded if the proposed program/service is likely to provide limited benefits in addressing the identified human service need given staffing, language barriers or other markers that will yield limited outcomes.</p> |
| 10 | <p style="text-align: center;">ADVANCING EQUITY</p> <p><u>10-6 points</u>- Would be awarded if the proposal describes actions the organization has taken to advance Racial and/or Social Equity. The proposed the program/service also describes how it would directly and substantially promote racial and/or social equity as this may include and not limited to; increasing economic stability, education access and quality, health care access and quality, outreach in marginalized communities to promote healthy conditions.</p> <p><u>5-4 points</u>- Would be awarded if the proposed program/service as described in the proposal would contribute somewhat to enhancing racial and/or social equity.</p> <p><u>3-1 point</u>- Would be awarded if the proposed program/service does not provide a description on the impact on or how racial and/or social equity would be enhanced.</p> |
| 10 | <p style="text-align: center;">OUTREACH AND ENGAGEMENT</p> <p><u>10-6 points</u>- Would be awarded if the proposed program outlines how the organization has an explicit strategic plan for outreach, and these efforts are likely to substantially assist services to reach those most in need of the services.</p> |

| Maximum Points | Criteria |
|----------------|---|
| | <p><u>5-4 points</u>- Would be awarded if the proposal outlines how the organization would implement some outreach efforts, and these are likely to have some benefits in reaching those most in needs of the services.</p> <p><u>3-1 point</u>- Would be awarded if the proposal does not include or how the organization does not plan to invest in any substantial outreach or recruitment. OR it may be relying on potential recipients to "come through the doors" on their own.</p> |
| 10 | <p style="text-align: center;">MAXIMIZING EFFICIENCY</p> <p><u>10-6 points</u>- Would be awarded if the proposal incorporates noteworthy or innovative approaches likely to be particularly efficient and cost-effective.</p> <p><u>5-4 points</u>- Would be awarded if the proposal embodies standard practices for delivering the proposed services efficiently and cost-effectively.</p> <p><u>3-1 point</u>- Would be awarded if the proposal is largely silent on this issue, or what is described is not likely to promote a high level of efficiency.</p> |
| 10 | <p style="text-align: center;">FISCAL AND ORGANIZATIONAL MANAGEMENT</p> <p><u>10-6 points</u>- Would be awarded if the proposal conveys how the organization has a full range of standard, well established managerial, governance, and accountability systems and procedures, and a substantial record of successful management of earlier grants.</p> <p><u>5-4 points</u>- Would be awarded if the proposal has some of the elements outlined on how the organization's but not all, standard governance, managerial, and accountability systems and procedures. OR These systems -- and perhaps the organization itself -- may be new and untried.</p> <p><u>3-1 point</u>- Would be awarded if the proposal contains few or minimal standard by the organization as this relates to managerial, governance, and accountability systems and</p> |

| Maximum Points | Criteria |
|----------------|---|
| | <p>procedures and has a limited track record of successful management of earlier grants.</p> |
| <p>10</p> | <p style="text-align: center;">COLLABORATION</p> <p><u>10-6 points</u>- Would be awarded if the proposal outlines how program/service would be strategically integrated into comprehensive efforts to meet multiple needs of the focus population. In these efforts, the organization would closely collaborate with other service providers and community organizations, especially small and emerging ones, or those with strong community roots.</p> <p><u>5-4 points</u>- Would be awarded if the proposal outlined how the organization would coordinate the projected services with other activities serving the same focus population -- for example, by co-location of service delivery or cross-referrals of clients.</p> <p><u>3-1 points</u>- Would be awarded if the proposed program/service would be delivered largely in isolation from other services by other organizations or the organization itself.</p> |
| <p>5</p> | <p style="text-align: center;">VOICE IN PROPOSED PROGRAM/SERVICE DESIGN AND IMPLEMENTATION</p> <p><u>5-4 points</u>- Would be awarded if the proposal outlines how the organization engages program participants and community representatives to inform program design, improvement, and delivery. The organization also maintains a diverse board of governance that is made up of key community stakeholders. Organization makes use of regular client feedback or key informant groups to drive program intervention.</p> <p><u>3-2 points</u>- Would be awarded if the proposal describes the organization's explicit strategy for employing participant voice in the future, however the organization did not seek client or community participation in the design and implementation of the proposed program/project.</p> |

| Maximum Points | Criteria |
|------------------|---|
| | <p><u>1 point</u>- Would be awarded if the proposed project/intervention is a result of the organization’s staff and leadership without the use and input from service recipient or community input.</p> |
| 5 | <p style="text-align: center;">ORGANZATIONAL CAPACITY BUILDING</p> <p><u>5-4 points</u>- Would be awarded if the proposal provides insight on how the organization has a specific, explicit strategy for how to maximize the benefits of the grant in strengthening the overall organization and expanding community.</p> <p><u>2-3 points</u>- Would be awarded if the organization describes an explicit strategy for how the grant would strengthen the organization, but impact is not clear.</p> <p><u>1 point</u>- Would be awarded if grant would affect only the specific proposed services, which seem to be largely unrelated to other organization activities, the organization's overall management, or other community needs.</p> |
| TOTAL 100 | |

DEFINITION 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. Increases, improvements or reductions need to be included.

- 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.

Housing instability: Encompasses a number of challenges, such as having trouble paying rent, overcrowding, moving frequently, or spending the bulk of household income on housing. These experiences may negatively affect physical health and make it harder to access health care.

Affordable Housing: Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.

LGBTQ: Abbreviation to denote lesbian, gay, bisexual, transgender or queer community.

Evidence-based public health - The process of integrating science-based interventions with community preferences to improve the health of populations.

Promising practices -A promising practice refers to an activity, procedure, approach, or policy that leads to, or is likely to lead to, improved outcomes or increased efficiency for health centers.

Public health innovation - refers to the creation and implementation of a novel process, policy, product, program, or system leading to improvements that impact health and equity. Tenets of public health innovation include the following:

- It is an ongoing, systematic process that can generate incremental or radical change.
- It requires both collaboration with diverse team members and partners and co-production with people with lived experience who will be affected by the results of the innovation.
- It is an open process lending itself to adaptation or replication.

AWARD PRE-REQUISITES

Successful grant 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.

An authorized representative for organizations approved for funding will be required to sign a Grant Agreement prepared by the City. The Agreement will detail the terms and conditions for the grant award.

Grant Award Disbursements

Grant awards will be disbursed in two payments. Organizations may submit an invoice for the first half of the grant once their Grant Agreement has been executed by the City. The invoice for the second half of the funding will be processed after the mid-year year report has been submitted and approved. The City reserves the right to delay or withhold the second half payment if there are program performance concerns or issues, or the organization fails to comply with any part of the Grant Agreement. **Approved grant award amounts will remain the same for the two subsequent grant cycle.**

Paper checks will no longer be issued for AFHS grant payments. Organizations approved for funding must possess or establish an Automated Clearing House (ACH) account with the City to grant payments electronically. To register, establish or confirm an account, visit [Vendor Self-Service | City of Alexandria, VA \(alexandriava.gov\)](#). Grant recipients without an ACH account with the City must first register. Please have the following items handy when registering:

- **Completed W-9 form** (upload as a PDF)
- **Voided check** (upload a scanned image)
- **Small, Women, and Minority-Owned (SWaM) business certification** (upload as a PDF)
- if applicable
- City of Alexandria Vendor Number- if applicable
- Federal Tax ID or Social Security Number
- Bank routing and account numbers
- State Corporation Commission ID
- Commodity codes/descriptions of your business' products and services
- Up-to-date contact information

If there are any questions about your vendor file or have trouble logging in, please contact the City's Accounting Division at either 703.746.3905, or by email at VendorSupport@alexandriava.gov.

Reporting and Training Requirements

Grant recipients will be required to submit a Mid-Year and a Year-End report that provides program/service performance and expenditure information and data relevant to the grant funded work. Additionally, funded organizations will commit to collect and include in the required reports specific data as designated by the City that will include but will not be limited to:

- zip codes of the program/service beneficiaries
- ages and race/ethnicity population supported, and
- number of individuals/households served

Mid-Year and Year-End Final reports will be due the calendar date, January 31 and July 31 of each grant year. The templates used for the proposed Program Plan and Revenue and Expenses forms will also serve as the reporting templates. If the City determines that the organization is underperforming, a corrective action plan or site visit may be requested, and the second half payment may be withheld until such time plan is reviewed and accepted. **Timely submission of grant reports will be an evaluation factor during future Request for Grant Proposals processes.**

Grant recipients will also be required to participate in two mandatory trainings per grant year; one with the City's Office of Performance Analytics to discuss reporting, existing trends, data issues and future data needs. The second training will be designed to increase awareness, understanding and advancement of the City's commitment to Equity.

LINKS TO HELPFUL RESOURCES

Links to plans and reports useful to the development of your grant application will be made available through the grant portal. In the event you would like to review the documents in advance of completing your application, they are as followed:

1. Alexandria City Council Priorities- <https://www.alexandriava.gov/city-council/city-council-2022-priorities>
2. Alexandria's Age Friendly for a Livable Community Plan - <https://media.alexandriava.gov/docs-archives/dchs/adultservices/age-friendly-community-plan=may2018.pdf>
3. Children and Youth Community Plan- <https://media.alexandriava.gov/docs-archives/dchs/childrenfamily/cymp2025.pdf>
4. Alexandria's Community Health Improvement Plan- <https://media.alexandriava.gov/docs-archives/health/ahdfinalchip6162021.pdf>
5. Developmental Assets Profile of *Alexandria City Youth* – <https://www.alexandriava.gov/sites/default/files/2022-08/Attitudes%20and%20Behaviors%20Survey-ACPS-aggregate-Feb2022.pdf>
6. City of Alexandria Equity Homepage-<https://www.alexandriava.gov/Equity>
7. National Institute of Health Evidence-Based Public Health Practice - <https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs>
8. Health Resources & Services Administration Promising Practices - <https://bphc.hrsa.gov/compliance/site-visits/site-visit-protocol/promising-practices#:~:text=45%20CFR%2075.301->
9. Innovations in Public Health - <https://phnci.org/innovations/about-innovations>

