



CONTINUOUS IMPROVEMENT INITIATIVE GUIDELINES

2016-2017

OCTOBER 2016



Guidance for FY 2016-17
October 1 - September 30

What is the purpose of the Continuous Improvement Initiative?

Launched in February 2007, the *Continuous Improvement Initiative* was conceived as a way to build the capacity of agencies under contract with Children's Services Council (CSC) and United Way. The Initiative is in its eleventh year of funding and as of September 2016, almost \$2,000,000 has been made available to over 60 different agencies.

Who is eligible for funding?

Please note, United Way funds allocated for this initiative for FY 2016-2017 have been fully committed. Therefore, United Way partner agencies (with the exception of those receiving funding from CSC as noted above) are not eligible for funding at this time.

- 1) CSC-funded **nonprofit** organizations, including those agencies that are subcontracted to provide services on behalf of CSC for any time period during FY October 1, 2016-September 30, 2017.
- 2) United Way funded nonprofit organizations, who receive funding for any time period during between October 1, 2016-September 30, 2017.

Afterschool and childcare providers that are solely funded by CSC are not eligible to participate in the Continuous Improvement Initiative due to their ability to access additional resources in their respective quality rating improvement system.

What can an agency receive funding for?

There are three categories of support available:

- 1) Organization Development Supports
- 2) Improving IT Infrastructure
- 3) Obtaining Agency Accreditation

How can the funding be used in each category?

- 1) Organization Development Supports

Funding is available to support work in the areas of: strategic planning; board governance; organization restructuring; financial management; and human resource management. Funding request must align with the criteria below.

- a. As funding is limited, CSC funded agencies must access the supports (GROW) available through Nonprofits First (NPF) prior to submitting an application for this category.
- b. Funding is not available to hire employees, provide staff incentives or support appreciation events.
- c. Agencies applying for funding in this category should submit an Action Plan, outlining the scope of services they are requesting support for and identifying who they anticipate using to deliver any needed consulting services, and the associated costs.
 - i. Two quotes are required for Organization Development Supports or an agency can submit a justification as to why they must use a specific consultant/vendor.

- d. Applications simply requesting \$10,000 for organization development supports will not be considered.

2) Improving IT Infrastructure

Funding is available to support the costs of hardware and software, including installation and training support. Funding request must align with the criteria below.

- a. Base specifications for hardware that CII will consider supporting are outlined in *Specifications & Resource (Appendix A)*. Equipment outside of those specifications can be requested if sufficient justification is provided as to business reason of why the deviation is necessary.
- b. As more software applications move to the cloud, CII anticipates receiving requests to cover the cost of annual subscriptions rather than purchasing a license (and potentially a server or other hardware in which to run the application). Consideration will be given to these requests, however, applicants will need to provide assurances that they will be able to cover the cost of the annual subscription on an ongoing basis through means other than CII.
- c. Funding may not be used for website development, ongoing maintenance support from Nonprofits First or other technology vendor, or consumables (USB flash drives, printer cartridges, etc.). Additionally, information technology hardware solely for the use of clients will not be considered.
- d. Requests to replace computers that have been purchased with CSC funds for use by funded program staff at select agencies may be supported through the Replacement Technology Program managed by NPF on behalf of CSC. If a position is funded by CSC at **or above the 50%**, they would not be eligible for CII but could be eligible through the Replacement Technology Program.
- e. Agencies applying for funding in this category must submit one of the following with each request for IT infrastructure: (1) a proposal from the proposed vendor with a technology assessment of the agency's infrastructure; OR (2) a copy of their formal Technology Plan. If the agency does not have a Technology Plan currently in place, the agency can utilize *Technology Plan (see Technology Plan Guidance and Template form on website)*, to create a technology plan and meet this requirement.
- f. A minimum of 2 quotes is required for any IT request unless the quote provided is through a cooperative procurement agreement (e.g., Nonprofits First, National Joint Powers Alliance (NJPA), State of Florida IT Contract, GSA Schedule, etc.).

3) Obtaining Agency Accreditation from Nonprofits First Inc.

Two subcategories of award:

- a. Support to obtain Agency Accreditation:
Funding under this category can be used for outside consultants to address areas of development as identified in the self-assessment; administrative support in preparing for the accreditation process; or for advanced technical assistance for agencies going through reaccreditation.
 - i. Agencies requesting support to obtain Agency Accreditation must have first completed a self-assessment for the Agency Accreditation process and documentation of this must be on file with the application.
- b. Cost of Agency Accreditation:
Funding under this category can be used to support the fee for Agency Accreditation. Requests are limited to the cost of agency accreditation.

- i. UW Partner agencies are not eligible to apply for the Accreditation fee.
- ii. Agencies and Subcontractors of CSC in good standing are eligible to apply for funding to support the full price of the Accreditation fee, if it is not already designated in their program budget. ****Providers requesting funding are strongly encouraged to apply in the first funding cycle (applications due by November 3, 2016) to ensure adequate time for review and approval prior to being billed by NPF.**

How much funding can an agency receive?

Funding limits vary by category. Agencies may submit applications, during scheduled application cycles, for multiple categories during a twelve-month period; this is a rolling 12-month period which begins when an agency initially receives funding from the Initiative. During a twelve-month period, each category can only be applied for once, even if the maximum funding amount is not received.

- 1) **Accreditation** - requests are limited to \$10,000.
- 2) **Organization Development Supports** - requests are limited to \$10,000.
- 3) **IT Infrastructure** - requests are limited to \$15,000. Agencies with infrastructure requests greater than \$15,000 must provide narrative in question 4 of the application on how they will fund the difference. Applicant will need to secure matching funds within 3 months of the application's approval.

What documentation must be submitted after services have been rendered and the project is complete?

Following the delivery of services, the agency will be required to submit a *Project Completion Report* (See form on website) to United Way. The report will also include a *Financial Reconciliation Statement* (See form on website) with attached financial reconciliation of funds from the provider that the funds have been used as intended and described in the application.

The *Project Completion Report* (See form on website) and the *Financial Reconciliation Statement* (See form on website) must be submitted to United Way no later than one year from the date of the award.

How can an agency submit an application?

Applications are available via CSC and UW's website:

www.unitedwaypbc.org

www.cscpbc.org

Applications and any associated attachments must be submitted by the established deadlines to be considered during that funding period. Hard copy applications will no longer be accepted:

All signatures and attachments MUST be included. Send electronic submission of applications to:

Tamara Worley, United Way at TamaraWorley@unitedwaypbc.org with the following subject line:

Continuous Improvement Initiative Application – [Name of Organization].

An Application Advisory Panel will review the applications and recommend funding. The panel will consist of representatives from CSC and United Way. Applications will be reviewed multiple times during the year; the following deadlines have been established, contingent upon availability of funding:

November 3, 2016** ❖ February 2, 2017 ❖ May 4, 2017 ❖ August 3, 2017

**** Providers requesting funding are strongly encouraged to submit applications by November 3, 2016 to ensure adequate time for review and approval prior to being billed by NPF.**

Who can an agency contact with questions?

The following individuals can be resources:

- Tamara Worley, United Way, 561-375-6630 - **General Questions re: Application Submission**
- Nonprofits First, 561-214-7435- main number for **IT Infrastructure, GROW or Agency Accreditation**

Appendix A

Specifications & Resources

Specifications for Base Hardware Minimum Requirements

Desktop:

Cost: Up to \$1200

Intel i5 Processor (or compatible i.e. AMD Phantom II)

4GB of RAM

128GB Solid State Drive (SSD)

*Windows 7 Pro or Windows 10 Pro

23" LCD or LED Wide Screen Monitor (or 17"/19" Standard diagonal display if preferred)

3 year warranty (up to 5 years is supported if cost effective)

Laptop (Desktop replacement):

Cost: Up to \$1400

Intel i5 Processor (or compatible i.e. AMD Athlon II)

4GB of RAM

128GB Solid State Drive (SSD) – For staff who do not fall under HIPAA

128GB Self-Encrypting Solid State Drive (SED-SSD/OPAL) – For staff who access PHI, PII, and fall under HIPAA

*Windows 7 Pro or Windows 10 Pro

3 year warranty (up to 5 years and Accidental Damage is supported if cost effective)

NOTE: SED-SSD/OPAL drives require the TPM chipset to allow remote encryption to take place.

BitLocker or a comparable encryption suite is required to remotely manage these drives

Laptop (basic internet / presentations):

Cost: Up to \$800

Intel i3 Processor (or compatible i.e. AMD Athlon II)

4GB of RAM

*Windows 7 Pro or Windows 10 Pro

3 year warranty (up to 5 years and Accidental Damage is supported if cost effective)

Approved Tablets:

32GB Android Tablet

32GB Windows Mobile 8 Tablet

32GB iPad Tablet

Note: All other devices are subject to approval with proper justification

Convertibles (Laptop and Tablet):

Cost: Up to \$1400

Intel i5 Processor (or compatible i.e. AMD Athlon II)

4GB of RAM

128GB Solid State Drive (SSD) – For staff who do not fall under HIPAA

128GB Self-Encrypting Solid State Drive (SED-SSD/OPAL) – For staff who access PHI, PII, and fall under HIPAA

Windows 10 Pro

3 year warranty (up to 5 years and Accidental Damage is supported if cost effective)

NOTE: SED-SSD/OPAL drives require the TPM chipset to allow remote encryption to take place. Wave Cloud or a comparable encryption suite is required to remotely manage these drives

****Windows 7 is allowed if required by legacy applications but plan to upgrade to Windows 10 at current price is required.***

Hardware above the base specifications can be requested with full justification as to the business need and why the base model cannot meet the business requirement.