FY19-21 Core Investment Cycle Application Questions

**Objective:** Increase the # of individuals and families accessing family stability supports including health, basic needs and advocacy

- Sub-Objective 1: Family stability

**Agency profile**

1. Executive director or chief executive officer contact information: name, job title, email address, phone number, extension.
2. Chief financial officer or primary finance contact information: name, job title, email address, phone number, extension.
3. Board chair contact information: name, job title, email address, phone number, extension.
4. Person completing funding application contact information: name, job title, email address, phone number, extension.
5. Organization’s mission statement.
6. Fiscal year end date.
7. Organizational revenue [FY 2017],
8. Projected organizational revenue [FY 2018],
9. Upload board list that includes member name and affiliation (i.e. current or former employer).

**Demographic profile (Answers will not impact funding decisions.)**

<table>
<thead>
<tr>
<th>Organizational Leadership Demographics</th>
<th>Executive Director</th>
<th>Senior Staff (Excluding ED)</th>
<th>Board of Directors</th>
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<td>American Indian or Alaska Native</td>
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Alignment

Program Design

1. Which of the following services does the organization provide? [Check all that apply]
   - Food access
   - Benefits access
   - Rent, mortgage, and utility assistance (RMU)

2. In which of the following counties will the organization provide service during the 2018 program year? [Check all that apply]
   - Atlantic
   - Burlington
   - Camden
   - Cape May
   - Cumberland
   - Delaware
   - Montgomery
   - Philadelphia

3. Provide the start and end dates for the 2018 program year.

4. In 750 words or less, describe the organization’s food access program. Be sure to include a discussion of the following elements, if applicable: [Enter N/A if the organization does not implement a food access program.]
   - Community context
   - Duration and frequency of program activities
   - Details on program design/structure (such as recruitment, screening, staffing, food delivery activities, general program activities)
   - Intended program impact

5. In 750 words or less, describe the organization’s benefit access program. Be sure to include a discussion of the following elements, if applicable: [Enter N/A if the organization does not implement a benefit access program.]
   - Community context
   - Duration and frequency of program activities
   - Details on program design/structure (such as recruitment, screening, staffing, follow-up approach)
   - Intended program impact

6. In 750 words or less, describe the organization’s RMU program. Be sure to include a discussion of the following elements, if applicable: [Enter N/A if the organization does not implement a rent, mortgage and utility program.]
   - Community context
   - Duration and frequency of program activities
   - Details on program design/structure (such as recruitment, screening, staffing follow-up approach)
   - Intended program impact
Targeted service delivery

7. Which of the following targeted populations does the program have an intentional strategy for recruiting and serving? [Check all that apply]
   - Immigrants
   - People living with physical disabilities
   - People living with mental disabilities
   - People experiencing intimate partner violence
   - People experiencing homelessness and/or housing instability
   - People living at or below 200% of the federal poverty level
   - Returning citizens
   - Recipients of TANF
   - Seniors
   - Veterans
   - Other ______
   - None of the above

8. In 250 words or less, describe how the program determines the needs of the target population(s) checked in response to the previous question.

9. In 500 words or less, explain how the program tailors its staff training, recruitment/identification and/or service delivery approach to meet the need(s) of the target population(s) checked in response to the previous question.

Partnership

10. In 750 words or less, describe the key partnership(s) that the organization leverages to deliver the food access, benefit access and/or rent, mortgage and utility program. Discuss the ways in which these partnership(s) contribute to the organization's ability to achieve the intended program impact.

Performance results

Each performance measure has an alternate option: “Organization does not collect data for this performance measure.” Fiscal year 2016, fiscal year 2017, and projected fiscal year 2018 performance results will be collected.

1. How much?
   - # of unduplicated individuals who received emergency food
   - # of unduplicated individuals screened for the full complement of benefits
   - # of unduplicated individuals who applied for emergency rent, mortgage or utility assistance

2. How well?
   - # of pounds of food distributed
   - # of unduplicated individuals enrolled in at least one public benefit
   - # of unduplicated individuals who received emergency rent, mortgage or utility assistance
3. Is anyone Better off?
   - To be determined in partnership with funded community partners

4. UWGPSNJ will work with funded community stability partners to identify the performance measures that support the nonprofit sector in understanding if anyone is better off in the short and long-term as a result of the receipt of food, benefit access or RMU services. In 500 words or less, explain how the program defines client success. Discuss the quantitative and qualitative information that is tracked and analyzed in order to demonstrate program success in the short and long term.

5. Please disaggregate the 2017 results for the applicable indicator(s) by:

   - Emergency food providers - # of unduplicated individuals who received emergency food
   - Benefits providers - # of unduplicated individuals screened for the full complement of benefits
   - RMU providers - # of unduplicated individuals who received emergency rent, mortgage or utility assistance

   - Race/ethnicity
   - Gender
   - Age
   - Individuals above 200% of the federal poverty level
   - Individuals at or below 200% of the federal poverty level
   - Individuals served at site(s) in the following zip codes with concentrated poverty:
   - Individuals served from the following zip codes with concentrated poverty:

   Atlantic County: 08217, 08401
   Burlington County: 08015, 08068
   Cape May County: 08251
   Camden County: 08102, 08103, 08104, 08105
   Cumberland County: 08321, 08324
   Delaware County: 19013, 19014
   Montgomery County: 19401, 19464
   Philadelphia County: 19121, 19122, 19124, 19131, 19132, 19133, 19134, 19139, 19140, 19141, 19142, 19143, 19144

   - Service across UWGPSNJ’s counties

6. In 250 words or less, provide any additional information that may assist reviewers in better understanding the performance results provided in this section.

7. In 500 words or less, describe how the organization uses client, program implementation, and outcome data to improve program quality and assess progress toward program goals/objectives.

8. In 200 words or less, describe the program’s approach to using third-party, community-level data to inform its service delivery approach.
9. In 200 words or less, describe the program’s approach for sharing its data with community partners and/or external stakeholders in order to support the nonprofit sector in more effectively meeting the needs of individuals and families.

Organizational capacity

Learning community participation

1. Is the organization willing to commit staff time to participate with UWGPSNJ’s learning communities in accordance with the expectation outlined in the Funding Tier guidance document? (Y/N)

2. If the organization is applying to be a Regional or Key partner, upload the job description for the individual who will participate with the learning community meetings. [Enter N/A if applying to be a Supporting Partner in this objective.]

2-1-1

1. Is the organization’s information in the 2-1-1 (NJ and/or PA) database system? (Y/N)

2. If yes, is the organization’s information (location and service) updated in the 2-1-1 (NJ and/or PA) database? (Y/N)

3. In 200 words or less, describe how the organization promotes 2-1-1 (NJ and/or PA) as a resource for the individuals and families served.

Trauma-informed care

1. Which of the following most closely represents how the organization delivers trauma-informed services:
   - The organization’s services are not currently trauma-informed.
   - The organization implements a trauma-informed approach when delivering some services.
   - The organization implements a trauma-informed approach when delivering most services.
   - The organization implements a trauma-informed approach when delivering all services.

Advocacy

1. In 500 words or less, describe the organization’s experience advocating for solutions to improve education, financial stability, and/or community well being. Include an overview of relevant organizational alliances or collaborations, successes achieved as a result of the advocacy work, and how the advocacy effort is connected to the organization’s programmatic work and/or mission. Limit the response to the last three years. [Enter N/A if the organization does not currently engage with any advocacy efforts.]
Two-generation approach

1. Which of the following most closely represents how the organization delivers services to more than one generation of clients:
   - The organization does not currently offer programming or assistance to the families of clients.
   - The organization offers programming or assistance to the families of clients.
   - The organization offers programming or assistance to and tracks outcomes for the families of clients.

Volunteer management

1. Total # of volunteers engaged during fiscal year 2017.
2. Total # of volunteers engaged during fiscal year 2016.
3. Who on staff is responsible for volunteer management:
   - Organization has one or more FTEs dedicated to volunteer management
   - Organization dedicates part of an FTE to volunteer management
   - Volunteer management is not part of anyone's specific job responsibilities and is treated as "other duties as assigned"
   - Not applicable

4. *In 350 words or less,* describe the organization's approach to managing volunteers. [Enter N/A if the organization does not currently engage volunteers in its work.]

5. *In 350 words or less,* describe the organization's approach to utilizing volunteers to achieve its program goals and/or mission. Discuss the positive programmatic and/or organizational results achieved as a result of volunteer activities. Limit the response to the last three years. [Enter N/A if the organization does not currently engage volunteers in its work.]

Program budget

Use the template below to provide an overview of the programmatic revenue and expenses required to achieve the performance results (i.e. outcomes) specified in the results section. Provide actual expense and revenue information for the 2016 and 2017 program year. Provide projected expense and revenue information for the 2018 program year. The template categories are directly aligned with those that would be reported in the organization’s audited financial statements and/or 990. The definitions below provide additional clarification.

1. The total indicated in the Expenses column is what percentage of the organization’s overall budget? [Separate calculation for 2016, 2017, and 2018.]

2. Explain the dollar amount in the Other Income and/or Other Expenses columns for 2016, 2017 and 2018. [Enter N/A if box was left empty.]

3. What is the cost per unit of service/customer served in 2016, 2017, and 2018?

4. Explain how the cost per unit of service/customer served was calculated for 2016, 2017 and 2018.
5. List the organization’s top five funders and corresponding funding amounts for 2016, 2017 and 2018.

6. From which of the following programs will the organization receive funding during the 2018 program year?

- State Food Purchase Program (SFPP)
- The Emergency Food Assistance Program (TEFAP)
- Commodity Supplemental Food Program (CSFP)
- New Jersey Department of Agriculture (NJDA)
- Feeding America
- None of the above

**Direct Expenses** – Program services expenses should be included here. Direct expenses include any costs associated with delivering program services. Examples of such expenses include: rent, consumable supplies, client activities and incentives, postage, travel, marketing, outreach, etc. Do not include costs related to training, professional development, program staff salaries, program staff benefits, program staff payroll taxes, subcontractors, consultants, or professional fees in this line.

**Other Expenses** – Support services expenses should be included here. Examples of costs related to support services include: printing, meeting costs, insurance, dues, subscriptions, etc. Do not include fundraising, consultant fees, administrative overhead, or training, conference and related travel costs in this line.

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<tbody>
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<td>United Way of Greater Philadelphia &amp; Southern New Jersey</td>
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<td>Salaries, Benefits &amp; Payroll taxes</td>
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<td>Training and/or Conferences and Training/Conference Related Travel Costs</td>
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<td>Rental Income and/or Facilities Management Fees</td>
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*Organizations should provide actual or projected information based on fiscal year end and timing of the end-of-year financial reconciliation.