



New York State
Office of Alcoholism & Substance Abuse Services
Addiction Services for Prevention, Treatment, Recovery

Recovery Community Organizing Initiative Request for Proposals

December 2009

**New York State Office of Alcoholism
and Substance Abuse Services
Recovery Community Organizing Initiative
Request for Proposals**

Part I: General Information

A. Background

The New York State Office of Alcoholism and Substance Abuse Services (OASAS) is issuing this Request for Proposals (RFP) to invite eligible organizations to submit proposals to organize and deliver statewide recovery community organizing services. It is expected that a broad range of services will be made available to build and mobilize strong grassroots recovery organizations across New York and establish the means to communicate to these communities of recovery; educate professionals, policy makers and the general public about recovery-related matters; support research and study to build a better understanding of recovery; and enhance the variety, availability, and quality of prevention, treatment and recovery supports.

Throughout this document when reference is made to recovery services and recovery community organizing services, the specific intention is to address recovery from alcohol, drug and gambling-related problems. All proposals should include special attention to cultural considerations while keeping within operational expectations. Innovative program design and/or activities that build upon essential core recovery community organizing services are encouraged. Additional information on the Recovery Community Organizing Initiative, its core program elements, implementation, cultural considerations, and operational expectations are included in Part II of this RFP.

B. Contract Terms

1. Estimated Funding/Number of Awards

OASAS will make a single award of up to \$60,000 annually based on the selection of the eligible proposal receiving the highest score consistent with the methods described in this RFP.

2. Contract Period

The contract is expected to be in effect on or about May 1, 2010 for a period of up to five (5) years. The annual funding cycle of the award will be based on the local fiscal period for the county in which the provider is located (for the City of New York, the fiscal period is July to June and for the rest of the state the fiscal period is January to December). Funding for each annual period of the contract is subject to availability of State appropriations and program performance.

C. General RFP Information/Requirements

1. Format

This RFP is comprised of five (5) parts including attachments.

Part I contains general information about the RFP.
Part II describes the subject matter of the requirements of this RFP.
Part III presents those questions to which applicants are required to respond and identifies requirements for formatting their responses to the RFP.
Part IV describes the process for evaluating and scoring applicants' proposals.
Exhibit 1 is the Budget and Budget Narrative Document

2. Designated Contact Agent

OASAS has designated a Contact Agent who shall be the exclusive OASAS contact from the time of issuance of the RFP until the issuance of the Notice of Award (restricted time period). Applicants may not communicate with any other personnel of OASAS regarding this RFP during the restricted time period.

The designated contact agent is:

Veronica Fernandez
New York State Office of Alcoholism
and Substance Abuse Services
1450 Western Avenue, Room 205
Albany, New York 12203-3526
veronicafernandez@oasas.state.ny.us
Phone: (518) 485-1495
Fax: (518) 485-1332

3. RFP Schedule

Milestone	Date
RFP Release	December 7, 2009
Bidder Conference	January 6, 2010
Question Submissions	January 15, 2010
Q &A Posted on OASAS Website	January 27, 2010
Proposal Due Date	February 12, 2010
Notice of Awards	April 5, 2010

4. Bidder Conference

OASAS will conduct a Bidder Conference on the date indicated in the RFP schedule. The conference will be held from 2. to 3 p.m. at the Offices of OASAS, 1450 Western Avenue, Albany, NY 12203, 4th Floor main conference room, and 501 Seventh Ave, 8th Floor large conference room. Attendance is not mandatory, however, potential applicants are strongly encouraged to attend in person or make arrangements to participate via teleconference. To

confirm your attendance and/or participation, please contact the designated contact referenced above by January 4, 2010.

5. Inquiries Related to the RFP

Any questions or requests for clarification about the Recovery Community Organizing Initiative must be submitted in writing by 5 p.m. of the date referenced in the RFP schedule and must be directed to the designated contact agent.

All inquiries must be typed and include your name, organization, mailing address, and email address. Please reference the Recovery Community Organizing Initiative RFP. To the degree possible, each inquiry should cite the RFP section and paragraph to which it refers. Inquiries may be submitted at any time prior to the deadline noted in the RFP schedule. Inquiries may be submitted only by mail, e-mail or facsimile. OASAS will not entertain inquiries via telephone, inquiries made to anyone other than the designated contact agent, or inquiries received after the deadline date. Inquiries will not be answered on an individual basis. Written responses to inquiries submitted by the deadline date will be posted on the OASAS website (www.oasas.state.ny.us) on or about the date referenced in the RFP schedule. Organizations may also request that a hard copy of the questions and answers be mailed to them at the time they submit their questions to OASAS.

6. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of the RFP, an addendum will be posted on the OASAS website.

7. Proposal Submission

Proposals for the Recovery Community Organizing Initiative shall be submitted in accordance with Part III of the RFP. Each proposal must include two (2) originals and shall be accompanied by four (4) additional copies.

The due date for receipt of proposals is stated in the RFP Schedule above; the address for submissions is noted in PART III.C. Applicants submitting their proposals by mail or other delivery service must allow sufficient time for delivery. Proposals will be accepted until 4 p.m. on the due date stated in the RFP Schedule. Proposals not received by this deadline may not be opened at the sole discretion of the Office of Alcoholism and Substance Abuse Services. OASAS bears no responsibility for loss, delay, or other problems associated with the use of a public or private carrier in the transmittal and delivery of application material.

8. Acceptance of Terms and Conditions

A bid, to be responsive to this solicitation, must satisfy the specifications set forth in the RFP. A detailed description of the format and content requirements is presented in Part III of this RFP. Submission of a proposal in response to this RFP indicates the applicant's acceptance of all terms and conditions contained in this RFP.

9. Disposition of Proposals

All proposals received become the property of OASAS and shall not be returned. The successful proposals will be incorporated into the resulting contract and will be part of the public record. Prior to the issuance of contracts, proposals will only be shared with individuals directly involved with the scoring, ranking and selection of successful proposals.

10. State's Reserved Rights

OASAS reserves the right to:

- Reject any and/or all proposals received in response to this RFP.
- Award all or parts of the proposal scope of services or elect not to award a contract under this RFP.
- Negotiate with applicants responding to this RFP within the requirements to serve the best interests of the State.
- Eliminate mandatory requirements unmet by all applicants.

11. Proposal Evaluation

A review team will evaluate all proposals pursuant to scoring criteria developed by OASAS and more fully set forth in Part IV of this RFP. The review team will include persons knowledgeable about the intended goals and objectives of the initiative. Scoring will not be shared with entities not directly involved with the scoring, ranking and selection of a successful proposal.

12. Cost of Proposal Preparation

All costs associated with preparation and submission of a response to this RFP are entirely the responsibility of the applicant and shall not be reimbursed by OASAS or the State. No claim will be made against OASAS or the State for any costs incurred by the applicant for proposal preparation and submission.

Part II: Statement of Work

A. Overview of the Recovery Community Organizing Initiative

Many people experiencing a variety of different disabling conditions or holding special interests have been successful in developing local, statewide and national organizations which have advanced their respective causes. A relatively new movement involving recovery is developing across the United States including New York. While OASAS has organized the Recovery Services Bureau to assist with the development of a Recovery-Oriented System of Care (ROSC) in New York, it is not practical for a state office to develop and organize a grassroots approach to advancing recovery-related issues. Although there is already a growing recovery movement in New York, OASAS has an interest in supporting and increasing the chances of success for this movement on a statewide level. The State Aid funding associated with this initiative alone may not be sufficient for this purpose. Rather, it is anticipated that the organization selected through this solicitation will also be able to establish additional revenue through memberships, trainings, donations, etc.

The **basic services** expected to be provided and or coordinated under the Recovery Community Organizing Initiative funding are:

Outreach and Recruitment: Efforts to establish membership and to grow the number of people involved in recovery movement activities. This service also includes working effectively with other organizations that might share common interests and issues and/or represent particular constituencies associated with recovery.

Public Information: The means to communicate effectively with the general public on issues related to or important to the recovery movement. This would include newsletters, electronic newsletters and listservs, Internet websites, etc., as well as the capacity to develop press releases and manage a speakers' bureau.

Public Education: The capacity to provide information and new learning opportunities through written and graphic materials, conferences, etc.

Training: Professional education, peer training and workshops.

Community Organizing: Related to public information above, the organization must have the capacity to maintain a current database of membership and recovery communities and partners, strategize, engage communities, organize groups and mobilize them to action.

Information Gathering: The ability to conduct focus groups and public forums; conducting or supporting studies to improve understanding and awareness of recovery, the demographics of recovery and how people initiate and sustain recovery.

The Recovery Community Organizing Provider is expected to include the following essential characteristics:

- **Building “Recovery Capital”**(the internal and external resources necessary to initiate and sustain recovery): Working to assure a diverse and increasing number of community-based recovery support services.
- **Demonstrating Hope:** Carrying a strong message to all affected by addiction that recovery is real.
- **Responding to the Recovering Community:** Maintaining an operating board that is broadly representative of the recovering communities across New York.
- **Focusing on Recovery:** Demonstrating through mission and vision, a commitment to principles of operation consistent with CSAT 2005 Summit for Recovery - Guiding Principles http://www.pfr.samhsa.gov/docs/Summit_Rpt_1.pdf
- **Inviting All to Participate:** Recognizing that there are many pathways to recovery and assuring that all will have a voice; embracing the broad geographic, cultural and socio-economic diversity of New York.

- **Promoting Volunteerism:** Relying primarily on volunteers for operations and offering recovering individuals and family members opportunities to support the recovery movement based on their strengths and interests.
- **Creating Public Awareness:** Informing the professional community, policy makers, and the general public on issues that are important for recovering individuals and families

B. Cultural Considerations

Knowledge, information, and data from and about individuals, families, and communities of recovery across New York should be used to address issues of age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and gender. This information is to be utilized to adapt standards and practices, skills, services approaches, techniques, and outreach that are responsive and effective with these diverse cultural communities of recovery.

C. Operational Expectations

In the area of program operations, the applicant will be required to collect, manage, analyze, interpret, and report performance data and outcomes to OASAS. Sufficient allocation of time and resources for this purpose is necessary; applicants should maximize the use of existing resources to augment or supplement State funding where possible. Applicants are encouraged to establish a mechanism to assure advice and guidance on their services with representation of all significant stakeholders.

Note: All data produced by the successful applicant in connection with its responsibilities under this initiative shall belong to OASAS, but it may be used by the grantee for outcomes management, educational or research purposes as long as all other legal requirements for the use of such data have been satisfied, and with the permission of OASAS.

Part III: Project Specifications

The following specifications are mandatory requirements. Any applicant who fails to:

- **Meet the Eligibility Requirements (Part IIIA),**
- **Specifically respond to each of the Required Proposal Components (Part IIIB, Sections 1-5), or**
- **Submit a proposal in accordance with the Application Due Date (Part IIIC)**

will be disqualified from consideration.

A. Eligible Applicants

Eligible Applicants must be corporations organized or existing pursuant to the not-for-profit laws of New York and legally permitted to provide the services described herein as recovery community organizing services or organizations that have filed a Certificate of Incorporation with the Department of State for this purpose prior to the submission date established for this

RFP. An award under this solicitation may only be made to an established not-for-profit organization.

B. Required Proposal Components

1. Cover Page

Include the organization's name and address; name and title and original signature of the authorized signatory; telephone and fax numbers, and e-mail address.

2. Summary (no longer than one (1) page)

Describe the proposed program concisely, including its goals, objectives, overall approach (including target population and key partnerships), anticipated outcomes, and deliverables. Key partners are defined in Part III.B.3.b below.

3. Project Narrative

a. Statement of Need (No more than two (2) pages)

This section should be used to describe the organization's perception of need for developing statewide Recovery Community Organizing Services, how all geographical areas are proposed to be served, including the needs that the proposal intends to address by implementing Recovery Community Organizing Services. The description should include, but not be limited to, the following:

- The demographics and recovery supports needs of the individuals who will participate in the services; and
- Identify any issues of age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and gender in the target population that will need to be addressed.

b. Proposed Program/Approach

This section should provide a clear and concise description of how the proposed program will address the problems described in the Statement of Need and how the basic services listed in Part II.A will be provided. The description should include, but not be limited to, the following:

- Capability and experience of the eligible applicant organization and key partners with recovery community organizing services and with the provision of culturally competent services (key partners are contractual or collaborative agencies, organizations, funding entities, and/or citizens groups with a significant role in carrying out the program);
- Involvement of key partners and the nature of their roles in carrying out the recovery community organizing services (letters of commitment are required from all key partners and will be utilized in scoring this section);

- The process that will be utilized to engage the community, including providers across service systems and all stakeholders, to establish consensus and working relationships;
- The basic recovery community organizing services to be offered (see Part II.A);
- Innovative program designs and/or interventions that build upon the basic program elements;
- How the organization will or has implemented any of the recovery community organizing services described above;

c. Organization and Staffing

This section should describe and demonstrate the organization’s capability to implement and operate the proposed program. Information provided should clearly delineate the roles and responsibilities of both the applicant organization and key partners; and include, but not be limited to, the following:

- An organizational chart and description of the organization’s structure, lines of supervision, and management oversight for the proposed program, including oversight and evaluation of consultants and contractors;
- Day-to-day responsibility for key tasks such as leadership, monitoring ongoing progress, preparing reports, and communicating with other partners;
- The background, experience, and related affiliations of the Board of Directors;
- The staff/volunteer evaluation process and measures of context, compliance, and competency planned to monitor and improve staff/volunteer performance.
- The roles, qualifications, expertise, and related affiliations of key personnel; and
- Staffing pattern that reflects an adequate number and appropriate mix of staff and volunteers.

d. Outcomes/Success Measures

This section should describe the organizational capacity to manage programs by using outcome data to inform management decision making. This includes an established, or readily established, infrastructure for collecting, monitoring and analyzing data to continuously improve program performance and the organization’s experience in managing by outcomes.

- The program evaluation process and how outcomes will be measured and assessed;
- Outcome/Performance Measures may include, but are not limited to the following:
 - number of members recruited;

- number of members participating in activities;
- number of projects initiated with other organizations;
- number of mentions in other newsletters, websites, etc.;
- number of people completing trainings;
- percent of trainees reporting high satisfaction with training;
- number of focus groups and public forums held, number of attendees;
- number of information presentations delivered (by media);
- geographic distribution of activities and participants; and
- circulation of the newsletter.

The selected applicant will be required to work with OASAS to establish specific targets against which actual performance will be measured to assess program success.

4. Budget

Complete Exhibit 1, an Operational Funding Request and Budget Narrative detailing all expense components that make up total operating expenses. Include supporting documentation for the budgeted value of each category.

5. Letters of Commitment/Support

Letters of commitment are required from all key partners and will be utilized in scoring Part III.B.3.b. Letters of commitment or support from other involved agencies and stakeholders should also be provided. All letters of commitment or support must be submitted as a part of the proposal. Any letters submitted outside of the proposal will not be considered in scoring the proposal.

C. Application Due Date

Completed proposals must be received by OASAS by 4 p.m. on the date indicated in the RFP Schedule. Proposals not received by the deadline may not be opened at the sole discretion of the Office of Alcoholism and Substance Abuse Services. Two (2) original proposals and four (4) copies must be mailed in an envelope marked “Recovery Community Organizing Initiative RFP” to:

James Carroll
 Bureau of Financial Management
 New York State Office of Alcoholism
 And Substance Abuse Services
 1450 Western Avenue, 4th Floor
 Albany, New York 12203-3526

Part IV: Evaluation Process

A. Pre-Qualification Review

Proposals must be submitted by eligible applicants (Part III.A), include all required proposal components (Part III.B), and be received by the application due date (Part III.C).

B. Comprehensive Evaluation

Proposals that meet the eligible applicant criteria will be comprehensively reviewed to assess the organization's ability to meet the requirements of this RFP to effectively implement recovery community organizing services. Attention will also be given to cultural considerations and the ability to reach a statewide constituency, and in keeping with the operational expectations described above. A review panel of OASAS program and fiscal specialists will rate each of the submitted proposals based on a detailed assessment of information provided in response to the RFP.

C. Scoring

Proposals will be scored as indicated below.

1. Cover Page
2. Summary
3. Project Narrative
 - a. Statement of Need 0 - 5
 - b. Proposed Program/Approach 0 - 35
 - c. Organization and Staffing 0 - 15
 - d. Outcomes/Performance Measures 0 - 15
4. Budget and Budget Narrative 0 - 20
5. Letters of Commitment/Support 0 -10

D. Notification of Award

OASAS will notify the successful applicant through issuance of a Notification of Award Letter. Unsuccessful applicants will be notified through issuance of a Notification of Non-Award letter. The award will be granted for the highest-ranked proposal.

E. Debriefing

All unsuccessful applicants will be offered the opportunity for a debriefing in their Notification of Non-Award letter. Any request for a debriefing must be made within five (5) business days of receipt of the notification letter. Debriefing discussions will be limited to the evaluation results as they apply to the unsuccessful applicant.

F. Special Terms and Conditions

OASAS reserves the right to specify special terms and conditions for the individual applicant when making the award. The applicant must accept such terms and conditions for the award to take effect.

G. Contract Approval and Provisions

If an award is made pursuant to this RFP, only the acceptance in writing by the OASAS Associate Commissioner, Division of Fiscal Administration, or a duly-designated and authorized representative, with the approval of the Attorney General and the Office of the State Comptroller, shall constitute a contract between a successful applicant and the State of New York.

This RFP, all information submitted in the successful applicant's proposal, and any revisions thereto, any follow-up questions and answers, and any RFP addenda, amendments, or clarification will be included as part of the successful applicant's contract.

H. Vendor Responsibility

Pursuant to New York State Finance Law section 163(3) (a) (ii), State agencies are required to ensure that contracts are awarded to responsible vendors. A determination of responsibility includes, but is not limited to, an affirmative review of an applicant's qualifications, legal authority, financial stability, integrity, and past contract performance. A vendor responsibility review, including completion of a vendor responsibility questionnaire, will be required of the successful applicant. OASAS requires a successful applicant to formally communicate any changes in its responsibility disclosure. Failure to disclose any changes provides OASAS with the right to terminate the contract for cause. For more information on vendor responsibility determinations and questionnaires, applicants may contact the Office of the State Comptroller or view its website at <http://www.osc.state.ny.us/vendrep/index.htm> .

I. Funding

All provisions of this RFP and the resulting contract awards are contingent upon the availability of New York State funds. Delay in authorization of funds for the initiative being solicited herein may result in a change in the effective date of the contract.

Violation of Procurement Lobbying Restrictions. OASAS reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OASAS may exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract.

Non-responsibility Determinations. By signing the Proposal, the offerer certifies that all information provided as a result of this RFP is complete, accurate, and true with regard to prior non-responsibility determinations within the past four (4) years based on (i) impermissible contacts or other violations of SFL §139-j, or (ii) the intentional provision of false or incomplete information to a government entity. In the event it is determined after award that the certification provided was intentionally false or intentionally incomplete, the contract may be terminated without notice by OASAS.

EXHIBIT 1

Operational Funding Request and Budget Narrative

Instructions for Completing the Initiative Funding Request Form (IFR) (Start-up and Annual Operating Budgets)

PROVIDER INFORMATION

1. **Printed Legal Name of Applicant Entity** – Print the incorporated or legal name of the agency submitting the Initiative Funding Request on the IFR and on any additional pages that are attached. **Do not enter the common name or acronym.**
2. **Printed Name of Local Governmental Unit, if Applicable** – Print the complete name of the County or City of New York Local Governmental Unit (LGU) that administers the Applicant Entity's local State Aid contract agreement. **Applicants that have a direct contract with OASAS for State Aid funding should leave this blank.**
3. **Applicant's OASAS Provider Number** – Enter the unique five-digit number that identifies the agency and that is used for reporting purposes to OASAS. This number is the same as the *Agency Code* number used when submitting Consolidated Fiscal Report (CFR) documents.
- 4-6. **Applicant Address** – Enter the mailing address, including zip code, where the administrative office of the applicant entity is located.
7. **Date Prepared** – Enter the date the Initiative Funding Request Form (IFR) was prepared.
- 8-10. **Applicant Contact Person** – Enter the printed name and title, and the telephone number (including area code) of the person who can answer questions concerning the information provided on the IFR.

PART II – OPERATIONAL FUNDING REQUEST

1. **Date Initiative Expected to be Operational** – Enter the date, in the xx/xx/xxxx format, that the proposed initiative is expected to be operational and will require Aid to Localities funding from OASAS. During the implementation of the initiative, OASAS reserves the right to establish and approve an operational start date later than proposed by the successful applicant to accommodate available funding and capacity needs.

Requested Operating Budget for Proposal

Requested operating budget amounts must represent:

Column A - the **start-up, part year costs**, net deficit and OASAS State aid funding requested for one-time costs necessary to start the program effort. Start-up costs include, but are not limited to the following: equipment; office supplies; furniture; rental deposits/securities; and staff recruitment.

Column B – the **12-month, full annual costs**, revenues, net deficit and OASAS State aid funding requested. Awards to the selected applicants will be prorated for the first fiscal

period based on the initiative start date identified above. The full annual budget may be prorated based on the approved start date of the initiative.

ALL AMOUNTS REQUESTED FOR THE ADDITIONAL INITIATIVE FUNDING MUST BE ROUNDED TO THE NEAREST HUNDRED DOLLARS.

2. **Gross Expense Budget** – Applicants should refer to the Consolidated Fiscal Reporting (CFR) Manual for a more detailed general description of the following expense items which should be entered in Columns A and B:

- Personal Services
- Fringe Benefits
- Non-Personal Services (i.e. Other than Personal Services (OTPS))
- Equipment
- Property/Space
- Agency Administration

3. **Revenue Budget** – Applicants should refer to the CFR Manual for an explanation of each revenue category, and enter applicable start-up and annual projected amounts that they anticipate receiving to offset costs attributable to the initiative in Columns A and B.

If the applicant does not anticipate receiving any additional revenue to offset costs of its proposal it should so indicate by entering \$0 for each category in Columns A and B.

4. **Net Operating Cost** - Enter the amount obtained by subtracting **Total Revenue Budget** from **Total Gross Expense Budget in Column A and B**.

5. **OASAS State Aid Funding Requested** – Enter the amount of OASAS State aid funding being requested for the initiative in Columns A and B. This amount **should equal** the **Operating Budget Net Deficit** amount.

6. **Full-Time Equivalent (FTE) Staff Requested** – Enter the number of FTE’s requested as part of this initiative in Columns A and B.

Applicant Official – Enter the printed name and title of the applicant agency representative submitting the IFR proposal.

Signature and Date – The IFR must be signed and dated by the applicant agency representative.

**INITIATIVE FUNDING REQUEST (IFR) FORM
(Start-up and Annual Operating Budgets)**

1. Printed Legal Name of Applicant Entity:			
2. Printed Name of Local Governmental Unit, if Applicable:			
3. Applicant's OASAS Provider Number:		4. Applicant's Street Address/P.O. Box:	
5. Applicant's City/Town/Village:		6. Postal Zip Code:	7. Date Prepared:
8. Printed Name of Applicant Contact Person:		9. Printed Title of Contact:	
10. Contact Telephone #:			

PART II – OPERATIONAL FUNDING REQUEST

1. Date Initiative expected to be operational:		
	(Column A)	(Column B)
REQUESTED OPERATING BUDGET FOR PROPOSAL	PROPOSED START-UP OPERATING BUDGET	ANNUAL OPERATING BUDGET
2. Gross Expense Budget (see instructions for details): Round Amounts to the nearest \$100.		
Personal Services		
Fringe Benefits		
Non-Personal Services		
Equipment		
Property/Space		
Agency Administration		
TOTAL GROSS EXPENSE BUDGET		
3. Revenue Budget (see instructions for details): Round Amounts to the nearest \$100.		
Patient Fees		
SSI and SSA		
Public Assistance (Safety Net & TANF)		
Medicaid		
Medicare		
Third Party Insurance/Private Pay		
Food Stamps		
Closely Allied Entity Contributions		
Donations		
Other: Specify:		
Specify:		
Specify:		
TOTAL REVENUE BUDGET		
4. NET OPERATING COST		
5. OASAS State Aid Funding Requested		
6. Full-Time Equivalent (FTE) Staff Requested:		
Applicant Official		
Printed Name:	Printed Title:	
Signature:	Date:	

OASAS RECOVERY COMMUNITY ORGANIZING INITIATIVE FUNDING REQUEST FORM

1. Legal Name of Applicant Entity:		
2. County Where Service Will Be Operated (Primary Office Site):		
3. Name of Applicant Contact Person:	4. Title of Contact:	5. Contact Telephone Number:

PART III- Budget Narrative

<p>Goals and Objectives – What is expected to happen, change, be in place etc. as a result of the sustained implementation of the proposed Recovery Community Organizing Services. What are the measurable achievements that indicate progress in attaining these goals. Interim Milestones indicating significant events or levels of operation may be included to demonstrate progress over time. (Attach an additional page, if necessary)</p>
<p>Budget Narrative – Provide a detailed description of the key and significant expenses that are included in the proposed FICA and Fringe costs, Other Than Personal Services expenses (including any consulting or contractual services), Equipment and Property/Space Costs. (Attach an additional page, if necessary)</p>
<p>Staffing Plan - Provide a listing of staff/positions to be employed by this program, including titles, salaries, and general responsibilities. Include both the total number of individuals and the FTE for each position. Also include number of individuals and range of activities to be carried out by volunteers. (Attach an additional page, if necessary)</p>