



Department of Families, Children, Youth & Recreation

2022 Hartford UNITY

REQUEST FOR PROPOSALS

Key Dates

RFP Release: February 7, 2022
FAQ Submission Due Date: February 18, 2022
FAQ Document Release: February 25, 2022
Closing Date: 11:59 PM EST on March 7, 2022
Anticipated Award Announcement: Week of April 18, 2022



LUKE BRONIN
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KIMBERLY OLIVER
DIRECTOR

February 7, 2022

Dear **Youth Service Provider**:

The City of Hartford Department of Families, Children, Youth and Recreation (DFCYR) helps children and youth succeed and grow into thriving adults. We partner with families, educators, and the community at large to facilitate key initiatives and programming that **get and keep our young people on safe and productive paths**. In this spirit, the Department invites organizations to submit proposals for our **2022 Hartford UNITY grant** opportunity in accordance with the enclosed Request for Proposals (RFP). The electronic RFP package may be found online at <http://dfcyr.hartford.gov/>.

Contingent upon the availability of funding, up to \$_____ will be granted to a successful applicant(s) to help young people recover and heal from the isolation and disruption of the pandemic, including youth recreation, employment, enrichment, and other supports.

Proposals are due March 7, 2022 by 11:59 PM EST. You may send questions in writing to youthengagementgrants@hartford.gov no later than February 18, 2022 by 12 noon EST.

Thank you for your commitment to serving Hartford children, youth, and families.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly D. Oliver".

Kimberly D. Oliver, MBA

Enclosures

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RFP OVERVIEW

MISSION

Help our community recover from profound emotional pain, economic hardship, and social isolation, while at the same time building a foundation for a stronger, healthier, more vibrant and more resilient city in the years ahead.

INTENDED USES

Need some introductory narrative here.

Youth engagement and enrichment opportunities are the primary intended use of UNITY funding. Building mentoring exposure environments where constructive strategic change opportunities are available to support Hartford youth. Enrichment and engagement opportunities should expose youth to social/emotional development strategies and opportunities. Program components may include, but not limit: mentorship, positive peer relationship building, coping skills, basic life skills, financial literacy, entrepreneurial/business development, customer service and quality care training or other activities, events and experiences which promote and support productive foundational social/emotional growth for youth.

School Readiness and Child Day Care Grants

- **Age Demographic:** Infants and children up to 5
- Opportunity to build capacity of providers to prepare children for kindergarten and build capacity of the system to serve more children

Hartford Recreation

- **Age Demographic:** Youth up to age 24
- Increase the number of youths connected to non-academic enrichment activities and doing something they love

Youth Engagement Grant Program

- **Age Demographic:** Youth up to age 24
- Multiple types of activities
 - Community-based
 - Sports and Recreation
 - Employment and work-based learning (under \$25K only)

Priority Populations and Services

- Justice-involved and/or at-risk youth up to age 24
- Disengaged, disconnected, and/or opportunity youth up to age 24
- Adolescents ages 11 to 13 years old or in Middle School grades (6, 7, and 8)
- Young children under 5 years old
- Girls under 18 years old
- High-need neighborhoods
- Enrichment activity deserts
- Mental health and/or wellness services as its own contained program
- Performing arts and culture programs
- Youth outreach efforts

YOUTH OUTREACH AND ENGAGEMENT

Youth outreach is successfully achieved by building trusting relationships with youth, particularly reaching out to those who are not receiving services and are disconnected from education and employment. The purpose of youth outreach is to introduce youth to resources and services that can lead to positive life outcomes such as education enrollment, increased work experience, permanent employment, and credential attainment. Youth outreach strategies should include the following:

- Relentless and persistent contact with youth.
- Elevating youth voice at multiple tables, and opening positions for them to take on outreach roles.
- A mutual understanding that we will be working together toward positive life outcomes for the youth.
- In a timely manner assessing their interests, needs, aspirations, and levels of work readiness.
- Realizing that one organization may not be able to provide all that the youth needs and therefore, warmly transitioning a youth from one provider to the next.

As a result of these youth outreach strategies, we can both build on existing relationships and also enhance the longevity and quality of current relationships.

To ensure the viability of a program, and be able to effectively measure successful participant engagement, grantees should be able to answer the following questions:

1. How do you plan to measure this outreach for your programmatic goals and objectives?
2. What procedures for receiving feedback will you have in place?
Example: Will you distribute surveys? Conduct talkbacks?

AWARD INFORMATION

DFCYR may award a single grant or multiple grants under this initiative. DFCYR reserves the right to cancel and re-issue this grant program in the event that DFCYR determines and documents that submissions fail to establish a reasonable expectation of successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated

due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application.

FUNDING LEVELS AND TERMS

Less than \$5,000

- Can be an individual, an organization or a 501(c)(3) IRS-designated Non-Profit
- Provide direct services including staff and program costs
- Summer programming ONLY
- Summer programs: Program period is from June 1, 2022 - August 31, 2022
- Youth Survey and Program Participant Data
- Re-application will need to take place each year, provided available funding and program performance standards, at the sole discretion of the City of Hartford
- Online application available February 7, 2022 and due March 7, 2022 by 11:59 PM EST

\$5,000 or more, and less than \$25,000

- (1) Expand direct services by the number of youths serviced, number of services provided, or number of service locations or (2) build capacity through training, staff, or data infrastructure
- Program can be summer-only or year-round.
- Summer Programs: Program period is from June 1, 2022-August 31, 2022
- Year-Round Programs: Program period is from June 1, 2022-May 31, 2023
- One-year grant with the option to renew for one additional year, provided available funding and program performance standards, at the sole discretion of the City of Hartford
- Applicant can be an organization or non-profit
- Online application with budget worksheet and narrative available February 7, 2022 and due March 7, 2022 by 11:59 PM EST
- Can be an organization or a 501(c)(3) IRS-designated Non-Profit
- Must have or can obtain City-required insurance
- Must sign data sharing agreement with Hartford Data Collaborative
- Requires procurement review and contract
- Contract and Insurance required

\$25,000 or more

- (1) Scale up existing programming with preliminary or moderate evidence of effectiveness, (2) pilot new, evidence-based programming or (3) offer programming that integrates social-emotional learning in enrichment activities
- One-year grant with the option to renew for one additional year, provided available funding and program performance standards, at the sole discretion of the City of Hartford
- Budget Workbook must be completed and submitted
- Online application with budget worksheet and narrative available February 7, 2022 and due March 7, 2022 by 11:59 PM EST
- Must use City ETO, MyRec, or have in-house data capacity
- Must be a 501(c)(3) IRS-designated Non-Profit

- Must have or can obtain City-required insurance
- Must sign data sharing agreement with Hartford Data Collaborative
- Competitive Review process
- Requires community-panel review and professional services contract
- Program can be summer-only or year-round
- Summer Programs: Program period is from June 1, 2022-August 31, 2022
- Year-Round Programs: Program period is from June 1-May 31, 2023

APPLICANT ELIGIBILITY

A Bidders' Conference will be held on February 10, 2022. Your unique "Bidders' Conference" code is required for the online application form.

Date: Thursday, February 10th, 2022

Time: 2:00-4:00 PM EST

Zoomlink: Click [HERE](#) or copy and paste link below

<https://us02web.zoom.us/j/88584123423?pwd=U01iY2txOG8wTHhJVnVPVk02a01VZz09>

Applications will be accepted from an:

- Individual
- Organization
- Non-Profit 501(c)(3): Youth-serving Organizations that serve Hartford youth up through age 24, with IRS 501(c)(3) status, (verifiable at <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>) may submit a proposal. Such eligible organizations must satisfy the requirements of this RFP.

DFCYR encourages proposals that include program partnerships designed to provide effective, comprehensive services.

UNITY Grant Application Pre-Submission Requirements

- Before submitting an application with City of Hartford, employment and work-based learning programs should contact Capital Workforce Partners for application information.
- Funding may only be used for Hartford residents and requires that services be provided with no cost to participants.
- An individual/organization/non-profit may only apply for one grant. If there are multiple applications, the proposal with the largest amount will be accepted; all other applications will be disqualified.
- Only non-profit organizations with an IRS-designated 501(c)(3) status may apply for funding at the \$25,000 or above level
- Questions may be sent to youthengagementgrants@hartford.gov no later than February 18, 2022 by 12 noon EST.
- Application Due Date: March 7, 2022 by 11:59 PM EST.

Additional Eligibility and Other Requirements

- Staff background checks
- First Aid and CPR trained program staff
- DCF Mandated Reporter trained staff
- Health and Safety information session
- Hartford Data Collaborative information session
- Must align with Hartford's ARP mission and intended uses
- Must be a provider that serves Hartford children and youth
- Funding is for Hartford residents only
- Services must be provided at no cost to participants
- Must agree to provide data
- Must use Hartford UNITY logo
- Each applicant may participate in one (1) submission

IMPORTANT! - Only the highest requested grant amount will be considered; others will be disqualified and discarded.

Each applicant may participate in one (1) submission. Proposals found to include *applicant* organizations which submit or are party to more than one (1) submission under this RFP will be found non-responsive and disqualified from consideration. Such determination shall apply to all proposals to which any such applicant organization is party.

Partnerships. Qualified organizations are strongly encouraged, but not required, to submit proposals through this RFP in partnership with other non-profit organizations that serve Hartford youth. Partnerships should be utilized to offer youth a more holistic approach to receiving services, and should be consistent with the Program Description. Evidence of partnerships should be in the form of a Letters of Support (LOS) or Memorandum of Understanding (MOU), and should clearly and concisely outline the role of each partnering organization (including which organization is the applicant), what services will be provided by which organization, and how the partnership contributes to and strengthens the overall program. Necessary costs for such partnerships should also be clearly reflected and articulated in all budget documents. The LOSs or MOUs must be signed by the executive leadership of the partnering organization.

Staffing Requirements. Individuals that earn wages will be considered employees of the grant awardee and/or its partners as applicable. While it is preferred that any newly hired individuals for the UNITY are residents of Hartford, it is not required.

Provider will employ personnel in order to administer the program; and shall provide broad program oversight, ensuring high-quality services, access to gender and culturally-appropriate programs, and positive outcomes for youth.

In alignment of federal standards and national best practices, the City of Hartford is requiring criminal history checks for any and all individuals that are paid using UNITY grant funds from the City of Hartford. A criminal history check for the purposes of the UNITY grant is considered a name-based search of the Connecticut Sex Offender Registry and National Sex Offender

Registry, a search of the Connecticut State Police criminal history record, and submission of fingerprints through a state central record repository for a fingerprint-based Federal Bureau of Investigation (FBI) national criminal history background check. An individual shall be ineligible to be paid wages with UNITY grant funds from the City of Hartford if such individual refuses to consent to the criminal history check or makes a false statement in connection with such criminal history check. An individual that will serve or have access, on a recurring basis, to children age 17 years or younger shall be ineligible to be paid wages with UNITY grant funds from the City of Hartford if such individual is registered, or is required to be registered, on a Connecticut Sex Offender Registry or the National Sex Offender Registry, or has been convicted of murder.

TARGET POPULATION, OUTCOMES, AND REPORTING

Target population. Hartford children and youth up to age 24.

Outcomes. Within a Results-Based Accountability (RBA) framework, DFCYR seeks results including that all of Hartford's youth are prepared to succeed in post-secondary education and career pursuits. Youth can better achieve their life goals if they are matched with caring adults who can influence them to establish and maintain positive skills and behaviors.

The framework ensures that grantees will be responsible for population and performance accountability. The grantees programs will provide a positive, safe, enriching and supporting environment where the youth can develop positive life-skills, build relationships and meet program objectives. The grantee program should seek to support community-driven, results-based and data driven efforts to improve the overall health, wellness, outreach and engagement, including developmental outcomes for youth in the Hartford community.

Reporting Requirements. DFCYR views grant reporting as a valuable opportunity to highlight grantees' work in the community, gain program and process insight from grantees, and identify areas for technical assistance and future improvement. DFCYR will provide reporting schedules and templates to grantees. Please note that any report submitted to DFCYR is not considered confidential and may become public, and, therefore, should not contain any information that does not protect the privacy of program participants as governed by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) laws.

Youth Survey and Data Requirements. DFCYR requires that grantees report required data via a DFCYR-designated data entry system. Regular data entry will support daily operations by facilitating timely analysis and course correction. Grantees will be required to participate in data sharing of contractually relevant information, established under mutually acceptable terms and conditions with the City of Hartford. Unlike grant reports which may become public, participant data inclusive of Personally Identifiable Information (PII) or Sensitive Personal Information (SPI) is considered confidential and will not be made public or shared with any individual or organization other than those authorized by the participant (or, in the case of participants under 18, their legal guardian).

SASID (Student Assigned Student Identifier). Awarded grantees are required to provide the SASID (Student Assigned Student Identifier) number for any youth in their program that are enrolled in school.

KEY DATES

RFP Release. DFCYR will provide notice of this RFP and make the RFP package available on February 7, 2022. Public notice will be provided via the DFCYR website <https://tinyurl.com/hartford-dfcyr>. Other notification may occur.

Bidders' Conference. DFCYR will hold a mandatory Bidders' Conference on February 10, 2022 from 2:00 – 4:00 PM EST. An online version will be available following the Bidders' Conference. To gain access to the Grant Application, you will need to enter the code provided at the Bidders' Conference. During the presentation, a 5-digit alphanumeric code will be displayed. Please write down this code and enter it when requested on the online proposal form.

FAQ Document Release. DFCYR will create a document containing frequently asked questions (FAQs) based on questions submitted by applicants. All identifying information will be removed for privacy reasons. Any questions must be submitted by 12 noon EST on February 18, 2022 to be added to the FAQ, and the FAQ document will be officially released on February 25, 2022. All questions must be submitted via email to youthengagementgrants@hartford.gov. No delay in the document's release shall be cause for any delay or shift of other key dates.

Closing Date and Time. The closing date for submission of electronic proposals under this RFP is 11:59 PM EST on March 7, 2022.

Award Announcement. DFCYR will announce the award during the week of April 18, 2022. No delay in the award announcement shall be cause for any delay or revision of the awardee's obligations.

SUBMISSION INFORMATION

The complete online Application will be posted at <https://www.HartfordUnity.com> on February 7, 2022.

To gain access to the Grant Application, you will need to enter the code provided at the Bidders' Conference. If you aren't able to attend, you may watch a video recording. During the presentation, a 5-digit alphanumeric code will be displayed. Please write down this code and enter it when requested on the online proposal form.

E-mailed, mailed or handwritten submissions will not be accepted. All submissions must be submitted via the designated online portal at <https://us.openforms.com/Form/edfec329-0f8d-4507-a00f-a400ab698597>.

APPLICATION CONTENT

The online application form is available here: <https://us.openforms.com/Form/edfec329-0f8d-4507-a00f-a400ab698597>

The online application WILL allow applicants to SAVE AND CONTINUE the form at a later time. Please ensure you save the system link provided to access the (incomplete) form later.

BUDGET WORKBOOK

The budget workbook consists of three (3) parts:

- 1) Budget Definitions
- 2) Budget Worksheet
- 3) Budget Narrative

They are all part of one Microsoft Excel file containing each section on a separate sheet. The Budget Workbook is only required for grantees applying for amounts of **\$5,000 or more**. Please use the Workbook to identify all revenue and expenses required to support the Initiative. Please write a budget narrative—in narrative form—that describes in detail how and why funding will be used. The Budget Narrative must correspond to each line item in the budget, providing an explanation of how the costs benefit the program as well as the calculation of costs or value of in-kind services. Sufficient detail should be provided that your calculations may be reproduced by someone reviewing your proposal.

- a) The Budget Narrative corresponds to the Program Description and the resources are reasonable and adequate to accomplish the goals.
- b) All cost bases and calculations are replicable and clearly explained in narrative form (incl. price/estimate sources, quantities, etc.).
- c) All costs are categorized correctly, limited to allowable activities, and administrative expenses do not exceed 10% of the total grant amount.
- d) All costs/resources are reasonable to achieve the deliverables.

If awarded, the grantee is responsible for meeting the administrative, financial, and programmatic reporting requirements of the award until the successful completion of the proposed program. Grantees may receive a portion of the whole funded amount as a reimbursement for expenditures of the program.

Examples of allowable costs:

- Materials and supplies
- Related field trips and transportation costs
- Subcontracts for special workshops or specific services
- Background checks for staff
- Awards, rewards, stipends and incentives

Examples of prohibited costs:

- Program services for non-Hartford residents

- Capital Improvement Cost including vehicle or homeownership
- Food ?
- Costs in violation of any applicable laws, regulations, or policies

ADDITIONAL REQUIRED ATTACHMENTS

Highly Recommended: Prior to filling out the online grant application, download, complete and save the form requirement(s) listed for uploading to your application.

The following attachments are required for the online application.

- Please be prepared to upload the following, depending on your application:
 - IRS 501(c)(3) Status Determination Letter (if applicable)
- Outcome Measurement Framework
- Letters of Support [from program partners (required) and other relevant parties (optional)]. If applying in partnership, evidence of partnerships should be in the form of a Letters of Support (LOS) or Memorandum of Understanding (MOU).
- Youth Service Bureau – Memorandum of Understanding Concerning Certain De-Identified Data (MOU)
- Hartford Data Collaborative (HDC) Data sharing agreement

FORMS REQUIRED IF AWARDED

Required if awarded – please review and be ready to certify that you have reviewed the requirements and will complete all attachments during the contracting process.

- Organization Audit, or Form 990 if an audit is not available (most recent tax year, 2021 or later) Management’s response to the auditor [optional]
- W-9
- Certificate of Insurance. Specific questions about the need for Certificates of Insurance may be directed to the City of Hartford Procurement Division at (860) 543-8555
- An Equal Employment Opportunity (EEO) Report.

APPLICATION SCREENING CRITERIA

The following technical criteria must be met in order to deem proposals eligible:

Technical Criteria		Scoring					
		Scale	Max	Wt.	Wt. Max	Score	Wt. Score
a)	The applicant submitted the required Proposal Application by the deadline stated in the grant; aligns with Hartford's ARP mission & intended uses	0 or 1	1	2	2		0
b)	If previously funded by DFCYR, applicant has a demonstrated history of contract compliance, timely reporting, and succesful program implementation (New Applicants shall receive points by default)	0 or 1	1	2	2		0
c)	The applicant will be providing one of the following programs/activities: Community-Based / Sports & Recreation / Priority Population Services / School-Based	0 or 1	1	2	2		0
d)	The applicant will (1) scale up existing programming with preliminary or moderate evidence of effectiveness, (2) pilot new, evidence-based programming or (3) offer programming that integrates social-emotional learning in enrichment activities	0 or 1	1	2	2		0
e)	Services will be provided to one of the following priority populations: Justice-involved youth and/or at risk youth up to age 24. Disengaged, disconnected, and/or opportunity youth up to age 24. Adolescents age 11 to 13 years old or in Middle School grades (6, 7 & 8). Young children under 5 years old. Girls under 18 yeras old. High-need neighborhoods, enrichment activity deserts, mental health and/or wellness services as its own contained program. Performing arts and culture programs, and your outreach efforts.	0 or 1	1	2	2		0
f)	Services will be provided to Hartford youth only; and at no cost to participants	0 or 1	1	2	2		0

Additionally, DFCYR may deem an applicant non-responsive if sufficient documentation exists to establish that the applicant or its agents engaged in activity to influence DFCYR, any City of Hartford representative, the reviewers, or the review process outside the formal review process outlined in this RFP.

PROPOSAL REVIEW PROCESS

Procedures for assessing the technical merit of proposals have been instituted to provide for an objective review of proposals and to assist applicants in understanding the standards against which each proposal will be judged. The review criteria are based on the RFP requirements.

As a trustee of public dollars, DFCYR will make every effort to preserve the integrity and independence of the review process. Proposals will be reviewed by a review panel with representation from Hartford’s vibrant professional and cultural landscape, with particular focus on program planning, administration qualifications and experience in areas related to the subject matter. Reviewers will assess the strength of each proposal, and will be required to provide support for their scoring decisions. Reviewers may revise their scores during review session discussion, and shall identify the reasons behind any such revision. Reviewers’ scores within each section will be averaged to determine the panel’s final score for that section. Past performance by current or former DFCYR grant recipients may also be considered in determining funding.

DFCYR reserves the right to cancel and re-issue this grant program in the event that DFCYR determines and documents that submissions fail to establish a reasonable expectation of

successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application.

If there is not a proposal that meets the minimum qualification standards, DFCYR reserves the right to allocate and award funds using City of Hartford sole source guidelines. Those applicants who are not awarded funding will have an opportunity to meet with DFCYR to discuss their application.

PROPOSAL SCORING RUBRIC

Submissions from applicants deemed to have met the Application Screening Criteria shall be provided to the review panel for review. The Proposal Scoring Rubric includes those criteria noted in this document. Applicants may earn an overall maximum of 100 points.

This RFP document contains the criteria and the maximum number of points applicants may earn by satisfying the specific criteria. Applicants should fully address criteria, citing relevant experience based in data, lessons learned, and reliable research, and aligning all proposal elements with the results framework. DFCYR encourages prospective applicants to have colleagues perform “mock reviews” of draft submission materials, in addition to proofreading, to enhance materials prior to submission.

Technical Criteria (Maximum Points: 15)

The following elements comprise the technical criteria and corresponding point maximums. The minimum required score for funding is 15 points.

Content Criteria (Maximum Points: 85)

The following elements comprise the content criteria and corresponding point maximums. The minimum required score for funding is 45 points.

Criteria Categories	Content Criteria	Scoring					
		Scale	Max	Wt.	Wt. Max	Score	Wt. Score
Organizational Capacity	a) The applicant demonstrates administrative and fiscal capacity to implement the proposed activities	0-5	5	1	5		0
	b) The applicant demonstrates data-driven record of success relative to proposed activities	0-5	5	1	5		0
	c) The applicant demonstrates the capacity to create, build upon and sustain proposed activities	0-5	5	1	5		0
	Category Total:					15	0

Criteria Categories	Content Criteria	Scoring					
		Scale	Max	Wt.	Wt. Max	Score	Wt. Score
Program Description	a) The proposal articulates a clear, viable approach to implementing intended activities	0-5	5	1	5		0
	b) The proposal clearly describes strategies for outreaching, engaging, and maintaining an appropriate number of youth via intended activities	0-5	5	1	5		0
	c) The proposal clearly describes how youth will engage in pro-social and structured program/activities	0-5	5	1	5		0
	d) The proposal clearly describes program activities, and the roles & responsibilities of each staff; and the roles & responsibilities for each partner organization, if applicable, are clearly described	0-5	5	1	5		0
	e) The proposed activities are appropriately aligned with proposed outcomes and soundly correlated with Hartford's UNITY & ARP mission to engage every youth in positive development programming	0-5	5	3	15		0
	Category Total:					35	0
Program Outcomes	a) The proposed participant outcomes are clearly and concisely itemized	0-3	3	1	3		0
	b) The proposed activities are clearly and concisely itemized	0-2	2	1	2		0
	c) The proposed measures are clearly and concisely itemized	0-2	2	1	2		0
	d) There is reasonable expectation (i.e. via data and/or research) that proposed measures and measurement tools will appropriately capture participant engagement	0-3	3	1	3		0
	Category Total:					10	0
Budget Justification	a) The Budget Narrative corresponds to the Program Description and the resources are reasonable & adequate to accomplish the goals	0-5	5	1	5		0
	b) All cost bases and calculations are replicable and clearly explained <i>in narrative form</i> (inc. price/estimate sources, quantities, etc.)	0-5	5	1	5		0
	c) All costs are categorized correctly, limited to allowable activities	0-5	5	1	5		0
	d) All costs/resources are reasonable to achieve the deliverables	0-5	5	1	5		0
	Category Total:					20	0
Budget Summary & Worksheets	a) Entries accurately reflect the Budget Narrative	0-5	5	1	5		0
	Category Total:					5	0