

**WEST VIRGINIA
BUILDING RESOURCES IN DIVERSE GEOGRAPHIC
ENVIRNOMENTS (BRIDGE)
REQUEST FOR GRANTEE APPLICATIONS**

**APPLICATION INSTRUCTIONS
AND
ATTACHMENTS**

Administered by the

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Within the

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October 2019

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Application Instructions

A. General Instructions

- An electronic or an original and four copies of your final proposal must be submitted or postmarked by December 1, 2019.
- **Please submit electronic copy of your proposal via e-mail to Jill.S.Upson@wv.gov .**
- Limit *attachments* to no more than 15 pages total.
- All proposals must adhere to the rules and guidance contained in this “BRIDGE PILOT PROJECT REQUEST FOR APPLICATIONS” document, as well as in the supplemental documents entitled “BRIDGE PILOT PROJECT GRANT GUIDE”, “BRIDGE PILOT PROJECT BUDGET AND JUSTIFICATION INSTRUCTIONS ATTACHMENT 5A”, and “BRIDGE ATTACHMENT 5 B HHOMA BUDGET WORKSHEET” found on our website at <https://minorityaffairs.wv.gov/bridge/>.
- Proposals must adhere to the following criteria:
 - a. Paper size must be 8.5" X 11" (standard type paper)
 - b. The proposal must be typed with at least 12-point font, and the layout must be single-sided printing with a minimum of .75" margins.
 - c. All pages must be numbered consecutively with Page 1 as the Table of Contents.
 - d. Proposals should adhere as closely as possible to the provided format, using the forms and instructions below.

B. Cover Sheet Instructions (see Attachment #1)

- CS1:** Enter full and official *Lead Agency* name here. The Lead Agency is responsible for assuring the goal and objectives of the grant are met. **NOTE: If lead agency is also the fiscal agency (the agency receiving and handling all financial and contractual arrangements with the BRIDGE Program), the lead agency MUST be/become a registered vendor with the State of WV.**
- CS2:** Enter the lead agency's Federal Employer Identification Number (FEIN) and indicate whether or not the Lead Agency is a not-for-profit entity. In order to be eligible for BRIDGE funds, the *fiscal agency* MUST be a not-for-profit entity. If the lead agency is also acting as the fiscal agency, then the lead agency is required to demonstrate official not-for-profit status. **Please provide, as an attachment to your proposal, documentation of the lead agency's non-profit incorporation.**
- CS3:** Enter mailing address of Lead Agency identified in CS1 above.
- CS4:** Provide the name and contact information for the person responsible for the overall *programmatic* administration of the proposed project.
- CS5:** Provide the name and contact information for the person responsible for the overall *financial* administration of the proposed project. If this person is the same as identified in CS4 above, enter "same". **NOTE: The fiscal contact MUST be a representative of the Fiscal Agency as identified in CS6.**
- CS6:** If *Fiscal Agency* is different from Lead Agency identified in CS1, enter the full and official Fiscal Agency name in the space provided. The Fiscal Agency is responsible for all financial aspects of the BRIDGE grant agreement. Fiscal Agency must be in good standing

with any and all state and local laws and agencies. **NOTE: The *Fiscal Agency* MUST be/become a registered vendor with the State of WV.**

CS7: Enter the Fiscal Agency's Federal Employer Identification Number (FEIN). In order to be eligible for BRIDGE funds, the *fiscal agency* MUST be a not-for-profit entity. **Please provide, as an attachment to your proposal, documentation of the fiscal agency's non-profit incorporation.**

CS8: Enter mailing address of Fiscal Agency identified in CS6 above.

CS9: Enter the title of your proposed project.

CS10: Enter the completion/submission date of the completed application.

CS11: Enter total amount of funds requested from the BRIDGE Program for this proposal. Amount should not exceed \$25,000 per application.

CS12: Check **only one** of the six *Priority Focus Area* options per application to indicate which category or type of grant you are applying for.

CS13: Identify or describe the county(s) or community(s) served by the project.

CS14: Identify the population targeted by the project (i.e., seniors, all county residents, school age children, racial/ethnic minorities, parents, etc.).

C. Table of Contents Instructions (see Attachment #2)

- Limit to one (1) page maximum.
- Following the Cover Page, start a new page for the Table of Contents.
- Use the sample provided (Attachment #2) as a general guide.

D. Executive Summary/Abstract Instructions

- Limit to one (1) page maximum.
- Provide a brief and concise overview of what you are planning to do.
- Should include (a) the title of the project; (b) target audience; (c) a summary of the proposed objectives or project outcomes; and (d) a brief summary of the project.

E. Narrative/Proposal Relevance Instructions

- Limit to three (3) pages maximum.
- Should contain a problem statement, documenting the extent of the problem addressed by the proposal, and demonstrating a clear need for the project and funds to administer the project.
- Use facts based on research and documentation to present a strong argument for why your project is needed and how/why it will be successful.
- Use local data sources when appropriate and available.
- Define and discuss the target population, including its size and demographic characteristics (age, gender, etc.) and explain how you will be targeting your activities toward them.
- There are several data sources and reports available from the State of WV that may be helpful in writing this section.

F. Scope of Work/Work Plan Instructions (see Attachments #3-A through #3-D)

- Limit to four (4) pages maximum.
- Give details about the priority area, goal, objectives, and activities of your project.
- Complete the work plan based on the format provided in *Attachment 3: Project Work Plan Summary*. If more space is needed, you may develop your own table using the format provided (Attachments #3-A through #3-D).
- Only one (1) BRIDGE Priority Focus Area and one (1) goal should be addressed in the proposal.
- No more than three (3) objectives should be addressed, and a **separate *Attachment 3: Project Work Plan Summary* should be completed for each objective.**
- For guidance in writing your goal, objectives, and activities, see the BRIDGE Guide, Appendix A: Writing Goals and Objectives.
- The Work Plan should contain the following information:
 - ❑ **BRIDGE Priority Focus Area:** Indicate the BRIDGE Priority Focus Area addressed in the proposal (economic stability, healthcare, social/community services, neighborhood environment, community living, education).
 - ❑ **Project Purpose:** State the overall intent of the project, in general terms. What is it that the project intends to do?
 - ❑ **Project Goal:** Identify the specific goal of the proposed project. This refers to the end result, final outcome or product created when the project is completed. This takes into account the completion of all objectives and activities of the project. There should be only one goal identified per proposal (see the *BRIDGE Guide, Appendix A: Writing Goals and Objectives.*)
 - ❑ **Objective(s):** Formulate specific, measurable objectives for the project. These should determine short-term program activities and should be clear and measurable (see *BRIDGE Guide, Appendix A: Writing Goals and Objectives.*) Use a separate work plan page for each objective (use Attachments 3-A through 3-D)
 - ❑ **Measurement/Indicator:** Explain how you will determine when the objective has been met (What evidence will you use to measure each outcome?) Be sure to quantify each objective.
 - ❑ **Activity, Completion Date:** Describe the activities or steps that will be taken to accomplish the objective. What are the specific steps you are actually going to do to prepare for and implement this program? Include a projected completion date for each activity.

G. Community Involvement/Capacity for Success Instructions

- Limit 2 pages plus attachments.
- **Use Attachment #4** to list the project partners and their role in the project.

Keep the following in mind when completing this section:

- ❑ **What groups are involved?** Using Attachment 4, list groups that have specific roles in the program. Define these partners' roles and submit a Letter of Support from each partner

including each partner's understanding of their role within the program. **Attachment 4: List of Partnering Individuals and Organizations, should be used in this section.**

- ❑ **What linkages exist?** Describe linkages with other organizations in the community and/or region. For example, if your project addresses children in schools, it is important for you to show that you are linking with the schools and the appropriate personnel.

H. Evaluation Plan Instructions

- Limit to one (1) page maximum.
- The primary purpose of evaluation is to determine whether the project is achieving its goals and objectives. Describe how the activities and overall success of the project will be evaluated. How will you know when your objective(s) are met? How will you determine the success of the individual activities outlined in the Work Plan? Evaluation should be built into every phase of your project. Tracking your project's tasks, activities, and participation levels, as well as your group's own skill building, are key ways to show what you are accomplishing. Examples of things to track include: (a) types and number of project events or activities; (b) tasks carried out by various group members; (c) numbers of participants in your project or activities; (d) participants' age, sex, location, race, etc.; (e) new skills gained by your group members; (f) new policies implemented; (g) changes in the physical environment; (h) changes in attitudes, knowledge, or beliefs; and so on.

I. Future Plans for Continuation Instructions

- Limit to one (1) page maximum.
- Describe how the project will be continued, if appropriate, after the conclusion of the grant period.

J. Budget Summary/Justification Instructions (see Attachment #5-A, Attachment #5-B, and Attachment #5-C)

- **NOTE: Attachments #5-A and #5-B are NOT contained within this document but are separate documents in the RFA packet. Please make sure you have a copy of these attachments.**
- **Separate Attachment 5-A is the HHOMA BRIDGE Grant "Detailed Line Item Budget Instructions".**
- **Separate Attachment 5-B is the HHOMA BRIDGE Grant "Detailed Line Item Budget and Justification Worksheet".**
- **Attachment 5-C is the Budget Justification form.**

(The following are supplemental budget instructions specific to the BRIDGE program. Refer to separate document Attachment 5-A for detailed budget instructions.)

- ❑ **Personnel:** The total of BRIDGE funds for personnel should not exceed 10% of the total BRIDGE budget. No match or in-kind funds are required.
- ❑ **Materials/Supplies** - includes dollars spent on office supplies, such as pens, paper, toner, medical supplies, educational materials, printing, and the like. Materials and supplies may also include building materials, such as gravel for walking trails and the like, depending on the scope of the project. Justification should detail this information, listing categories

(office supplies, educational materials, printing, medical supplies, building materials, etc.,) and the projected dollars spent.

- ❑ **Professional Services Costs:** The use of BRIDGE funds for consultants and contracts is not encouraged and should be well justified as integral to the projects' success. If professional services and/or contractual agents are needed, please provide a justification that includes the name of the individual or company, the scope of work that the consultant or contractor will provide, and how it ties into the overall project.
- ❑ **Equipment: Administrative and/or Equipment purchases cannot exceed 5% of the total BRIDGE budget.** Administrative equipment is defined as equipment used for the purposes of office administration, and includes such items as copy/fax machines, telephones, computers/laptops/tablets, printers, and the like. It is not the intent of BRIDGE dollars to be used to buy administrative or equipment of any kind, however, exceptions *may* be made provided the cost does not exceed 5% of the total budget **and** the equipment is justified as necessary for the completion of the project. Specific types of equipment that **are allowable** expenses include stationary playground equipment, stationary exercise stations, equipment rental for the purpose of construction projects, and other similar non-administrative equipment. All equipment costs must be well justified and appropriate to the project. *Real property and/or equipment must be titled to a non-profit organization or educational institution. Grant funds for administrative equipment may NOT be used for equipment purchases for property titled to individuals.
- ❑ **Other** - identify and detail all other expenses not listed in the above categories. All travel related expenses should be allocated to this category and **must** be clearly justified as a necessary part of the project. Otherwise, BRIDGE funds cannot be allocated for travel costs.

Please note that "Grantee supplied funds" and in-kind/matching funds are not to be listed in BRIDGE budgets. Leave this column blank.

List of Attachments

Attachment #1	Cover Sheet Form
Attachment #2	Sample Table of Contents Format
Attachment #3-A	Project Work Plan Summary: Objective 1 Form
Attachment #3-B	Project Work Plan Summary: Objective 2 Form
Attachment #3-C	Project Work Plan Summary: Objective 3 Form
Attachment #3-D	Project Work Plan Summary: Objective 4 Form
Attachment #4	List of Partnering Individuals and Organizations Form
Attachment #5-A	(Separate from this Document) HHOMA BRIDGE Line Item Budget and Justification Instructions
Attachment #5-B	(Separate from this Document) HHOMA BRIDGE Pilot Project Grant Budget Worksheet
Attachment #5-C	Budget Justification Form

BRIDGE COVER SHEET
(See Application Instructions)

CS1. Lead Agency:	
CS2. FEIN #:	Not-For-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
CS3. Lead Agency Address:	
County:	
CS4. Programmatic Contact Information	Name:
Phone #:	Fax #:
	E-Mail:
CS5. Fiscal Contact Information	Name:
Phone #:	Fax #:
	E-Mail:
CS6. Fiscal Agency:	
CS7. FEIN #:	Not-For-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
CS8. Fiscal Agency Address:	
County:	
CS9. Project Title:	
CS10. Date of Application:	CS11. Total Amount Requested:
New Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No	
CS12. Priority Focus Area applying to:	CS13. Community(s)/County(s) served:
<input type="checkbox"/> Economic Stability <input type="checkbox"/> Neighborhood Env	
<input type="checkbox"/> Healthcare <input type="checkbox"/> Community Living	
<input type="checkbox"/> Social/Community Svs <input type="checkbox"/> Education	
CS14. Target Audience:	

Sample Table of Contents Format

Executive Summary2

Narrative/Proposal Relevance.....3

 Statement of the Problem.....4

 Target Population Description5

 Demonstration of Need.....6

Scope of Work/Work Plan.....7

 Work Plan: Objective 1.....7

 Work Plan: Objective 2.....8

 Work Plan: Objective 3.....10

Community Involvement/Capacity for Success.....11

 List of Partners13

Evaluation Plan14

Plans for Project Continuation15

List of Attachments.....16

 Non-Profit Status Documentation (2 pages total)

 Letters of Support (5 pages total)

Work Plan Summary: Objective 1

Priority Focus Area: Social/Community Services Economic Stability Healthcare
 Neighborhood Environment Community Living Education

<u>Project Purpose</u>
<u>Project Goal:</u>

Objective #1 (Expected Outcome)	Measure/Indicator
Activity	Projected Completion Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Work Plan Summary: Objective 2

Objective #2 (Expected Outcome)	Measure/Indicator	
Activity		Projected Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Work Plan Summary: Objective 3

Objective #3 (Expected Outcome)	Measure/Indicator	
Activity		Projected Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Work Plan Summary: Objective 4

Objective #4 (Expected Outcome)	Measure/Indicator	
Activity		Projected Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Budget Justification

Personnel and Fringe
Equipment (purchased) (*Real property and/or equipment must be titled to a non-profit organization or educational institution. Grant funds may NOT be used for property titled to individuals, except in the case where such use of funds is particularly described in the budget narrative to be a community benefit, and such use is approved in advance by HHOMA.)
Materials and Supplies
Professional Services
Rental Costs
Other
Contractual Costs