



City of Columbia

LIVE UNITED



Heart of Missouri United Way
uwheartmo.org



County of Boone

Proposal Submission Instructions

Boone County

- ❖ Children’s Services Funding
- ❖ Community Health and Medical Funding

City of Columbia

- ❖ Social Services Funding

Heart of Missouri United Way

- ❖ Community Impact Funding

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Contact Information

For questions or to report technical difficulties, please contact:

Boone County	Boone County Community Services 573.886.4298 communityservices@boonecountymo.org www.showmeboone.com/communityservices
City of Columbia	Division of Human Services 573.874.7488 humanservices@gocolumbiamo.com www.como.gov (search: social services funding)
Heart of Missouri United Way	573.443.4523 http://www.uwheartmo.org

Introduction

The Boone County Community Services Department, City of Columbia Division of Human Services, and the Heart of Missouri United Way (HMUW) utilize a web-based funding management system through which proposals for community-based funding must be submitted. These instructions are intended to assist organizations in submitting proposals in response to Requests for Proposals (RFPs) issued by the City and County, utilizing the web-based funding management system.

Section 1: Accessing the System

Currently the City, County, and HMUW utilize Apricot for Funders[®] (AFF) as a joint funding management system. To access the system:

1. Copy and paste the following link to their internet web browser (preferably Google Chrome): <https://ctk.apricot.info/auth>

PLEASE NOTE

Users **MUST** access the system using either Google Chrome (recommended) or Mozilla Firefox as the internet browser.

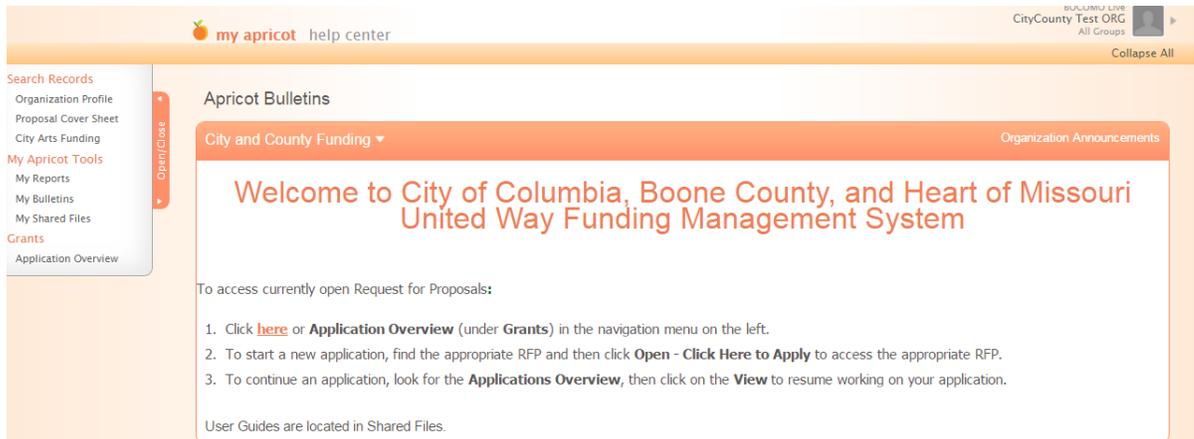
2. Enter Username and Password.



PLEASE NOTE

If your organization does not currently have an AFF account, please contact the administrator of the RFP to which you are responding. Only one login is granted per organization and logins are valid for all sources of funding.

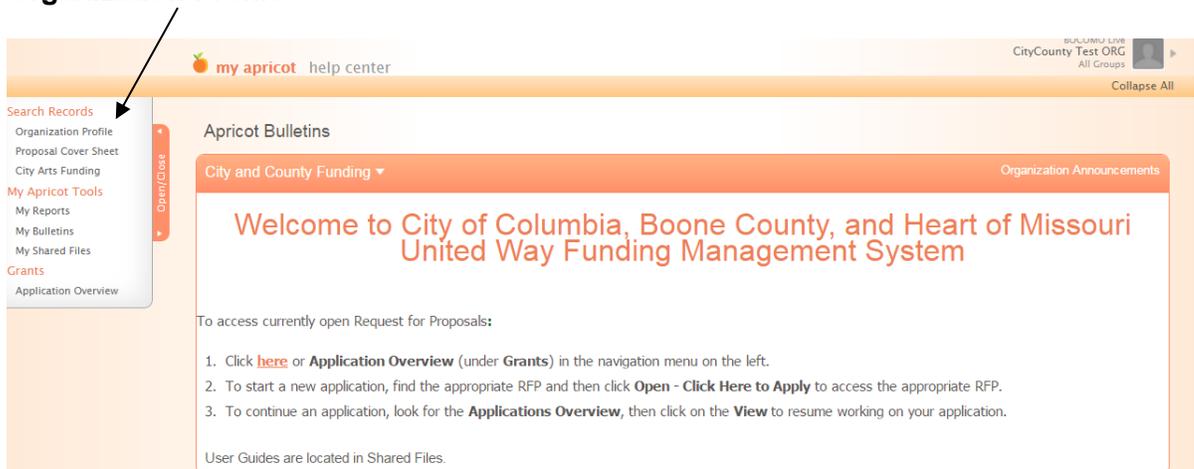
3. Once you are logged in, you will be navigated to your **MY Apricot** page. This is one of the main pages users will utilize in navigating the system. Bulletins containing important information are also posted on this page.



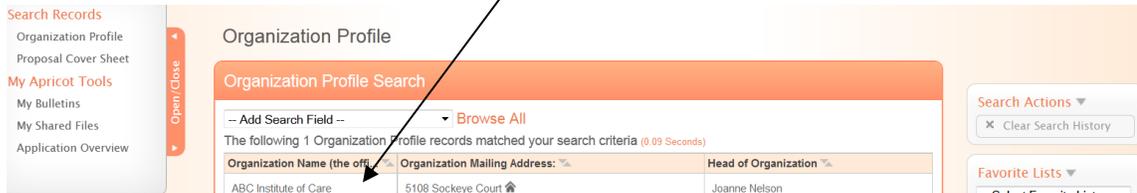
Section 2: Organization Profile

This section will show you how to access and update your **Organization Profile**.

1. In the navigation menu on the left side of the screen, click on **Search Records: Organization Profile**



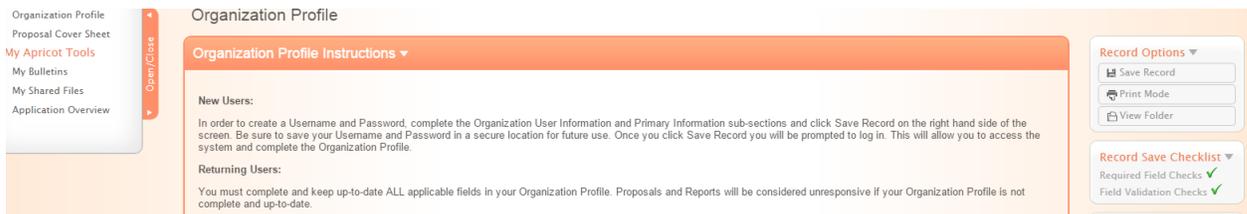
- a. This will navigate you to your **Organization Profile Folder** which contains an **Organization Profile Search** section in which your organization name is listed. Click on your organization's name.



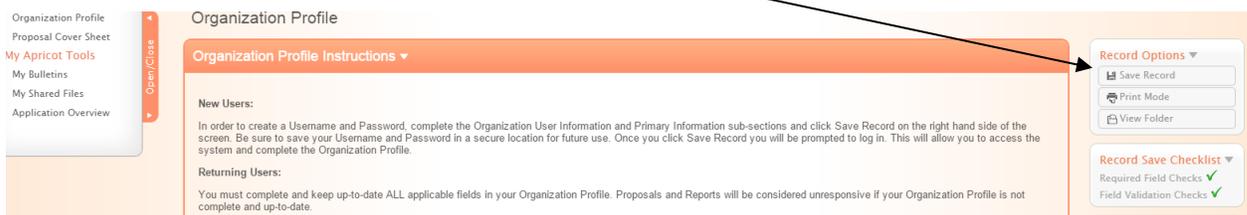
- b. This will navigate you to your **Organization Profile Folder**. Click on **Edit Organization** in the **Folder Actions** box to access your **Organization Profile**.



- c. The **Organization Profile** contains fields in which you will enter information and upload documents pertaining to your organization. Complete or update ALL applicable fields in your **Organization Profile**. Proposals will be considered unresponsive if the **Organizational Profile** is not complete or up-to-date.



- d. To save the information you have entered in your Organization profile, click **Save Record** under **Record Options** as you work on completing these fields and when it is complete.



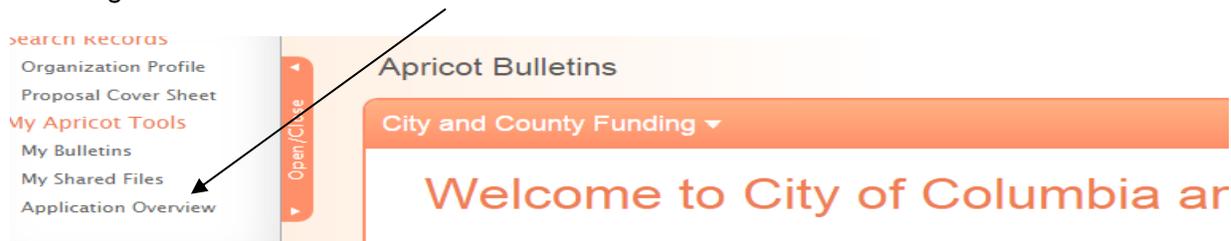
REMINDER

All sections and sub-sections of the **Organization Profile** must be completed before submitting a proposal. Proposals will be considered nonresponsive if any applicable fields are incomplete.

Section 3: Accessing Open RFPs

This section provides instructions for viewing and accessing any open RFPs.

1. To see if there are any open RFPs, click on the **Application Overview** in the white navigation menu on the left side of the screen.



2. This will navigate you to the **Application Overview** page which will list any **Available** (open) RFPs, along with other RFPs for which you have created proposals. Click on the **Apply** hyperlink for the applicable RFP to access a **Proposal Cover Sheet**.

A screenshot of the 'Application Overview' page in the 'my apricot help center'. The page has a header with the 'my apricot help center' logo and user information for 'BOCCOMO Live CityCounty Test ORG'. A sidebar on the left contains a navigation menu with 'Application Overview' selected. The main content area is titled 'Application Overview' and includes sections for 'Current Profile', 'Application Summary' (showing 2 Grants and 2 Applications), and 'Community Impact Fund'. Below this is a table of 'Proposal Cover Sheet Applications' for the 'Community Impact Fund'. The table has columns for 'Access Organization Name', 'Fund Source', 'Funder', 'Funding Cycle', 'Name of Program or Project', 'Amount of Request', and 'Record Lock'. One row is visible with 'City/County Test- do not remove' as the organization name and '\$5,000.00' as the amount. Below this is another section titled 'TEST (DO NOT APPLY)' with a similar table. An arrow points from the 'Apply' link in the instructions to the 'Apply' link in the 'TEST (DO NOT APPLY)' table row.

PLEASE NOTE

If you are submitting more than one proposal in response to a RFP, you will follow the process above to create additional **Proposal Cover Sheets**.

Section 4: Proposal Forms

This section provides step-by-step instructions to access and complete proposal forms.

4.1 Cover Sheet

1. The **Proposals Cover Sheet** functions as the primary form for all proposals, so this form must be completed first.
2. Per the Section 3, clicking on the **Apply** hyperlink for the RFP for which you would like to submit a proposal will navigate you to a **Proposal Cover Sheet**. Under the **Proposal Request Information** section complete the **Fund Source** (make sure that this matches the RFP for which you clicked apply on the **Application Overview** page), **Name of Program or Project**, and the **Amount of the Request**. The **Organization Name**, **Funder**, and **Funding Cycle** will all auto-populate.

Proposal Cover Sheet

Proposal Request Information

Organization Name (will auto-populate)

ABC Institute of Care

Fund Source

-- Please Select --

Funder

*Funding Cycle

*Name of Program or Project

*Amount of Request

\$0.00

Record Options

Save Record

Record Save Checklist

Required Field Checks

*Organization Name (will au.

*Funding Cycle

*Name of Program or Project

*Program Administrator Name

Field Validation Checks

3. Once the **Fund Source** is chosen, depending on the RFP, other fields will appear that require completion. Complete all other information in the **Program Request Information** sub-section.

*Name of Program or Project

*Amount of Request

\$0.00

*County-Children's Services - Service Type (check all that apply)

Up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth

Respite care services

Unmarried parent services

Outpatient chemical dependency and psychiatric treatment programs

Counseling and related services as a part of transitional living programs

Home-based and community-based family intervention programs

Prevention programs which promote healthy lifestyles among children and youth and strengthen families

Crisis intervention services, inclusive of telephone hotlines

Individual, group, or family professional counseling and therapy services

Psychological evaluations

Mental health screenings

This field is required.

4. Scroll down and complete all the fields in the **Program Information** section.

Program Information ▾

Program Website (will default to Organization website)

Program Address (will default to Organization Physical Address) Clear
Select to map X
Address No results found

City

State

County

Zip

Program Mailing Address (will default to Organization Mailing Address) Clear
Select to map X
Address No results found

City

State

County

Zip

***Program Administrator Name**

Phone Number

 ext.

Program Administrator Title

Email

5. Some RFPs require additional **Attachments** or **Addendums** which must be uploaded in the fields provided in the include **Required Attachments** section. As applicable, these fields must be completed before submitting the proposal.

Required Attachments - Children's Services Fund and Community Health ▾

Attachment A 2015 Agency Assurance Sheet
 No file chosen
Up to 25 MB

Attachment B Certification Regarding Debarment, Suspension, Ineligibility, and Volunteer Exclusion
 No file chosen
Up to 25 MB

Attachment C Work Authorization Certification
 No file chosen
Up to 25 MB

Addendums
 No file chosen
Up to 25 MB

6. To save the information you have entered in the **Cover Sheet**, click **Save Record** under **Record Options**.

Proposal Cover Sheet

Proposal Request Information ▾

Organization Name (will auto-populate)

Fund Source

-- Please Select -- ▾

Funder

*Funding Cycle

*Name of Program or Project

*Amount of Request

Record Options ▾

Save Record

Record Save Checklist ▾

Required Field Checks ✗

*Organization Name (will au...

*Funding Cycle

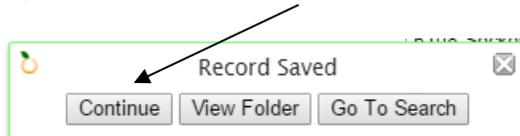
*Name of Program or Project

*Program Administrator Name

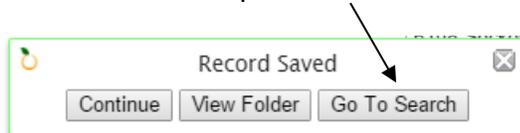
Field Validation Checks ✓

After clicking **Save Record**, a pop up window will appear. This same pop up will appear every time **Save Record** is clicked. You will then choose the applicable action.

- a. If you would like to continue to work on the **Cover Sheet**, click on **Continue**.



- b. If you click **Go To Search**, you will be navigated back to the **Proposal Cover Sheet Folder** that lists all of the cover sheets for proposals that the organization has started or completed.



For example, the **Proposal Cover Sheet Folder** for this organization indicates the organization has three **Cover Sheets**. Any one of these may be clicked to access the cover sheet.

Proposal Cover Sheet

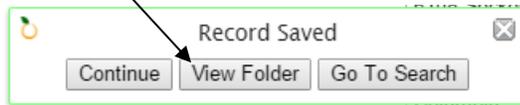
Proposal Cover Sheet Search

-- Add Search Field -- ▾ [Browse All](#)

The following 3 Proposal Cover Sheet records matched your search criteria (0.18 Seconds) [More Columns...](#)

Organization Name (will aut... ▾	Fund Source ▾	Funder ▾	Funding Cycle ▾	Name of Program or Project ▾	Amount of Request ▾
ABC Institute of Care	Children's Services Fund - POS	Boone County	2015	The Unique Program	\$0.00
ABC Institute of Care	Children's Services Fund - POS	Boone County	RFP #25-15JUN15	Tiger	\$100.00
ABC Institute of Care	Children's Services Fund - POS	Boone County	RFP #25-15JUN15	The Program	\$1,000.00

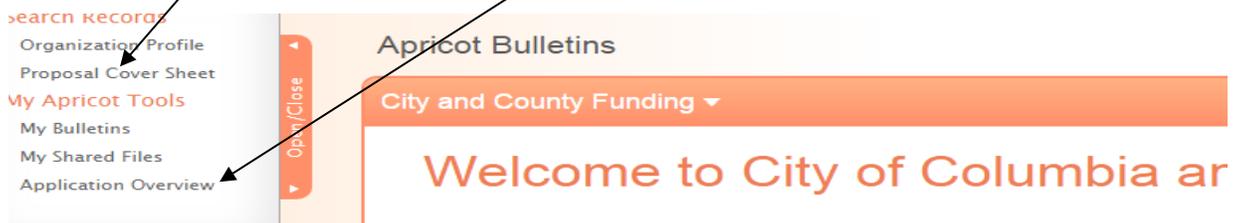
- c. If **View Folder** is clicked, you will be navigated to the **Proposal Cover Sheet Document Folder** which will allow you to begin the completing the proposal forms, per Section 4.2 below.



PLEASE NOTE

While not a requirement, it is highly recommended that you complete all the information in the **Organization Profile** and the **Program Cover Sheet** sections before beginning a proposal as information from these forms are auto-populated in the proposal forms. The **Name of the Program or Project** and the **Amount Requested** can be changed or saved at any time in the **Cover Sheet**.

7. You can navigate back to any **Proposal Cover Sheets** you have created by clicking on either the **Proposal Cover Sheet** or **Application Overview** the white navigation menu on the left side of the screen.



Clicking on these links will respectively direct you to the **Proposal Cover Sheet Search** page or the **Application Overview** page, per Section 3 and the Section 4.1.6 above. You can access all of your **Proposal Cover Sheets** from either location.

4.2 Proposal Cover Sheet Document Folder

- Once you have completed a **Cover Sheet**, you will navigate to the **Proposal Cover Sheet Document Folder**, per Section 4.1 above. The **Proposal Cover Sheet Document Folder** contains all of the information and forms for each proposal.

Proposal Cover Sheet Document Folder

ABC Institute of Care

Quick View Information ▾

Organization Name (will aut...	ABC Institute of Care
Fund Source	Children's Services Fund - POS
Funder	Boone County
Funding Cycle	RFP #25-15JUN15
Name of Program or Project	Tiger
Amount of Request	\$100.00
Record Lock	

Additional Documents

Program Budget	Actions ▶
Program Overview	Actions ▶
Program Service	Actions ▶
Consumer Demographics	Actions ▶
Program Performance Measures	Actions ▶

Folder Actions ▾

- Edit Proposal Cover
- Return to Search
- Application Overview
- Print Records

Grant Actions ▾

- Submit Application
- Required Forms: ✗
- Program Budget
- Program Overview
- Program Service
- Consumer Demographics
- Program Performance Measures
- Required Fields: ✓

- The next step is to complete each of the forms in the **Additional Documents** section. For Purchase of Service (POS) RFP applications, the **Proposal Cover Sheet Document Folder** will look like this:

Additional Documents

Program Budget	Actions ▶
Program Overview	Actions ▶
Program Service	Actions ▶
Consumer Demographics	Actions ▶
Program Performance Measures	Actions ▶

For Pilot RFP applications, the **Proposal Cover Sheet Document Folder** will look like this:

Additional Documents

Program Budget	Actions ▶
Program Overview	Actions ▶
Consumer Demographics	Actions ▶
Pilot Program Performance Measures	Actions ▶

PLEASE NOTE

Pilot RFP applicants are not required to complete the **Program Services** document and the **Pilot Program Performance Measures** form is slightly different than the **POS Program Performance Measures** document. These documents are auto-populated based on the RFP that is chosen on the **Application Overview** page.

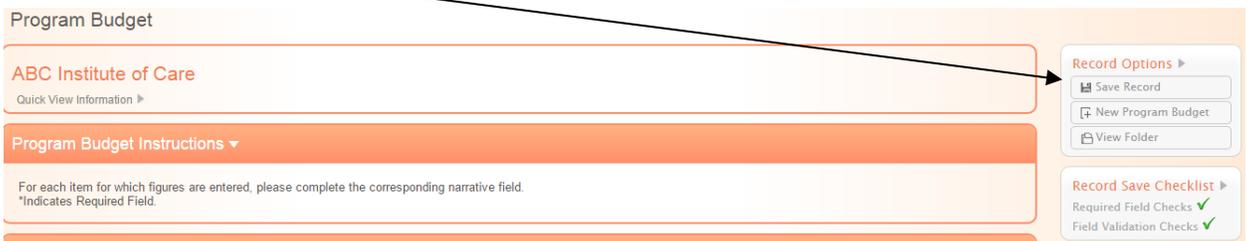
- 3. To open a form, click on the **Action** link arrow on the right-hand side of the box. When you hover over the word **Action**, **Create New** will appear. Click on **Create New** to create a new form.



PLEASE NOTE

While not a requirement, it is highly recommended that the proposal forms be completed in the order in which they appear in the **Additional Documents** section as information will be auto-populated as you link the forms.

- 4. To save a form you have created and/or the information you have entered in a form, click on **Save Record**, in the **Record Options** menu.



- a. After clicking **Save Record**, a pop up window will appear on the screen. This same pop up will appear every time **Save Record** is clicked. Choose the applicable action, as detailed in Section 4.1.

- b. If **View Record** is clicked, you will be navigated back to the **Proposal Cover Sheet Document Folder** where the proposal forms are located (under **Additional Documents**). If you have completed a form, there will be a green check mark showing that the form is completed with all of the requirements.

Proposal Cover Sheet Document Folder

ABC Institute of Care
Quick View Information ▾

Organization Name (will aut...	ABC Institute of Care
Fund Source	Children's Services Fund - POS
Funder	Boone County
Funding Cycle	RFP #25-15/JUN15
Name of Program or Project	Tiger
Amount of Request	\$100.00
Record Lock	

Additional Documents

Program Budget (1 records) ▾

TOTAL REVENUE ▾	2. ▾	TOTAL EXPENSES ▾	Complete
100	\$25.00	100	

Program Overview

If a red "x" is displayed, the form is incomplete. A user may choose to return to the document and complete the required fields or complete at a later time.

Additional Documents

Program Budget (1 records) ▾

TOTAL REVENUE ▾	2. ▾	TOTAL EXPENSES ▾	Complete
100	\$25.00	100	

Program Overview (1 records) ▾

Record Lock ▾	a. Will program consumers be charged a fee for the proposed program service(s)? ▾	b. Will the program utilize a sliding fee schedule?	Complete

Program Service

Tip

The red "x" serves as a reminder of what still needs to be completed in the proposal. It can also be found on the right side of the screen, in the box titled, **Record Save Checklist**, which details each specific item that still needs to be completed.

- c. Proposal forms can be edited at any time, prior to submitting the proposal, by clicking on any of the fields in the form summary in the **Additional Documents** section of the **Proposal Cover Sheet Document Folder**.

Additional Documents

Program Budget (1 records) ▾

TOTAL REVENUE ▾	2. ▾	TOTAL EXPENSES ▾	Complete
100	\$25.00	100	

5. Creating and completing a new **Program Budget** form
 - a. Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Program Budget** form **Actions** and then click **Create New** in the drop down. This will open a new **Program Budget** form.
 - b. Save the form.
 - c. Read the **Program Budget Instructions**.

Program Budget Instructions ▼

For each item for which figures are entered, please complete the corresponding narrative field.
*Indicates Required Field.

- d. In the **Proposed Year** column, complete all applicable revenue fields for the proposed program only. If a figure is entered in this column, the corresponding narrative field must be completed.

PROGRAM REVENUE	PROPOSED YEAR	% OF PROPOSED TOTAL
1. DIRECT SUPPORT		
A. Heart of Missouri United Way (300 character limit)	1A	1A %
Narrative	\$0.00	0
B. Other United Ways (300 character limit)	1B	1B %
Narrative	\$0.00	0

Complete the entire **Program Revenue** section. These figures will total automatically in the **TOTAL REVENUE**.

PLEASE NOTE

The time period of the proposed year is indicated in each RFP.

- The amount proposed, as indicated on the cover sheet, must match the amount entered in the corresponding funding source.

- e. Complete the **Personnel** and the **Non-Personnel** in the **Program Expenses** section. These expenses are for the proposed program only.

PROGRAM EXPENSES		
1. Personnel	1.	1. %
	\$0.00	0
2. Non-Personnel	*2.	2. %
	\$0.00	0
TOTAL PROGRAM EXPENSES	TOTAL EXPENSES	
	0	

- f. Be sure to save the information you have entered.
6. Completing a new **Program Overview** form
- a. Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Program Budget** form **Actions** and then click **Create New** in the drop down. This will open a new **Program Overview** form.
 - b. Save the form.
 - c. Read the **Program Overview Instructions**.

Program Overview Instructions ▼

The purpose of this section is to provide information regarding the program and service(s) proposed by your organization. In developing your responses, please adhere to the following guidelines:

- Each narrative response should be clear and succinct.
- Respond as if the reviewers have no prior knowledge of the program and service(s).
- The issue(s) and affected population(s) should be described and documented utilizing objective, relevant, information and data, from sources outside of your organization and should include geographic information using recognized political boundaries (e.g. city, county, state, national).
- All sources of information should be properly cited using the American Psychological Association (APA) Style of author-date method of in-text citation. All sources that are cited must appear in the reference list at the end of this section. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

PLEASE NOTE: In order to complete the Program Service Levels sub-section, you must first complete and link to Program Budget Section.

Information provided in the Program Overview Section should correspond with the information provided in the:

- Program Budget
- Program Service (POS Only)
- Consumer Demographics
- Program Performance Measures

* Indicates Required Field

- d. Complete all of the **Program Overview** fields.
- e. The **Program Service Levels** section requires you to perform an action called “linking.” To do so, click on the **Add** button on the right side of **Program Service Levels** section.

Program Service Levels ▼

Click **Add** to link to the Program Budget Worksheet for this proposal. The Total Program Expenses is used in the Average Program Service Levels calculation

*Link to Program Budget ⓘ

Hide Deactivated Links

*Total Number of Unduplicated Individuals to be served by the Proposed Program

Average Cost per Individual ⓘ

A **Program Budget Search** window will pop up. Click on any of the **Program Budget** fields to “link” it to the **Program Overview** form. Then click on the “x” in the right-hand corner of the pop up to return to the **Program Overview** form.

Program Budget Search

[Browse All](#) [Create New](#) [Clear History](#) X

The following records matched your search criteria (0.2 Seconds) [More Columns...](#)

Program Budget (1 record)

TOTAL REVENUE	2.	TOTAL EXPENSES	Record Lock
100	\$25.00	100	

Click **Save Record** under the **Record Options** on the right hand portion of the screen. The **Program Budget** is now linked to this section of the **Program Overview** form. Enter the **Total Number of Unduplicated Individuals to be served by the Proposed Program** and then the **Average Cost per Individual** will auto-populate.

Program Service Levels ▾

Click Add to link to the Program Budget Worksheet for this proposal. The Total Program Expenses is used in the Average Program Service Levels calculation

*Link to Program Budget ⓘ Hide Deactivated Links [Add](#)

Links to be Added Upon Save

- 100 X

*Total Number of Unduplicated Individuals to be served by the Proposed Program

Average Cost per Individual ⓘ

f. Be sure to save the information you have entered.

7. Completing a new **Program Service** form (Purchase of Service RFPs only)

- a. Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Program Service** form **Actions** and then click **Create New** in the drop down. This will open a new **Program Service** form.
- b. Save the form.
- c. Read the **Program Service Instructions**.

Program Service Instructions ▾

The purpose of this section is to provide detailed information about the proposed program service(s). Services should be unbundled (e.g. separate rates for individual counseling and case management); therefore, please provide information for each program service to be provided in the proposed program. This includes services for which you are not requesting City of Columbia or Boone County funding.

Information provided in the Program Service Section should correlate with the information provided in the:

- d. Scroll down to **Program Service 1** and enter information for the proposed program service in this section.

Program Service 1 ▾

*Indicate Proposed Service (e.g. individual outpatient therapy, case management, emergency shelter, etc.) (1) (100 character limit)

Narrative

*Indicate Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc.) (1) (100 character limit)

Narrative

*Unit Rate (1)

\$0.00

*Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO HealthNet, Missouri Department of Social Services, etc.) Is the proposed rate tied to an established public funding unit rate? (1)

Yes
 No

If yes, source of publicly available rate (1) (600 character limit)

Narrative

If no, consideration may be given for a unit rate not consistent with an established public funding unit rate provided a justification and rationale is given for charging a different amount. Provide a justification for the proposed rate. (1) (600 character limit)

Narrative

- e. If there are other proposed program services, enter information for each in the subsequent program service sections (e.g. **Program Service 2, Program Service 3**, etc.)

PLEASE NOTE

Required Fields are only indicated for the **Program Service 1** sub-section. However, all fields are required for each program service section.

- f. Be sure to save the information you have entered.

8. Completing a new **Consumer Demographics** form

- a. Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Consumer Demographics** form **Actions** and then click **Create New** in the drop down. This will open a new **Consumer Demographics** form.
- b. Save the form.
- c. Read the **Consumer Demographics Instructions**.

Consumer Demographics Instructions ▾

Instructions:

The purpose of this section is to provide detailed demographic information for consumers to be served by the proposed program services. All counts are for **Unduplicated Individuals**. The totals for all sub-sections should be identical.

Information provided in the Consumer Demographic Information Section should correlate with the information provided in the:

- Program Overview Section

d. Complete all of the applicable **Consumer Demographics** fields.

Gender ▾

Female

Male

Other Gender

Gender Total 

Income ▾

At or below 200% of Federal Poverty Level

Over 200% of Federal Poverty Level

PLEASE NOTE

- All counts are for unduplicated individuals to be served by the entire proposed program.
- The **Totals** in each section should match.

e. Be sure to save the information you have entered.

9. Creating a new **Program Performance Measures** form

PLEASE NOTE

Purchase of Services RFPs – Refer to 9.1
Pilot RFPs – Refer to 9.2

9.1 **Purchase of Service (POS) Program Performance Measures**

- Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Program Performance Measures** form **Actions** and then click **Create New** in the drop down. This will open a new **Program Performance Measures** form.
- Save the form.
- Read the **Program Performance Measures Instructions**.

Program Performance Instructions ▾

Instructions:

The purpose of this section is to provide performance measurement information for each proposed program service. For each program service included in the Program Service Section, a performance measurement logic model will appear below. Each logic model has been partially auto-populated with program service and output information based on information provided in the Program Service Section.

PLEASE NOTE: The Program Service Section **MUST** be completed before completing this Program Performance Measures Section.

- d. The **Program Performance Measures** form requires linking. In the **Link to Program Service Records** section, Click on the **Add** button in the box.

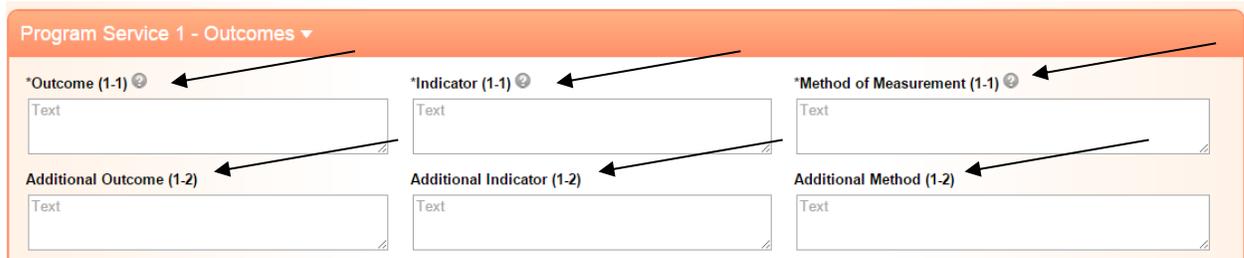
A **Program Service Search** window will pop up once the **Add** button is clicked. Click on any of the fields in the **Program Service** form summary to “link” it to the **Program Service** form. Then click on the “x” in the right hand corner to return to the **Program Performance Measures** form.

- e. Click **Save Record** under the **Record Options** on the right hand portion of the screen. Saving this record will auto-populate the **Program Service, Units, Unit Measure, Unduplicated Individuals** fields in each sub-section of this form.

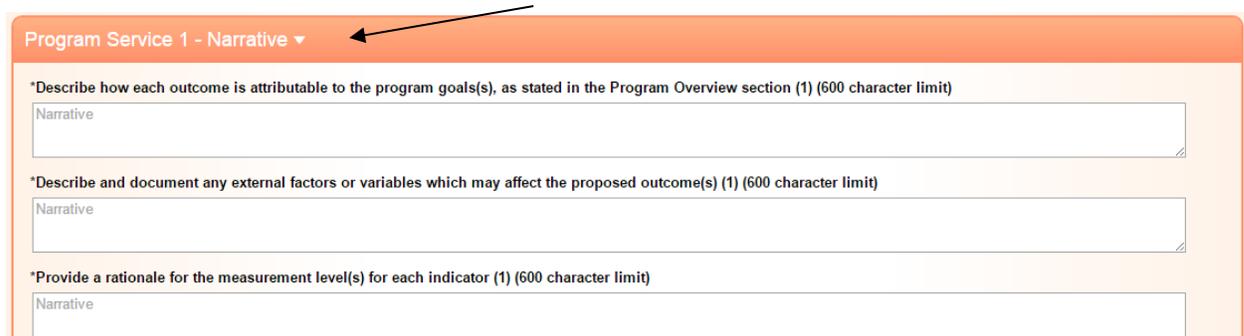
Tip

A grayed out box with a lock symbol  indicates that the field will be auto-populated. The user doesn't have the ability to enter any information.

- f. In the **Program Service 1 - Outcomes** sub-section, complete the **Outcome (1-1)**, **Indicator (1-1)**, and **Method of Measurement (1-1)** for each **Program Service**. If there is more than one **Outcome** for the **Program Service**, add each **Additional Outcome (1-2)** and the corresponding **Additional Indicator (1-2)** and **Additional Method (1-2)**.



- g. In the sub-section titled **Program Service 1 – Narrative**, complete all fields for **Program Service 1**.



- h. If additional program services are indicated in the **Program Service** form, the **Program Service**, **Units**, **Unit Measure**, and **Unduplicated Individuals** will be auto-populated in sections 2-10. All corresponding fields are required to be completed for each **Program Service**, per steps f. and g. above.
- i. Be sure to save the information you have entered.

9.2 Pilot Program Performance Measures

- a. Per steps 1-4 in this section of the instructions, in the **Proposal Cover Sheet Document Folder**, click on the **Pilot Program Performance Measures** form **Actions** and then click **Create New** in the drop down. This will open a new **Pilot Program Performance Measures** form.

- b. Save the form.
- c. Read the **Pilot Program Performance Measures Instructions**.

Pilot Program Performance Measures Instructions ▼

The purpose of this section is to provide performance measurement information for each proposed program service. In the fields provided, indicate each proposed program service along with the corresponding number of units of service to be provided, the unit of service measure, and the number of unduplicated individuals to be served. For each proposed program service, provide at least one outcome and the corresponding indicator(s) and method(s) of measurement. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

Click [here](#) to access helpful information about performance measures.

Information provided in the Program Performance Measures Section should correlate to the information provided in the:

- Program Overview Section

- d. Enter information in the **Program Service 1** field.

Program Service 1 ▼

*Program Service (1) (100 character limit)

Text

- e. Enter the corresponding **Units (1)**, **Unit Measure (1)**, and **Unduplicated Individuals (1)** to be served in the **Program Service 1 – Outputs** sub-section.

Program Service 1 - Outputs ▼

*Units (1)

*Unit Measure (1) (100 character limit)

Text

*Unduplicated Individuals (1)

- f. Enter in the **Outcome (1-1)**, **Indicator (1-1)**, and **Method of Measurement (1-1)** in the corresponding fields in the **Program Service 1 – Outcomes** sub-section. If there is more than one **Outcome** for the **Program Service**, add each **Additional Outcome (1-2)** and the corresponding **Additional Indicator (1-2)** and **Additional Method (1-2)**.

Program Service 1 - Outcomes ▼

*Outcome (1-1)

*Indicator (1-1)

*Method of Measurement (1-1)

Additional Outcome (1-2)

Additional Indicator (1-2)

Additional Method (1-2)

- g. In the sub-section titled, **Program Service 1 – Narrative**, complete all fields for **Program Service 1**.

The image shows a screenshot of a web form titled "Program Service 1 - Narrative". The form has an orange header bar with the title and a dropdown arrow. Below the header, there are four text input fields, each with a label and a 600-character limit. Arrows point from the text in the list above to each of these fields. The labels and limits are: 1. "Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (1) (600 character limit)", 2. "Describe and document any external factors or variables which may affect the proposed outcome(s) (1) (600 character limit)", 3. "Provide a rationale for the measurement level(s) for each indicator (1) (600 character limit)", and 4. "Provide a rationale for each method of measurement (1) (600 character limit)". Each field contains the word "Narrative" and has a small icon in the bottom right corner.

- h. For each additional proposed pilot program service, enter information in sub-sections 2-5.
- i. Be sure to save the information you have entered

Section 5: Submitting Proposals

Before submitting a proposal(s) it is very important to review the **Organization Profile**, the **Proposal Cover Sheet**, and the **Proposal Cover Sheet Document Folder** to ensure all required forms are completed.

1. Review the Organization Profile

- Access the **Organization Profile**, per the instructions in Section 2.
- Be sure all applicable fields in the **Organization Profile** are completed and that the final content of the form is saved.

2. Review the Proposal Cover Sheet

- Access the **Proposal Cover Sheet**, per the instructions in Section 4.1.7.
- Be sure all applicable fields in the **Proposal Cover Sheet** are completed and that the final content of the form is saved.

3. Review the Proposal Cover Sheet Document Folder

- Access the **Proposal Cover Sheet Document Folder**, per the instructions in Section 4.1.

- b. Review the **Additional Documents** section to determine if there are incomplete fields in each of the forms: **Program Budget, Program Overview, Program Service (POS RFP), Consumer Demographics, Program Performance Measures (POS RFPs) or Pilot Program Performance Measures (Pilot RFPs)**. A green check mark indicates the form is complete and a red “x” indicates that is incomplete. Forms must be complete, as indicated by a green check, in order to submit a proposal.

Consumer Demographics (1 records) ▾

Boone County (includes City of Columbia residents) ▾	Complete
20	✓

Pilot Program Performance Measures (1 records) ▾

ice (1) (100 character limit) ▾ Describe how each outcome is attributable to the program goals(s), as stated in the Program Overview section (1) (600 character limit) ▾	Complete
	✗

4. Submit the Proposal

- a. To submit a proposal, click on the **Submit Application** under the **Grant Actions** in the **Proposal Cover Sheet Document Folder**.

Proposal Cover Sheet Document Folder

ABC Institute of Care

Quick View Information ▾

Organization Name (will aut...	ABC Institute of Care
Fund Source	Children's Services Fund - POS
Funder	Boone County
Funding Cycle	RFP #25-15JUN15
Name of Program or Project	Tiger
Amount of Request	\$100.00
Record Lock	🔒

Folder Actions ▾

- Edit Proposal Cover
- Return to Search
- Application Overview
- Print Records

Grant Actions ▾

- Submit Application

Required Forms ✓
Required Fields ✗

PLEASE NOTE
Once you click submit, the report will be locked and can only be unlocked by an administrator.

Section 6: Helpful Tips

1. Printing Records

The ability to print is found under the **Folder Actions** box on the right-hand of the screen under **Print Records**. Follow instructions to print one or more forms.

Proposal Cover Sheet Document Folder

ABC Institute of Care

Quick View Information ▾

Organization Name (will aut...	ABC Institute of Care
Fund Source	Children's Services Fund - POS
Funder	Boone County

Folder Actions ▾

- Edit Proposal Cover
- Return to Search
- Application Overview
- Print Records

2. Symbols

Below are common symbols utilized in AFF.

a. * = Required Field

b.  = Open or close viewing of forms.

c.  = Tool Tip: If the cursor hovers over this it will information about that specific request or requirement.

d.  = Green check marks indicate that a form is complete.

e.  = Indicates that a form is incomplete.

f.  = Enables users to see section values in the **Additional Documents** section.