

**Developmental Disabilities Resource Board
Application for Funds (AFF)**

**NEW APPLICATION
PROGRAM NARRATIVE INSTRUCTIONS**

This format is to be completed by new agencies (not previously funded by the DDRB) or for new programs.

New Application Instructions

1. Complete the program information for each program which funding is requested.
2. Write a narrative that includes information as outlined in each of the 9 categories (A-I) listed below. The questions given are to be used as a guide to complete each section.
3. Complete the financial information for each program which funding is requested.

Program Instructions

A. History/Guiding Philosophy -

Discuss the history of this program/service.

(This section History/Guiding Philosophy applies to new agencies only).

How long have you been providing the service? How many customers overall do you serve within this program? How many staff do you have providing support to your customers? What is your philosophy/vision for this program? What is your agency mission? What agency values are reflected within this program?

B. Program Design –

Describe the essential elements of your program design

Delivery Model: Describe, step by step, the process your customer goes through while in your program. Describe how the service is delivered to your customer. What are your customer's behaviors that your program has an effect upon? What is changing for those you serve as a result of your intervention? Describe your program or service as a product with certain features and characteristics uniquely fitted to your customers. The value of this perspective is that the product connects to the customer who is to gain from it.

Intensity/Duration

Describe the intensity and duration of your service. How often do you work with your customers and how long? Are services more intensive up-front then faded out?

Alternatively, are they intensive throughout?

Comparative Advantages vs. Similar Options. What makes your program unique? What are the specific core features that describe the "product" for your customer that are different from other products offered?

Need for the Program

Demonstrate the need for your program. Look at the elements of creating a marketing plan for a product or service. Gather actual data to demonstrate the need.

Critical Issues; Short/Long Term

Identify what your barriers are to providing the service. It may be lack of flexible funding, transportation issues, or a new trend. Some issues may be short term and others longer term.

Person Centered Planning

How will you ensure that what you do is included in your customer's person centered plan, and/or Individual Education Plan or Individual Family Service Plan?

C. Description of Customers:

Describe your customers by the characteristics and attributes which are relevant to program implementation

Who are the customers for the program? Customers are the persons who directly interact with your organization's product and its implementors. They are the people whose lives you are trying to change. They are the people who are the subject of your performance targets. Think about your customers in terms of what sets them apart from others you might support. Even within the broad population that you are eligible to serve, there are frequently sub-sets of people who are best suited to your particular approach or model of service. Give specific scenarios of typical individual profiles and describe them.

D. Outcomes to be Achieved: -

You must apply for funds that will directly impact the following outcome as per the DDRB strategic plan.

Over the next five years, the DDRB will focus its efforts to build and strengthen the capacity of the service delivery system to meet the needs of the St. Charles citizens with developmental disabilities and their families.

E. Performance Targets

Identify 1-3 priority targets in which the DDRB will invest.

Targets define success for the program. A performance target represents a change for the customer. It is always defined in terms of the customer, not in terms of your activities. Your targets should reflect how the program provides a controlled work environment, or is designed toward enabling an eligible person to progress toward normal living, or to develop his or her capacity, performance, or relationships with other persons, or provide services related to a place of residence or social centers for eligible persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops, and/or residential facilities. Performance targets are bound in time (when will the intervention and change occur?). **Targets are stated in measurable terms.** Please keep in mind that not all customers served will reach your intended target(s). Each outcome must have targets, the goal is to achieve them within the fiscal year.

F. Verification of Targets

Describe how you confirm your targets have been reached?

Verification simply asks you to explain how you will know that you have or have not reached projected targets. What are your measurement tools? Whom does the information come from? Include samples of surveys, etc.

G. Milestones

Each performance target must include milestones.

List the critical customer milestones people need to reach so that you know you are on course to achieving the performance target. Effective programs and their investors need a way to track progress to ensure that an initiative is on course to reach its performance target. They also need something to prompt timely course corrections if they find they are off-track. The target hinges not on the agency's actions but on those of the customer. Milestones focus on the customer and represent those critical points of accomplishment that they will reach. These behaviors can be defined sequentially. First, the customer does this... and then... and then. Step into the customer's shoes and define, for your program, the important customer milestones you are looking for. Milestones are connected to your performance targets. They are the steps to the target.

H. Key Implementors:

List the key individuals responsible for implementation of the program.

Provide their name and function; briefly describe special skills and experience they bring to the program.

You will be required to report on the progress of your milestones. (See Report Format) While targets are created as results to be achieved that indicate success for a program, milestones can be changed and reworked.

I. Capital/ One-Time Funding Requests:

If the agency is requesting capital items eligible as outlined in the Capital Funding Policy, a general description of capital needs for each program for the fiscal year are to be included within this narrative. Describe how the capital needs will meet the intended targets for each program.

General capital needs for administrative, or equity investment for this fiscal year are to be included within this narrative and should describe how the capital needs relate to the targets for the programs.

If the agency will be participating in a National Accreditation Survey for this fiscal year, include within this narrative those one-time needs for the survey as outlined in the National Accreditation Policy.

Financial Instructions

For each program, submit one copy of the following:

1. Program Revenue Plan
2. Program Expenditure Plan
3. Individual/Unit Cost Report

Make sure numbers reported are consistent throughout the entire Application For Funds.

**Developmental Disabilities Resource Board
Application for Funds (AFF)
'New Application'
PROGRAM NARRATIVE For EACH PROGRAM**

AGENCY NAME: _____

Program: _____

Prepared by: _____

Renewal Application for Fiscal Year _____

A. History/Guiding Philosophy

B. Program Design

Delivery Model:

Intensity/Duration

Need for the Program

Critical Issues; Short/Long Term

Person Centered Planning

C. Description of Customers

D. Outcome to be Achieved

E. Performance Targets

F. Verification of Targets

G. Milestones

H. Billable Unit Definition: Provide detailed description of billable activities/duties

I. Key Implementors

I. Capital/One-Time Funding

J. Community Outcomes
