



HEALTH AND HUMAN SERVICES GRANT APPLICATION INFORMATION AND TECHNICAL ASSISTANCE MEETING

**Wednesday, November 9, 2016
3:30 - 5 p.m.**

2017 TIMELINE



11/1/16
application released
online

12/5/16
applications
submitted to
committee members
for scoring

1/16/17
(week of or later)
Management convenes to
determine award funding
based on scores

11/9/16
info/technical
assistance meeting

1/6/17
scoring due from
committee

11/30/16
applications due
(by 5 p.m.)

1/9/17
(week of)
committee convenes
to finalize scores
and provide to
Management

February
Memo to City Council,
contracts processed,
funds disbursed



- Expedited timeline
- Application available at www.broomfield.org/hhsoperations
- Private Non-Profit (PNP) grant application evaluation committee
 - Comprised of Health and Human Services (HHS) staff division representatives and HHS advisory committee members
 - PNP committee makes decision objectively
 - HHS management has final dollar amount discretion, objective funding formula used
- Because of application scoring and funding limits, it is possible that some agencies will not be funded or will not receive the full amount of their funding request
- Funds awarded to selected agencies must be expended by December 31, 2017
- Large or multiple attachments, submit via flash drive (or hard copy)

Note: This PowerPoint will be posted online following today's presentation and emailed to the PNP contact list.



- Summary of 2016 Funds Distributed
 - Information available on City and County's of Broomfield's website: [4-26-16 City Council Agenda Memo: Info on 2016 PNPs](#)



- The following slides are meant to be helpful tips for applicants:
 - **Tip #1**
 - Make sure your proposal is for Broomfield Residents
 - **Tip #2**
 - Make sure you use data in a relevant and meaningful way to support your specific target population
 - **Tip #3**
 - Please adhere to the application space limitations. It's okay to be succinct.
 - **Tip #4**
 - Outcomes and Data
 - How will you show you used the funds to support your proposal? Make sure your data sources exist and can be tied back to support your proposed outcome



- Where does your target population live?
- The funding must be used for **Broomfield Residents**:
 - Not “Broomfield Area” residents,
 - Not Adams 12 School District residents,
 - Not “Broomfield Community” residents,
 - Applications need to be specific about how funds will be used for actual Broomfield Residents living within the City and County boundaries



- “Good” Data vs. “Bad” Data
- When using data to support your Problem/Need, be sure it is accurate, relevant and meaningful
- Accuracy vs. Relevant



- “Good” Data vs. “Bad” Data
- When using data to support your Problem/Need, be sure it is accurate, relevant and meaningful
- Meaningful = directly related to the proposal
 - Our committee members are volunteers, and wading through paragraphs of demographic data that is not linked directly to the proposal can be distracting and time consuming



- The application has imbedded text limitations. Please adhere to the formatted limitations
- Please be clear and succinct

Succinct example

Demand for services continues to increase because of the economic recovery. Our agency served 563 clients in 2013, a 5% increase over the 536 clients served in 2012. Specifically, low-income families were assisted towards employment, education, and self-sufficiency.

Wordy example

While economic necessity continued to increase the need for services at our agency, in particular among low-income families, our agency managed to facilitate numerous services to clients that contributed to the families' self-sufficiency, employment efforts and educational progress. As a result, a 5% increase in 2013 over 2012 service delivery accounts for the necessary usage of funds. 2013 had higher workloads than 2012. In 2013, 563 clients visited our agency. Compared to 2013, 536 clients visited our agency in 2012.

TIP #4



- Outcomes and Data
- Do your outcomes and data sources match?



- Agencies that are awarded funding will need to submit a mid-year and year-end report that includes:
 1. Residents served
 - Unduplicated number of Broomfield residents served; of those served, number of which were funded by City and County funds
 - e.g. 289 Broomfield residents received food from the agency. Of those residents, 176 were funded by the City and County funds.
 2. Amount of Broomfield funds expended
 3. Nature and/or type of services provided (refer to grant application ROMA model) and outcomes
 4. Other client demographics that reflect the services provided by the funds
 5. Any changes to federal tax exempt status

REPORT FORM



QUESTIONS?



Mandy Walke, MSC
Policy and Contract Administrator
720.887.2279
awalke@broomfield.org