**Northwest Central Alberta FASD Services Network Society**

**REQUEST FOR APPLICATION**

**RFA-19-04-01N**



# Section 1.0 – TABLE OF CONTENTS

[Section 1.0 – TABLE OF CONTENTS 2](#_TOC_250015)

Section 2.0 – REQUEST FOR APPLICATIONS 3

[Section 3.0 – SUBMISSION REQUIREMENTS](#_TOC_250012) ..4

[Section 4.0 – PROPOSAL FORMAT](#_TOC_250011) ..9

[Section 5.0 – PROPOSAL EVALUATION](#_TOC_250010) 10

5.1 - EVALUATION SHEET 10

5.2- NETWORK LEADERSHIP TEAM EVALUATION SCORING SUMMARY TABLE 14

 [Section 6.0 FORMS](#_TOC_250008)

[FORM A – PROPOSAL TITLE PAGE](#_TOC_250007) 15

[FORM B – PROPOSERS SIGNATURE PAGE](#_TOC_250005) 16

[FORM C - ORGANIZATIONAL INFORMATION](#_TOC_250004) 17

[FORM D – PROPOSED SERVICE AND WORK PLAN](#_TOC_250003) 20

[FORM E- SCHEDULED COSTS](#_TOC_250002) 24

[FORM F – CLIENT REFERENCE INFORMATION](#_TOC_250001) 26

LEVELED SUPPORT GUIDELINE………………………………………………………………………………………..27

**Section 2.0 – REQUEST FOR APPLICATIONS**

The NWCFASD Leadership Team is requesting detailed and comprehensive applications until **4:30 pm local time Thursday, January 31, 2019** for the following project:

**RFA-19-04-01N**

**FASD SUPPORTS AND SERVICES**

#### Documents and general information are available on the NWCFASD website at [www.nwcfasd.ca](http://www.nwcfasd.ca), or from the office of the Executive Director, angelak@nwcfasd.ca.

**Mailing:** Box 5389, Westlock, ab, T7P 2P5

**Office:** #204, 10619, 100 Ave, Westlock, ab, T7P 2J4

Submissions must be emailed to angelak@nwcfasd.ca.

**INQUIRIES**

All questions must be emailed to Executive Director, angelak@nwcfasd.ca.

ISSUE DATE: January 2, 2019

#

# Section 3.0 – SUBMISSION REQUIREMENTS

The Northwest Central Alberta FASD Services Network Society (NWCFASD) Leadership Team requests application submissions focused on addressing Fetal Alcohol Spectrum Disorder (FASD), with an emphasis on serving individuals affected by FASD over the lifespan. This RFA has been prepared in response to the Provincial Government’s FASD initiative, as described in the FASD Service Network Program Guidelines. Work at the provincial level is guided by the Alberta FASD Cross-Ministry-Committee (FASD-CMC). The NWCFASD Network is recognized by the provincial government as one of 12 regional networks that make up the service delivery arm for the provincial FASD initiative.

The Alberta FASD-CMC developed a government-wide 10-year FASD Strategic Plan, 2007-2017, to improve and enhance services for individuals affected by FASD in Alberta and continue to fund services on an annual grant basis. The provincial government’s vision is to provide a comprehensive and coordinated provincial response to FASD by supporting the development and enhancement of FASD-related initiatives. Integral to this vision is that individuals affected by FASD receive a continuum of services that are respectful of the diversity seen throughout our communities, and that serve individuals across the lifespan.

Working with this vision, the NWCFASD Network applies solely to the FASD-CMC for grant funding on a yearly basis and is interested in developing community partnerships. The Network uses the provincial funding to improve and enhance FASD services in the Network catchment area in a way that compliments existing services and furthers the collaborative practices that have been encouraged through individual efforts and activities.

The NWCFASD Network will continue to support the delivery of services in the 2019- 2021 fiscal years if the local Leadership Team continues to receive fiscal support from the Alberta Provincial FASD Service Network Program.

Funding to successful applicants will be on a two year basis dependent on Provincial funding allocations.

Please include a budget for each year, 2019-2020 and 2020-2021.

When the successful applicants are selected and the process moves forward to development of written agreements, the contractors (successful applicants) will then be working with the NWCFASD Network office to develop the written agreements. The service contract will be an agreement between the successful proponent and the NWCFASD Network. When the written agreements are in place, the NWCFASD Network will be monitoring and evaluating the agreements on behalf of the Network Leadership Team and the contractors will be in direct communication with the NWCFASD Network Executive Director.

1. **Scope of Work**

The NWCFASD Network is seeking to fund Supports for individuals and caregivers with two full time equivalent (80% Supports and Services plus 20% Prevention and Awareness Services) positions for the North Zone. Both positions will be funded to a **maximum of $180,000** (inclusive of all service delivery costs, excluding clinic mileage). Please note, a maximum of 5% (of the budget total) may go towards Supervision, and a maximum of 10% (of budget total) to Administration costs.

The Alberta FASD-CMC has outlined three service category priorities for Network funding including providing services and supports within the three service pillars of i) Prevention and Awareness, Targeted and Indicated Prevention ii) Assessment and Diagnosis (across the lifespan) and iii) Supports for Individuals and Caregivers (across the lifespan). Within this Request for Application Process, 2019-2021 the NWCFASD Leadership Team is seeking to fund applicants in the following two pillar areas : i) Prevention and Awareness and iii) Supports for Individuals and Caregivers.

For the 2019 RFA for FASD Supports and Services submissions the Network Leadership Team will be giving priority to:

* + Providing FASD Supports and Services that are accessible within the geographic area known as the North Zone within the Network catchment area. This will be completed by selecting an application that provides supports and services to the major service centers of Slave Lake, Red Earth Creek, Smith and First Nation’s communities of Swan River, Loon River, Peerless and Trout Lake, Wabasca/Desmarrais, Chipweyn and Calling Lake.
	+ Applicants must be located in one of the designated communities in the North Zone.

Training and evaluation projects, as required by the Province, will be mandatory for successfully funded agencies to participate in (e.g. FASD-ORS training, Prevention Conversation training).

**Definition of Prevention and Awareness:** services educate and inform about the dangers of drinking alcohol while pregnant, the effects of FASD, and increase overall awareness about healthy pregnancy. Prevention and Awareness services funded by the Network Leadership Team are for at risk populations, children, youth, adults, schools, support service agencies, communities, professionals and the general public. 20% of mentorship positions will be for Prevention and Awareness services. Successful applicants will participate in online Prevention Conversation Training through CANFASD and report Prevention and Awareness services they provide as well as client data entry into the Online Reporting System, ORS, as required by the NWCFASD Network.

**Supports for Individuals and Caregivers**

1. **Support Programs for Children & Youth** with/or suspected of having FASD. Examples of types of intervention supports for youth could include coordination, advocacy, mentoring, and support groups. Integral to a youth support program must be a clear intake process followed by strategies and goals that have clear outcomes. This support program must have an evidence based evaluation plan.
2. **Support Programs for Adults** with/or suspected of having FASD. Examples of types of intervention supports for adults could include coordination, advocacy, mentoring, and support groups. Integral to an adult support program must be a clear intake process followed by strategies and goals that have clear outcomes. This support program must have an evidence based evaluation plan.

Examples of coordination and advocacy activities include the following: community supports including respite and recreation, access to detoxification and treatment, health care, education, employment, transportation, assisting with criminal or family justice issues, pregnancy and outreach programs and/or income supports and/or housing.

Examples of mentoring (support and guidance) activities includes the following: assisting individuals in making healthier choices for themselves and their families, encouraging learning to increase the individuals self- advocacy skills, setting realistic and practical expectations, focusing on trust, respect and non-judgmental relationship development, adapting to the individual’s needs, using teaching strategies such as active listening and role modeling, linking individuals to resources.

Support groups are facilitated, educational and/or therapeutic groups that assist with moving beyond one-on- one support and addressing issues of social isolation.

**Definition:** Supports include programs and services that enhance protective factors and enable individuals and families affected by FASD to reach their potential in the community. Supports promote the development and well- being of individuals and caregivers; keep them safe and protected; and promote healthy communities.

**Assessment and Diagnosis**

The NWCFASD Network has allocated resources to assessment and diagnostic services within the North Zone. The NWCFASD Network leadership team is not soliciting proposals within this pillar.

Clinic referrals are to be sent to the NWCFASD Network Pediatric Clinic, sharonp@nwcfasd.ca or the Adult Clinic jennp@nwcfasd.ca.

1. **Eligible Applicants**

Eligible applicants can be:

* + Not-for-Profit organizations
	+ Private sector companies
	+ Applicants who submit only one application per person or organizational entity
	+ Applicants who agree to the terms and conditions set out in the NWCFASD Network FASD Supports & Services RFA Agreement.

Ineligible applicants:

* + Government Ministries that employ the Network Leadership Team Members (Children and Youth Services, Alberta Health Services, Corrections Services, Justice).
	+ Incorporated or private entities in which members of the Network Leadership Team have personal or business interests.
	+ Network Leadership Team members.
	+ Immediate family members and persons related to members of the Network Leadership Team.
	+ Agencies that do not have an office in the North Zone.
	+ Applicants submitting proposals for the sole purpose of:
		- Research
		- Awareness campaigns
		- Capital costs related to buildings or vehicles

Any applications that do not meet the above qualifying criteria will not be given further consideration. Applications that meet all the qualifying criteria will be further assessed and ranked on the basis of the selection criteria.

1. **Selection Criteria**

The evaluation and selection of service providers will be based on an evaluation of an application which should include detailed program, support and service delivery strategies. The evaluation criterion is attached in Section 5.0.

For the 2019 RFA for FASD Supports and Services submissions the Network Leadership Team will be giving priority to:

* + Providing FASD Supports and Services that are accessible within the geographic area known as the North Zone within the Network catchment area. This will be completed by selecting an application that provides supports and services to the major service centers and First Nation’s communities within the North Zone as described above.

Addressing needs across the lifespan without age barriers. Programs will focus on a developmentally sensitive approach to FASD from pre-conception to death. This will be completed by selecting an application that provides services from two service pillars and provide programming for all age groups.

* + Meeting identified cultural needs including indigenous and immigrant populations.
	+ Providing supports and services in two service pillars. One application will be selected to ensure that the NWCFASD Network offers services in service pillars of i) Prevention and Awareness, and iii)) Supports for Individuals and Caregivers (across the lifespan).
	+ Applicants that demonstrate a willingness to collaborate and align with the overall work of the NWCFASD Network.
	+ Applicants that build on existing or demonstrate the willingness to create new partnerships to address and support identified needs
	+ Applicants that can demonstrate organizational capacity to implement the proposed service
	+ Applications selected to delivery services and supports in each of the two service pillars should align with the allocated budget in the 2019 - 2020 Network Business Plan and the expected number of clients to be served with those allocated resources.
1. **Mandatory Criteria**

Successful applicants must meet the following criteria:

* + Submission of a complete RFA package including the following components:
		- Proposed services to be delivered within the NWCFASD Network catchment area known as the North Zone
		- Applications are emailed to angelak@nwcfasd.ca
		- Applicants meet the eligible applicant criteria

Submissions should include:

* + Completed forms A, B, D, E, F, G and H
	+ Project Overview Letter - a one or two page summary letter outlining the key features of the proposal.
	+ Applications are no longer than 20 pages
	+ Application is emailed
	+ The submission be marked as: RFA-19-04-01N, FASD SUPPORTS AND SERVICES
		- Certificate of incorporation
		- Audited financial statement or letter from a financial institution providing information pertaining to the financial stability of the organization.
		- Organizational Governance structure
		- Organizational chart
		- Insurance certificate
1. **Funding Duration**

The funding approved through the 2019 application for funding process will support services delivered over a period not to exceed two years. The estimated contract duration will be beginning in April of 2019 and ending March 31, 2021, depending on funding from the Province. The start date and contract duration is subject to the NWCFASD Network receiving a Provincial Service Network Program Grant funding payment.

# Section 4.0 – PROPOSAL FORMAT

Evaluation of applications is made easier when applicants respond in a similar manner. The following format should be followed to provide consistency in proponent response. Applications should be no longer than **10 pages** (not including charts and appendices) and should include page numbers.

|  |  |
| --- | --- |
| **Applicant Checklist** | **Applicant Format Requested** |
|  | Form A - Proposal Title Page |
|  | Form B - Applicants Signature Page |
|  | Form C - Organizational Information |
|  | Form D - Proposed Service, Work Plan and Required Resources |
|  | Form E - Schedule of Costs |
|  | Form F - Client Reference Information |
|  | Appendix I Certificate of incorporation |
|  | Appendix II Audited financial statement or letter from a financial institution providing information pertaining to the financial stability of the organization. |
|  | Appendix III Governance structure |
|  | Appendix VI Organizational chart |
|  | Appendix V Insurance certificate |

# Section 5.0 – PROPOSAL EVALUATION

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** | **Evaluation Sheet** |  |  |
| **Stage One:** |
|  | Does the application meet all of the mandatory submission requirements?Note: If the application fails do not proceed to stage two. | **Pass or** | **Fail** |

|  |  |
| --- | --- |
| Applicants meet the eligible applicant criteria noted in Section 5.0 of the RFA documentation. | Proposed services to be delivered within the North Zone of the NWCFASD Network catchment area |
| Application was received digitally and in a sealed envelope to office  |  |

**Stage Two:**

The criteria below will be ranked in correspondence to the rating scale below. The Leadership Team will use this to assist scoring the proposal:

10 Not only acceptable, they have given a desired or a superior solution or answer.

**7** The answer is good enough.

**3** They have provided a portion of the answer or solution we were seeking.

**0** They have not addressed the requirement or have missed the intention of the question.

**Applications that pass Stage One will be ranked on the following criteria:**

**SECTION I**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Points** | **Importance Index** | **Maximum Points** |
| **A) Applicant Qualifications** |  |  |
| Mandate of the organization is compatible with the proposed FASD services and supports. | 0-10 | 0.5 | 5 |
| Relevant experience in performance of comparable engagements | 0-10 | 1.0 | 10 |
| Demonstrate organizational capacity to support implementation of the proposed initiative. | 0-10 | 1.0 | 10 |
| Identified the number of staff required to carry out the proposed service | 0-10 | 0.5 | 5 |
| Identified staff in place that possess or are willing to carry out the proposed services and/or identified staff recruitment and training strategies for new staff members. | 0-10 | 0.5 | 5 |
| Training strategy for current or new staff | 0-10 | 0.5 | 5 |
| **B) Alignment with the Network Priorities** |  |  |
| Process for maintaining up-to-date records and keeping information confidential | 0-10 | 1.0 | 10 |
| Process for reducing cultural barriers and address the cultural needs of the community | 0-10 | 1.5 | 15 |
| Process for addressing age-related barriers and providing services across the lifespan | 0-10 | 1.5 | 15 |
| Process for providing clients transitional services across the lifespan | 0-10 | 1.0 | 10 |
| **C) Quality of Application** |  |  |
| Application format consistent with format outline provided in Section 6.0 | 0-10 | 0.5 | 5 |
| Rank the completeness of the application (provided all requested information as listed in Section 6.0) | 0-10 | 0.5 | 5 |
| **Section I total (A + B + C)** | **/100** |

**SECTION II**

**Applicant Plan Strategies 1 – 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Points** | **Importance****Index** | **Maximum****Points** |
| **Strategy #1: Prevention and Awareness Services** |
| Proposed service is compatible with the scope of work for the Prevention and Awareness service pillar as outlined in Section 5.0 of the RFA. | 0-10 | 2.0 | 20 |
| Outlined goals would accomplish the proposed service | 0-10 | 1.0 | 10 |
| Proposed service fills an existing service gap or enhances existing services | 0 or 10Yes = 10No = 0 | 1.5 | 15 |
| Activities align with the Network Business planning activities | 0-10 | 1.5 | 15 |
| Proposed plan described would accomplish the related activities | 0-10 | 0.5 | 10 |
| Timeline to accomplish activities is within the established timelines of the grant (April 1, 2019 to March 31, 2021) | 0-10 | 0.5 | 10 |
| Indicators described would measure the progress of achievement of outcome(s) | 0-10 | 0.5 | 10 |
| An evaluation plan is identified that would measure the success of the proposed activities | 0-10 | 1.0 | 10 |
| **Strategy 1 Total Points**  | **/100** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Points** | **Importance Index** | **Maximum Points** |
| **Strategy #2: Supports for individuals affected by FASD and their caregivers.** |
| Proposed service is compatible with the scope of work for the Supports and Service pillar as outlined in Section 5.0 of the RFP. | 0-10 | 2.0 | 20 |
| Outlined goals would accomplish the proposed service | 0-10 | 1.0 | 10 |
| Proposed service fills an existing service gap or enhances existing services | 0 or 10Yes = 10No = 0 | 1.5 | 15 |
| Activities align with the Network Business planning activities | 0-10 | 1.5 | 15 |
| Proposed plan described would accomplish the related activities | 0-10 | 0.5 | 5 |
| Timeline to accomplish activities is within the established timelines of the grant (April 1, 2019 to March 31, 2021). | 0-10 | 0.5 | 5 |
| Outcomes match the following business planning targets for supports for individuals and caregivers:* Reduction of secondary disabilities by increasing employability of individuals and assist individuals in achieving a paid employment placement.
* Support workers will create a strategies, goals and make supported referrals that address recommendations in the FASD Diagnostic report and individuals identified needs.
* Support strategies that increase client engagement and retention in programs.
* Support workers will provide supported referrals to increase access to services.
* Reduce caregiver burnout by assisting families in accessing respite
* Support workers will achieve FASD specific training including Families Moving Forward training.
* Provide support, education, reduce social isolation and assist in development of informal networks for families/ caregivers by facilitating the development and maintenance of FASD Parent/ Caregiver support groups.
 | 0-10 | 1.5 | 15 |
| Indicators described would measure the progress of achievement of outcome(s) | 0-10 | 0.5 | 5 |
| An evaluation plan is identified that would measure the success of the proposed activities | 0-10 | 0.5 | 10 |
| **Strategy 2 Total Points** | **/100** |

##  Evaluation Scoring Summary Table

Proposals will have 2 scores, one for each strategy. The proposals will then be ranked according to each strategy and according to each similar geographic area.

The reason for this type of evaluation is to ensure that proposals selected is a strength-based decision (strength of the organization to provide the services) and so that the proposals selected align with the 2019-2021 Network Business Plan targets.

|  |  |
| --- | --- |
| **Applicant Qualifications** |   **/100** |
| **Section I Score** | **/100** |
| **Section II Corresponding Strategy Score** | **/100** |
| **Total** | **/300** |
| **Percent Score**  | **%** |

**Section 6 Forms**

**FORM A – Application Title Page**

Organization Name:

Address:

Primary Contact for Communication Purposes:

 Name:

 Phone:

 Email:

Name of proposed service:

Geographic Region to be served:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding requested through NWCFASD Network (total) $

## FORM B – Applicants Signature Page

By submitting this application I/We agree to comply with the requirements stated in this RFA. My/Our Business License Number is:

DECLARATION

The Applicant further declares that he/she has complied in every respect with all the instructions to Applicants, that he/she has read all addenda, if any, issued prior to opening of applications, and that he/she has satisfied him/her self fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this application pertains.

ANTI-COLLUSION STATEMENT

The undersigned, as Applicant, declares, under oath that no other person has any interest in this application or in any resulting agreement to which this application pertains, that this application is not made with connection or arrangement with any other persons and without collusion or fraud.

Respectfully submitted,

Signature of Authorized Employee or Board Member Printed Name

**Firm/Agency/Organization email**

 **Address Date**

## FORM C – ORGANIZATIONAL INFORMATION

|  |  |
| --- | --- |
| Describe the Geographic area to be served: |  |
| Provide the mandate of your organization: |  |
| Describe recent experience providing FASD related services and supports: |  |
| Describe and demonstrate organizational capacity for the proposed initiative.Note: Include the experience and responsibilities of staff who will be leading the delivery of the proposed service. |  |

**Staffing**

|  |
| --- |
| Provide information on each proposed position, the FTE and the position titles for each position: |
| FTE | Position Title | Could a current staff member fulfill this position (Yes or No)? | Does the current staff member possess the required skills for the position (Yes or No)? | Is a new staff member required (Yes or No)? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Outline what your recruitment strategy is for your agency when new staff are required: |  |
| If your agency required a new staff member during the contract term please outline how you would train the new staff member. Include examples for one staff in each strategy that your agency is applying for funding. |  |

**Aligning with the NWCFASD Network Priorities**

|  |  |
| --- | --- |
| Does your organization have a process for maintaining up-to-date records and keeping information confidential? |  Yes NoIf yes, describe this process: OrIf no, outline a proposed process on how your agency would provide this service: |
| Does your agency have a process for reducing cultural barriers and address the cultural needs of the community? |  Yes NoIf yes, describe this process: OrIf no, outline a proposed process on how your agency would provide this service: |
| Does your agency have a process for providing clients transitional services across the lifespan? |  Yes NoIf yes, describe this process: OrIf no, outline a proposed process on how your agency would provide this service: |

|  |
| --- |
| **List the organizations that will be important partners in delivering the proposed service:** |
| Name of Partner | Purpose of Partnership | Role of the Partner |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## FORM D - PROPOSED SERVICE AND WORK PLAN

|  |
| --- |
| **Strategy #1 – Prevention and Awareness**  |
| **Describe the Proposed Service** |
|  |
| List Service Goals: |  |
| Does this proposed service fill an existing service gap? |  Yes NoIf yes please identify the service gap and describe how you have identified this gap: |
| Does this proposed service enhance existing services? |  Yes NoIf yes, describe why enhancement is required: |
| **Objectives/ Key Activities to Accomplish the Proposed Service (check all that apply to your proposal)** | **Describe how your agency would accomplish the activities and identify the key resources that would be required.** | **Identify a general timeline for implementation and/or completion.** |
| * Prevention Conversation and Let’s Get Real Programming to at risk populations, children, youth, adults, schools, support service agencies, communities, professionals and the general public.
 |  |  |
| * Coordinate activities to ensure Prevention and Awareness services are available to rural communities within the catchment area.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Describe other objectives/key activities of the proposed service that are not listed above.** | **Describe how your agency would accomplish the activities and identify the key resources that would be required.** | **Identify a general timeline for implementation and/or completion.** |
|  |  |  |
| **Number of Prevention Conversation and Let’s Get Real services provided (50 annually):** |  |
| **Outline the main outcomes that are expected over a 12 month period and the indicators that will be used to measure and report on progress.** |
| Outcomes | Indicators |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Evaluation Plan** |
| Describe the means of measuring the success of the proposed activities: |  |

|  |
| --- |
| **Strategy #2– Provide support services for individuals suspected or diagnosed with FASD of all ages and their families/ caregivers.** |
| **Describe the Proposed Service** |
|  |
| List Service Goals: |  |
| **Objectives/ Key Activities to Accomplish the Proposed Service (check all that apply to your proposal)** | **Describe how your agency would accomplish the activities and identify the key resources that would be required.** | **Identify a general timeline for implementation and/or completion.** |
| * Provide supports for individuals suspected of/diagnosed with FASD of all ages and their families/ caregivers (may be Child, Youth, or Adult focused).
 |  |  |
| * Provide pre and post diagnostic support to individuals who have gone through clinic.
 |  |  |
| * Coordinate activities to ensure needs across the lifespan and are respectful of a wide range of perspectives (including cultural diversity).
 |  |  |
| * Provide creative day-to-day programming for children, youth, adults, and families affected by FASD.
 |  |  |
| * Collaborate with community agencies and provide supported referrals, to address such concerns as homelessness and addictions faced by individuals affected by FASD.
 |  |  |
| * Implement best-practice into the supports and services offered
 |  |  |
| **Describe other objectives/key activities of the proposed service that are not listed above.** | **Describe how your agency would accomplish the activities and identify the key resources that would be required.** | **Identify a general timeline for implementation and/or completion.** |
|  |  |  |

|  |  |
| --- | --- |
| **Target Population:** |  |
| **Clients to be Served – maximum of 10 Level 1, no max. on Level 2 & 3 (see attachment))** |  |
| **Outline the main outcomes that are expected over a 12 month period and the indicators that will be used to measure and report on progress.** |
| Outcomes | Indicators |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Evaluation Plan** |
| Describe the means of measuring the success of the proposed activities |  |

## FORM E – SCHEDULED COSTS

#### Outline the 12 month budget for all strategies in the following table (a new budget will be required for 2020-21 before the 2nd year of service):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Strategy # 1** | **Strategy # 2** | **Total Budget** |
| Staffing | Salary & Benefits | Salary & Benefits |  |
|  FTE \_ Position Title | Salary: Benefits: | Salary: Benefits: |  |
|  FTE \_ Position Title | Salary: Benefits: | Salary: Benefits: |  |

**Direct Client Costs** – expenses Related to direct care of Clients or for staff who provide direct services to clients.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Strategy # 1** | **Strategy # 2** | **Total Budget** |
| Materials and Supplies |  |  |  |
| Travel and Subsistence |  |  |  |
| Education, Conferences and Workshops |  |  |  |
| Other – Specify |  |  |  |
| **Total Direct Client Costs** |  |  |  |

**Facility Costs** – expenses Related to direct care of Clients or for staff who provide direct services to clients.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Strategy # 1** | **Strategy # 2** | **Total Budget** |
| Mortgage or Loan Payments |  |  |  |
| Rental of Space |  |  |  |
| Other – Specify |  |  |  |
| **Total Facility Costs** |  |  |  |

**Administration costs** (Administration costs must not exceed 10% of the total budget)

|  |  |  |  |
| --- | --- | --- | --- |
| **ADMIN/OFFICE COSTS** | **Strategy # 1** | **Strategy # 2** | **Total Budget** |
| Office Supplies and Postage |  |  |  |
| Telephone and Communications |  |  |  |
| Lease / Rental of Office Equipment |  |  |  |
| Staff Recruitment |  |  |  |
| Program Advertising |  |  |  |
| Accounting / Audit Fees |  |  |  |
| Staff Supervision |  |  |  |
| Other – Specify |  |  |  |
| **Total Administration/Office** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Total Budget Requested** | **Strategy # 1** | **Strategy # 2** | **Total Budget** |
|  |  |  |  |

**FORM F- CLIENT REFERENCE INFORMATION**

|  |  |
| --- | --- |
| **Reference 1 - Company Name** |  |
| Address |  |
| City/Province |  |
| Postal Code |  |
| Contact Person/Title |  |
| Phone Number |  |
| Description of work performed |  |
| **Reference 2 - Company Name** |  |
| Address |  |
| City/Province |  |
| Postal Code |  |
| Contact Person/Title |  |
| Phone Number |  |
| Description of work performed |  |
| **Reference 3 - Company Name** |  |
| Address |  |
| City/Province |  |
| Postal Code |  |
| Contact Person/Title |  |
| Phone Number |  |
| Description of work performed |  |

**Leveled Support Guideline**

|  |  |  |
| --- | --- | --- |
| Level of Support | Support Activities & Time | Number of Clients |
| Level 1 (high, active) | Weekly face to face contact, regular phone calls with client/supports, some transportation, attending appointments/meetings, crisis management  | Maximum 10 |
| Level 2 (medium, maintenance) | phone calls, monthly face to face meetings, occasional transportation, occasional attendance at appointments and meetings  | No maximum |
| Level 3 (low, maintenance, inactive) | occasional phone calls, filling out of forms (clinic referral, AISH, PDD) | No maximum |