

Developmental Disabilities Resource Board
Application for Funds (AFF)
Renewal Application
Program Narrative Instructions

Revision Effective: July 01, 2016
Policy Reviewed: February 18, 2016

The streamline application is targeted at programs with no major changes within program design or service delivery from the prior year's service.

Program Narrative Instructions

1. Complete the following information on each program for which funding is requested.
2. Write a narrative that includes information as outlined in each of the categories listed below. The questions provided are to be used as a guideline to complete each section.

A. Outcome to be Achieved:

Identify the overall outcome of this program.

B. Description of Program:

Describe the service you provide and whom you serve.

C. Timeframe Parameters:

Provide context for when the program will occur. Examples include: year-round, summer, Monday-Friday, weekends, etc.

D. Targeted Number of Customers to be Served:

Describe total number of customers to be served. Include how this number will be reported on semi-annual program and financial reports. Examples include: number served per session, duplicated, unduplicated, etc.

E. Population Served Parameters:

Describe who will be served including age and any other relevant program criteria.

F. Location:

Provide the location where the service(s) are provided, including type of facilities or specific locations.

G. Is the program provided in an inclusive environment?

Select Yes or No.

H. How do customers enter the program?

Describe how customers access the program. Examples include: Case Manager refers customer to the program, customer accesses the program by calling the agency directly, etc.

I. Is a case management status of "active" required?

Select Yes or No.

J. Is transportation provided? If yes, please explain.

If yes, describe how transportation is provided. Examples include: Yes, door to door; Yes, meet up in commuter lot; Yes, to activity; etc.

Performance Targets

K. 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.

L. 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.

M. Milestones

List the critical customer milestones people need to reach so that you know you are on course to achieving the performance target. Each performance target must include milestones. 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. Each performance target must include milestones.

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

N. Billable Unit Definition:

Provide a detailed description of billable activities and duties.

O. Capital/ One-Time Funding:

If the agency is requesting capital items 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.

Financial Instructions

For each program, submit one copy of the Financial Application Worksheet.