



Administration for Children and Families

Office of Community Services  
Division of State Assistance

# **Pre-Application Technical Assistance Recorded Call**

Community Services Block Grant (CSBG) Training  
and Technical Assistance (T/TA)

**Results Oriented Management and  
Accountability (ROMA) Next Generation  
Center of Excellence (COE)**

HHS-2012-ACF-OCS-ET-0301



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# Statutory Authority

- Community Opportunities, Accountability, and Training and Educational Services Act (COATES) Human Services Reauthorization Act of 1998 (P.L. 105-285), Section 674(b)(2)(A)



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### **Core Functions**

- Develop performance management materials that ensure that all CSBG-eligible entities may participate in the ROMA effort, which includes attention to the complete ROMA cycle of performance management.
- Adapt existing ROMA performance management training materials to ensure that all CSBG-eligible entities have access to relevant trainings, toolkits, and guidance materials. A key focus of this process will be to establish consistent definitions and an integrated set of ROMA training curricula.



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### Who Can Apply?

- Non-profit organizations other than institutions of higher education.
- As prescribed by Section 678A(c)(2) of the CSBG Act, must be CSBG-eligible entities, or Statewide or local organizations or associations, with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.



## Award Information

- OCS expects to fund 1 award.
- The projected project period is two (2) years (24-month Project Period with two 12-month Budget Periods).
- The overall program plan should be for the project period.



## **CSBG T/TA ROMA Next Generation COE Collaboration**

- Collaborate with State CSBG Lead Agencies, other CSBG Network organizations, and performance management experts from outside the CSBG Network as appropriate.
- Collaborate with the national CSBG technical assistance centers focused on performance management, risk mitigation and quality improvement, and legal compliance.
- Collaborate with the CSBG T/TA Regional Performance and Innovation Consortia (RPIs).
- Collaborate with the CSBG Organizational Standards COE (funded under a separate announcement).



## **Federal Involvement Under Cooperative Agreement Mechanism**

- Convening in-person planning and coordination meetings involving relevant CSBG National Partners and key network stakeholder organizations to share information about proposed ROMA Next Generation projects and to identify areas for potential coordination of efforts.
- Convening routine conference calls among CSBG T/TA Providers, State CSBG Lead Agencies, and other key network stakeholder organizations.
- Reviewing recommendations and the work plan for the ROMA Next Generation project to ensure coordination with other CSBG Network projects and activities.



## Federal Consultation Process

- Initial call(s) with Office of Community Services (OCS) program liaison.
- Implementation plan within two months
- National implementation planning meeting in Washington, D.C. or via teleconference.
- Oral presentation that describes and defends the implementation plan.
- Adjustments as necessary to support collaboration with national CSBG T/TA RPIC effort and Organizational Standards COE to promote regionally based ROMA Next Generation input and organizational performance standards.



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# Project Description (50 Pages or Less)

- Table of Contents
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Evaluation
- Logic Model
- Dissemination Plan



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### **Appendices (50 Pages or Less)**

- Organizational Charts
- Board of Directors
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Documentation of experience in the program area
- Letters of Support
- Contact persons and telephone numbers
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Any other pertinent information the applicant deems relevant



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# Evaluation Criteria



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### **Objectives and Need for Assistance – 15 Points**

- Demonstrates an understanding of the need for CSBG-eligible entities, State CSBG Lead Agencies, State Associations, and other local service providers to be provided with T/TA related to, or in response to, performance management and accountability.
- Demonstrates an understanding of the history of the ROMA system, including current ROMA practices in the Network and potential areas for improvement in high-quality, comprehensive needs assessment, development of outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.



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### **Objectives and Need for Assistance (Continued)**

- Demonstrates an awareness and knowledge of current literature, and an understanding of performance management and accountability practices and policies that enhance the administrative, financial, and program operations of organizations to CSBG-eligible entities.
- Demonstrates a thorough understanding of the need for identifying and documenting exemplary performance management and accountability practices and procedures, and how they will help ensure the long-term success and sustainability of CSBG Network efforts.



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### **Approach – 40 Points**

- Materials Development (20 points )
- Training Program and Materials Dissemination (20 points)



## **Approach (Continued)** ***Materials Development***

- Provides a feasible plan for the development of performance management materials that can be used by State CSBG grantees and local CSBG-eligible entities.
- Explains these materials, clearly articulating their use as the framework for performance management based on the ROMA Cycle of Performance Management.



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### **Approach (Continued)** ***Materials Development***

- Focuses on high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.



## **Approach (Continued)**

### ***Training Program and Materials Dissemination***

- Provides a clear and comprehensible plan for an improved, comprehensive, and integrated ROMA training program. The applicant's project plan may entail the incorporation of existing ROMA training programs and/or detail new concepts and ideas for an integrated training program.
- Provides a clear and detailed plan for the dissemination of educational ROMA materials, such as toolkits, fact sheets, resource handbooks, and publications on promising practices, detailing a plan for collaboration.



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### **Collaboration and Dissemination Plan - 15 points**

- Provides details regarding clear plans and strategies to collaborate with CSBG T/TA RPIC Lead Agencies, State CSBG Lead Agencies, and other CSBG Network organizations, as well as performance management experts from outside the CSBG Network to achieve enhanced dissemination of ROMA Next Generation COE materials and tools.
- Presents a detailed plan for its active participation in the Web-based *CSBG T/TA Resource Center*.



## **Collaboration and Dissemination Plan (Continued)**

- Provides a feasible plan to utilize and incorporate the use of relevant features of the *CSBG T/TA Resource Center* (i.e. the shared calendar, the T/TA Request System, the Discussion Forums) into its project plan.
- Describes a clear plan for collaboration with relevant CSBG National TA Partners and CSBG stakeholder organizations involved with the administration of the *CSBG T/TA Resource Center*.



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### **Organizational Capacity– 15 Points**

- Provides details and an explanation of the organization and/or any cooperating or sponsoring agency's ability and capacity to provide services on a nationwide basis.
- Provides resumes and job descriptions demonstrating the expertise of the proposed project director and primary staff members. The applicant is clear concerning the involvement, leadership, experience, and commitment each staff member has to the project.



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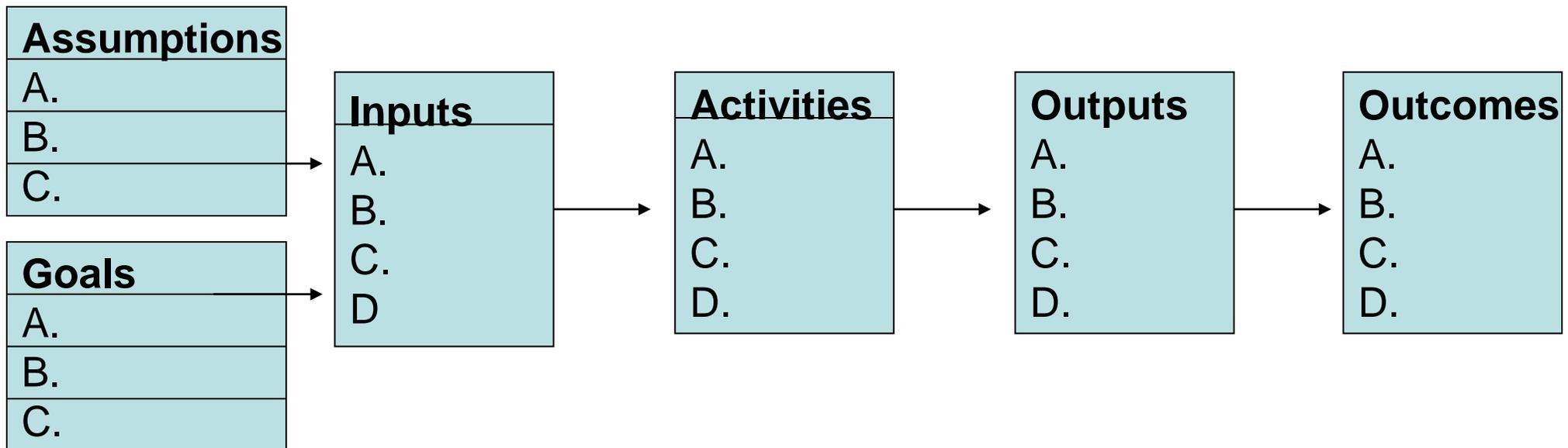
### **Organizational Capacity (Continued)**

- Provides job descriptions with clearly defined responsibilities, qualifications, salary ranges, anticipated time commitments, and the location(s) of each position.
- Documents the willingness and ability of subcontracting organization(s) to provide proposed services and includes the specific qualifications and professional experiences of key staff that will perform the proposed subcontract project activities.



## Evaluation – 10 Points

- Proposed logic model demonstrates the capacity to link the project objectives, approach, and expected results in a manner that can be evaluated. *\*Note diagram below*





## Evaluation (Continued)

- Describes a work plan that demonstrates the capacity to address and achieve specific performance targets and outcomes, including a discussion of how the project will verify the achievement of these targets and outcomes.
- Provides a narrative addressing how the conduct of the project and its results will be evaluated.
- States what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project.



## Evaluation (Continued)

- Provides the criteria to be used to evaluate results and explains the methodology that will be used to determine if the needs identified and discussed are being met, and if the project results and benefits are being achieved.
- Defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the project plan presented.



## **Budget and Budget Justification – 5 points**

- Describes how proposed project expenditures (i.e. budget) align with proposed project activities, and demonstrates that the resources requested are reasonable and adequate to accomplish the project.
- Describes how the total costs of the project are reasonable and consistent with anticipated results.
- Includes funding and a justification for at least one key staff person to attend and/or present at meetings required within this funding opportunity announcement, including at least one of the CSBG T/TA Network partner conferences.



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### Review Process

- Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.
- Non-Federal reviewers will conduct objective review based on criteria identified in the program announcement.



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# Submission

- APPLICATIONS DUE **AUGUST 6, 2012**
- Applicants are strongly encouraged to submit in advance of the deadline.
- Electronic submission required through <http://www.Grants.gov>
- Electronic applications received after 11:59 p.m. Eastern Time will be disqualified.
- Applicants that do not have internet connection or sufficient computing may contact ACF for an exemption to submit in paper format.