

**STATE OF COLORADO
DEPARTMENT OF HUMAN SERVICES
PROMOTING RESPONSIBLE FATHERHOOD COMMUNITY ACCESS GRANT**

REQUEST FOR APPLICATION (RFA) – Funding Cycle April 1, 2007 – September 30, 2008

IMPORTANT: Applications submitted in response to this RFA MUST be accompanied by this REQUEST FOR APPLICATION SIGNATURE PAGE. Applicants should carefully read this entire RFA document and instructions before submitting an application. Applications must be signed in ink. Instructions are included in a separate document, which may be found on the website <http://www.cdhs.state.co.us/coworks/index.htm>.

TYPE OF APPLICANT (PLEASE CHECK ONE):

Community/faith-based organization with 501(c)3 or 509(a)1 tax status (must complete shaded areas of application) AND 2006 operating budget of \$300,000.00 or less AND six (6) or fewer full-time equivalent employees.

Community/faith-based organization without 501(c)3 or 509(a)1 status AND 2006 operating budget of \$300,000.00 or less AND six (6) or fewer full-time equivalent employees.

Community/faith-based organization with 501(c)3 or 509(a)1 tax status (must complete shaded areas of application) AND 2006 operating budget of \$300,000.00 or more OR more than six (6) full-time equivalent employees.

Community/faith-based organization without 501(c)3 or 509(a)1 status AND 2006 operating budget of \$300,000.00 or more OR more than six (6) full-time equivalent employees.

County department of human/social services.

Other governmental agency. Please indicate:

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Other, please describe:

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A. REQUEST FOR APPLICATION SIGNATURE PAGE AND APPLICANT DATA

TYPE ONLY WITHIN TABLE CONTAINED BELOW. DO NOT CHANGE TABLE SIZE.

A. SIGNATURE AND CONTACT INFORMATION TABLE	
Full Legal Name of Applicant:	Lifelong Adult Education Services, Inc.
Physical Address:	1175 Osage Street, Suite 201
Mailing Address (if different than above):	
City:	Denver
Zip Code:	80204
County:	Denver
Phone:	303/573-0839
Fax:	303/573-0849
Email:	garymac@lifelongaes.com
Website:	www.lifelongaes.com
FEIN or SSN:	84-1294206

A. REQUEST FOR APPLICATION SIGNATURE PAGE AND APPLICANT DATA (CONTINUED)

TYPE ONLY WITHIN TABLE CONTAINED BELOW. DO NOT CHANGE TABLE SIZE.

Name of Authorized Official:	Gary Macdonald, Ph.D.
<u>Signature of Authorized Official:</u>	
Date:	02/10/2007
Title of Authorized Official:	Director of Psychological & Disability Services
Total Funding Request:	\$99364
Director's Name:	Gary Macdonald, Ph.D.
Director's Phone:	303/573-0839 6#
Director's Email:	garymac@lifelongaes.com
Fatherhood Program Contact Name:	David Kalis, LCSW
Fatherhood Program Contact Title:	Coordinator of Counseling Services
Fatherhood Program Contact Phone:	303/573-0839 2#
Fatherhood Program Contact Email:	david@lifelongaes.com

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

A2. If applicant is a non-profit (community-based) or faith-based organization, please attach a copy of the 501C-3 or 509(a)1 letter approving tax-exempt status. If letter is not available, please attach a letter indicating tax status. If applicant is government agency provide appropriate documentation of tax-exempt status. (PLEASE LABEL THIS ATTACHMENT A2.)

A3. Provide a summary of the fatherhood project, including an outline of a plan of action that describes the scope and detail of how the proposed work will be accomplished. (Limit response to 200 words.)

Our organization specializes in serving special populations of adults in the Denver Metro area, and since 1993, we have had a number of contracts to provide special educational and psychological services to adults with mental health, learning, cognitive, and developmental disabilities in the Denver, TriCounty, and Arapahoe/Douglas Works programs. Fathers with developmental or learning disabilities by definition tend to have more difficulty learning new concepts and procedures than other adults do, and they require additional patience and expertise in teaching and treating them. Individualized parenting programs and approaches to learning/teaching/therapy that are concrete, hands-on, and in the here-and-now are necessary to be effective with this group. We will provide these fathers with one to one and small group parenting skills training and couples/relationship training if funded.

A second group of fathers we would like to serve with training in both parenting and relationship skills have children with disabilities. These dads need support and education on how to be a responsible father and understand the needs of their children and the children's mother vis a vis the disabling condition of the child. Individual support and educational, therapeutic small group settings are the primary service delivery methods to be used.

A. REQUEST FOR APPLICATION SIGNATURE PAGE AND APPLICANT DATA (CONTINUED)

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A3a. If available, attach a sample of applicant’s brochure, promotional, marketing materials, or fact sheet that highlight relevant services potentially funded under this grant. (PLEASE LABEL THIS ATTACHMENT A3a.)

TYPE ONLY WITHIN TABLE CONTAINED BELOW. DO NOT CHANGE TABLE SIZE.

A4. FATHERHOOD PROGRAM STATISTICS – IF AVAILABLE (CALENDAR YEAR 2006)	
Please only submit known statistics.	
Total # of Families Served:	
Total # of Custodial Fathers Served:	
Total # of Non-Custodial Fathers Served:	
Total # of Families Served with incomes under \$75,000 per year:	
# of Community Education Presentations:	
# of Active Volunteers:	

A5. Provide an applicant history including how long has the applicant been providing services to promote responsible fatherhood. (Limit response to 200 words.)

Lifelong has served custodial and noncustodial fathers with mild to severe physical, learning, developmental, or mental health disabilities since 1993. We have targeted individuals and families who are in one or more high risk groups, and since 1998 we have had a variety of contractual agreements to serve clients of Denver TANF and workforce development programs, including contract, serving custodial and noncustodial fathers referred by Denver County. Referrals have been provided with services aimed at 1. Evaluating their abilities and skills to determine the best vocational direction they should take, 2. providing them with specialized instructional services so they can learn to overcome their learning problems in educational and vocational settings, and 3. providing them with counseling, parenting, and life skills training that will help them become independent and productive at home and work. We do not currently have the resources to specifically target fathers, but we do receive similar referrals from agencies such as the Denver Department of Human Services Child Protection Unit, Denver, TriCounty, and Arapahoe/Douglas County Works programs, and the Colorado Division of Vocational Rehabilitation.

A6. What relevant experience does the applicant have in working with fathers? (Limit response to 200 words.)

Lifelong has served people with learning, developmental, mental health, and physical disabilities in the Denver Metro area since 1993. Our programming has not recently targeted fathers, and that is one reason we are submitting this proposal. However, indirectly and directly we have provided services to fathers through our contracts with the Denver Department of Human Services and other county TANF programs, via individual referrals from the Division of Vocational Rehabilitation, and under agreements we have with Denver’s Child Protection unit. We specialize in serving the varied needs of adults with mild to moderate disabilities (e.g., mild mental retardation, learning disabilities, AD/HD, etc.) and fathers are important but often absent portion of that group. For Denver’s child protection unit we have provided individualized in-home parenting and life skills training and behavioral therapy for three years and we have done so for the Family Counseling Program at DHS since 2000. Many fathers we work with have children with disabilities and we regularly work with these dads on how to meet the emotional, physical, and safety needs of their children. We previously had contracts with Denver County to serve Custodial and Non-custodial fathers by providing psychological evaluations, counseling, and special educational programming.

A. REQUEST FOR APPLICATION SIGNATURE PAGE AND APPLICANT DATA (CONTINUED)

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- A7. Please use the space below to clearly identify the physical, economic, social, financial, institutional and/or other problems requiring solution from a fatherhood perspective in the applicant's community or communities. Include information such as data related to local community fatherhood program needs, which will assist the selection committee in better understanding the applicant. (Limit response to 200 words.)

It is estimated that only 52% of men with mental, learning, developmental or physical disabilities are employed. Moreover, 43% of African Americans with disabilities, 37% of Hispanics with disabilities and 19% of whites with disabilities live in poverty compared with only 8% of people without disabilities (Rehabilitation Research and Training Center on Disability Demographics and Statistics, 2006). In jail and prison populations, 36% of male inmates admit to having a disability, and up to 65% of prison populations are estimated to have developmental or learning disabilities by the Learning Disabilities Association of America. The fathers we want to serve fall into these groups. Of the more than 750 men and women on TANF whom we have performed psychological/learning disability evaluations on since 2000, the largest portion of these (about 75%) were slower learners (IQ between 70 and 85), had learning disabilities (e.g., dyslexia or AD/HD), or developmental disorders (e.g., mild mental retardation). Teaching men in these groups about responsible fatherhood and parenting poses special challenges that, when they are aware of them, many programs shy away from or lack necessary expertise for serving them. It is Lifelong's mission to serve these often misunderstood and underserved people with disabilities.

- A8. List the other promoting responsible fatherhood services providers also serving the applicant's geographic area (if known) and nature of collaborative relationship (if applicable). (Limit response to 200 words.)

We are unaware of any other programs that specifically target fathers with disabilities or fathers with children who have disabilities. Judging from the list provided with this grant application, however, there are numerous programs in the Denver area that try to reach and teach fathers. An important aspect of Lifelong's work in the Denver Metro area for people with disabilities is to establish lasting partnerships and collaborative relationships with other providers so that we can help serve clients/participants with whom they are having the most difficulty serving. If funded we will continue to look for new collaborations and strengthen old ones in the area for promoting responsible fatherhood.

- A9. If applicant is a non-profit or faith-based organization, attach a copy of Articles of Incorporation or similar document. (PLEASE LABEL THIS ATTACHMENT A9)

- A10. If applicant is a non-profit or faith-based organization, attach a copy of By-Laws, if available (PLEASE LABEL THIS ATTACHMENT A10)

- A11. If available, provide a copy of applicant's annual report. (PLEASE LABEL THIS ATTACHMENT A11)

- A12. Applicant's Mission Statement from By-Laws (can be attached if lengthy): (IF ATTACHED, PLEASE LABEL THIS ATTACHMENT A12)

B. SERVICE PROVISION PROCEDURES

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

B1. How will potential clients be referred to applicant's fatherhood program? (Limit response to 200 words.)

We have numerous referral sources we will count on for identifying and referring potential clients. We are well-known to the Colorado Division of Vocational Rehabilitation, Denver Department of Human Services, A/D Works, TriCounty Works, and Denver's Child and Family Division and Child Welfare unit. The community centered boards including Denver Options, Inc., Developmental Pathways, and Imagine! are potential referral sources for constituents with developmental disabilities. In addition to our existing referral sources and collaborations, we will market our services and expertise to other fatherhood programs.

B2. What (if any) provisions does the applicant have in place to assure that fathers engage in program services voluntarily? (Include in this answer how the applicant handles cases that are court-mandated referrals. Limit response to 200 words.)

The majority of our services are voluntary, and even those who come to us due to court orders are reminded that they do have the right to leave at any time although it may not be in their best interest. At our orientation with each new client, information about treatment providers, treatment plans, and limits of confidentiality are explained thoroughly and a form is signed by both provider and client. The disclosure statement is required by the State of Colorado for clients served in mental health settings such as ours and a copy of it resides in each client's file. The following statement is included on that form: "You may seek a second opinion at any time. Both the client and therapist reserve the right to terminate therapy at any time." We do not provide services to unwilling participants. We urge those who need our services to make the choice to remain, and we do make every effort to track down clients who "disappear" after making the commitment to receive a service. Participation in the fatherhood programs will be voluntary and not a part of a court-ordered mandate.

B. SERVICE PROVISION PROCEDURES (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

- B3. Describe the applicant's policy regarding the client grievance process or handling of client complaints. (Limit response to 200 words.)

Lifelong clients are encouraged to be good self-advocates, to understand their rights and responsibilities, and to communicate effectively when they have legitimate complaints. If a client participating in services at Lifelong believes her/his rights have been violated, s/he is encouraged to communicate concerns directly to the other person involved. If the client with a grievance is not satisfied with the outcome of this informal process to resolve the problem or feels uncomfortable discussing the problem alone or without a neutral third-party, s/he may work directly with the Director of Education/Training Services or the Director of Psychological and Disabilities Services to resolve the problem. If the problem is still not resolved satisfactorily through our informal procedure for resolving grievances, the client is advised of the proper steps for filing a more formal grievance outside of our system. Every client is provided with the phone number and address of the Colorado Department of Regulatory Agencies upon their entry to our system.

- B4. Describe the applicant's plan for retaining clients. (Limit response to 200 words.)

The higher risk populations that Lifelong serves demand flexibility of approach and location. Parenting and life skills therapy take place in the environment where the clients feel most comfortable. We will meet people in their homes, at our offices in the Lincoln Park neighborhood, or anywhere that the day's goals can be accomplished. One of our therapists recently met a family at a bowling alley where he helped the father learn to appropriately control his rather active children in a public place. This flexibility helps to retain clients once they have engaged in therapy. Initially engaging clients is a bigger problem for us because our clients often have difficulty trusting new service providers, have poor reasoning and decision making skills that result in difficulty setting priorities (and attending appointments), and have difficulty with transitions and social problem solving that lead to poor follow through and delayed initiation of services after the referral. We are sensitive, persistent, and very patient with our clients and they respond eventually. Approaching each client as an individual with respect for their strengths and weaknesses helps to remove the barriers to service provision that poverty, disability, and circumstance place in their paths.

B. SERVICE PROVISION PROCEDURES (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

- B5. What is the applicant's policy with regard to non-proselytization for services provided under this grant? (If applicable, include in this answer how applicant provides alternatives to mandatory religious participation such as worship, religious instruction or prayer. Limit response to 200 words.)

We are not faith-based and we approach each client with objectivity and respect for who they are and what they believe. It is not acceptable for employees of Lifelong to engage in proselytization of any kind at any time they are representing Lifelong and it would be a rare event for one of us to divulge information about a personal belief system.

- B6. What is the applicant's commitment that funds set forth in this grant will be used only for the services described above (specifically address the applicant's policy on involvement in child visitation/custody proceedings, lobbying and legislative advocacy. (Limit response to 200 words.)

We do not have any formal agreements with any agency to be involved in child visitation or custody proceedings, but due to our involvement with child protection agencies, we are often subpoenaed to testify regarding results of psychological evaluations or time spent on behalf of Denver Department of Human Services with a client and his/her children. We do not anticipate any conflicts, as different personnel will be involved. We are bound by Colorado law to report abuse when we discover it, and this could be an issue that arises when we enter the homes of fathers we will work with. Otherwise, we do not become involved in custody proceedings and have no interest in lobbying or legislative advocacy at this time.

B. SERVICE PROVISION PROCEDURES (CONTINUED)

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B7. Describe how the applicant will provide services in the following ten areas and if there is a need for technical assistance and/or training. Please describe, if known, what types of training/assistance is needed. Responses are REQUIRED for B7b, B7c, B7e and B7f. Remaining service areas are optional.

B7a. (OPTIONAL SERVICE AREA) Young fathers or too-early fatherhood. (Limit response to 50 words.)

We will work only with young adults/adults sixteen or higher. We will serve these young men if referred and if they fit our criteria (i.e., have a child with a disability or have a disability) and we have no need for training/assistance in this area.

B7b. (REQUIRED SERVICE AREA) Help fathers establish positive relationships with their children (specifically how the applicant encourages fathers to be positive non-violent role-models and encourages fathers to be nurturing). (Limit response to 50 words.)

We work closely with our clients in their homes and communities to help them establish and maintain a safe and emotionally healthy environment. Modeling and supervised practice of appropriate and non-violent behaviors and disciplinary actions are essential and best practices with our clients who are of limited intellectual ability.

B7c. (REQUIRED SERVICE AREA) Improving fathers' economic circumstances. (Limit response to 50 words.)

Lifelong is well connected within the disability, social services, and workforce development systems and we do what we can to connect our clients to other sources of support that lead to greater economic self-sufficiency.

B. SERVICE PROVISION PROCEDURES (CONTINUED)

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B7. **CONTINUED** – Describe how the applicant will provide services in the following ten areas and if there is a need for technical assistance and/or training. Please describe, if known, what types of training/assistance is needed. Responses are **REQUIRED** for B7b, B7c, B7e and B7f. Remaining service areas are optional.

B7d. (OPTIONAL SERVICE AREA) Community education programs (specifically how the applicant increases public awareness about responsible fatherhood). (Limit response to 50 words.)

B7e. (REQUIRED SERVICE AREA) Assesses potential fathers for domestic violence and provides assurances that services promote the safety and well-being of fathers’ partners and their children. (Limit response to 50 words.)

At intake, potential for violent behavior is assessed and information about their history of domestic violence, drug and alcohol use/abuse, and anger control problems is collected. Anger management and family safety issues are addressed in all programs for fathers, and additional information about violence prevention and family safety is disseminated.

B7f. (REQUIRED SERVICE AREA) Collaborations or dynamic ongoing relationships with local TANF offices, child support enforcement, child welfare, domestic violence crisis centers, substance abuse programs, mental health programs, health care services or other human services or community-based entities. (Limit response to 50 words.)

Please see B1. We have nurtured relationships with case management in Denver, TriCounty, and Arapahoe/Douglas County Works! TANF programs and regularly serve clients from all three of these organizations. We have close ties to Denver’s Child Protection Unit and provide parenting skills training to parents with cognitive and learning disabilities.

B7g. (OPTIONAL SERVICE AREA) Fathers who have children with disabilities. (Limit response to 50 words.)

Fathers with children who have disabilities are a target population for us in this proposal. We intend to offer educational/support groups and individualized parenting training and couples/relationship training and support aimed at helping them accept and deal with the child’s disability in addition to improving relationships and parenting skills.

B. SERVICE PROVISION PROCEDURES (CONTINUED)

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B7. **CONTINUED** – Describe how the applicant will provide services in the following ten areas and if there is a need for technical assistance and/or training. Please describe, if known, what types of training/assistance is needed. Responses are **REQUIRED** for B7b, B7c, B7e and B7f. Remaining service areas are optional.

B7h. (OPTIONAL SERVICE AREA) Single custodial fathers. (Limit response to 50 words.)

We will serve these fathers if referred and they fit our participation criteria (i.e., have a child with a disability or have a disability).

B7i. (OPTIONAL SERVICE AREA) Non-residential fathers. (Limit response to 50 words.)

We will serve these fathers if referred and they fit our participation criteria (i.e., have a child with a disability or have a disability).

B7j. (OPTIONAL SERVICE AREA) Recipients of child protective services from a county department of human social services. (Limit response to 50 words.)

We will serve these fathers if referred and they fit our participation criteria (i.e., have a child with a disability or have a disability).

C. COMMUNITY ACCESSIBILITY PLAN

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

- C1. Who are the underserved populations in the catchment area? (example include populations underserved because of ethnicity, race, religion, culture, age, language barrier, sexual orientation or geographic location. Limit response to 200 words.)

People with learning and developmental disabilities who are from low income families tend to drop out of school at higher rates than their peers do and, as a result, they miss out on transitional and work programs they might have taken advantage of had they remained in school. Higher poverty in this population results and low wages with less opportunity for advancement is the rule. These individuals apply for TANF in higher numbers and they tend to have significant difficulty obtaining and retaining employment due to their "hidden" disabilities. Higher rates of people with learning and developmental disorders comprise prison and jail populations, and higher rates have a transient and relatively unstable lifestyle. Although high risk people with disabilities are found in all ethnic groups and cultures, minorities with disabilities are over-represented in low-income groups and larger numbers of people with disabilities who happen to be in minority groups are considered to be living in poverty. These individuals who were participants in special education during school do not readily identify themselves when they take advantage of financial and support from social services agencies, and they remain underserved until case management identifies them as failing.

- C1a. How did the applicant determine the underserved populations? (Limit response to 200 words.)

Since 1985, the director of psychological and disability services at Lifelong has served and studied people who have learning, physical, developmental, and mental health disabilities. After more than 20 years studying these populations and providing direct educational and psychological services to these groups in community college and community-based organizations, our expertise in this area is broad. 5/6 of the staff at Lifelong worked in disability programs based in community colleges or universities before being hired, and the three principal service providers have more than 50 cumulative years experience. We determined that people with disabilities are underserved by social services agencies, educational institutions, work programs, and other community based services by working with clients and helping them access services. Numerous statistics show that people with disabilities are among the most underserved populations and groups like the Learning Disability Association estimate that up to 75% of TANF and low income groups have learning, developmental, or mental health disabilities. If this statistic is even half right, about 150 people applying for TANF should be identified in Denver County each month, but only a fraction of these is actually served.

C. COMMUNITY ACCESSIBILITY PLAN (CONTINUED)

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C2. What specific activities has the applicant accomplished in the past 12 months to provide information and services to each of these groups defined as underserved? (Limit response to 200 words.)

During 2006 we provided 213 psychological/disability evaluations referred by TANF and other social services agencies. We provided 3207 hours of counseling and parenting /life skills/behavioral therapy to people and families with disabilities, and approximately 15% of these hours were spent specifically with fathers and their children. Finally, 2918 hours were spent providing specialized instructional services to people with learning disabilities. Although we have not specifically focused efforts on serving fathers recently, many of our clients are fathers and many have children with disabilities. Approximately 500 hours have been spent in the past year working with fathers who have open cases with Denver’s Child Protection Unit. The majority of these cases were voluntary and have helped these guys with learning and developmental disabilities to learn better skills and to be positive role models for their children.

C3. List the percentage of people of color, bilingual and bicultural staff, volunteers and Board of Directors members associated with the operation of the applicant’s fatherhood program.

	People of Color	Bilingual	Bicultural
Staff	0	17	0
Volunteers	0	0	0
Board of Directors	0	33	0

C3a. What recruitment efforts has the applicant made to assure staff, volunteer and Board of Directors (or advisory board) representation reflects the community to be served? (Limit response to 200 words.)

We are very small and we rarely recruit professional staff. All but one of our staff has been with us for three or more years (with four of us more than five years,). We are very aware that we do not reflect the community we serve very well (although two of us have disabilities) and we make every effort to deal with that fact in a sensitive manner with our clients. Every one of our staff has taken several courses in multicultural awareness as a part of their Master’s level training and in the process of completing their degree programs and licensure as mental health service providers. Our bilingual staff member resided in Mexico City for twelve years and was an ESL teacher at the Community College of Denver after returning to the US. Multicultural sensitivity is valued very highly at Lifelong and in our hiring of future positions we will place a high priority on hiring positive role models that reflect the Denver populations we serve. Unfortunately, there are very few people in the Metro area who both meet our educational requirements (minimum of a Master’s in counseling or related field) and who are interested in serving our particular special populations of people with disabilities, and so the choices available to us are narrowed.

C. COMMUNITY ACCESSIBILITY PLAN (CONTINUED)

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C4. Is the applicant's office physically accessible to persons with disabilities (as described under the Americans with Disabilities Act)? (Examples include TTY phone line, physical accessibility.)

TYPE AN "X" TO THE LEFT OF RESPONSE: X YES NO

C4a. If yes, please describe the features that promote accessibility. (Limit response to 200 words.)

Our second floor offices are accessible via elevator. Office numbers are brailled, parking lots have the required numbers of spots available to people with physical disabilities, and we are easily accessible from the Tenth and Osage Light Rail station. There are no accessibility issues with our offices; we specialize in providing services to people with disabilities and if there was an access issue that was unresolvable, we would meet the client in another venue.

C. COMMUNITY ACCESSIBILITY PLAN (CONTINUED)

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C4b. If no to question C5, what plans are in place to improve the accessibility to the office to provide services for persons with disabilities? (Limit response to 200 words.)

C5. What hours are the applicant's services available and how does the applicant's hours of service meet the needs of fathers who work? (Limit response to 200 words.)

Groups will be held in the early evening to accommodate working fathers. Individual sessions are scheduled around the client's needs and schedules and can take place wherever and whenever it is most convenient to him (i.e., his home, work place, our offices, etc.). If a client works we see him before or after.

D. APPLICANT STRUCTURE/RESOURCES

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- D1. Attach an organizational chart with each copy of the application. The chart should indicate both paid staff and volunteer positions within the organization. Each position should be clearly marked. (PLEASE LABEL THIS ATTACHMENT D1.)
- D2. Attach a dated list of members of the CURRENT Board of Directors, if available. If applicant is a government agency, submit list of members of governing body (i.e. county commissioners). (PLEASE LABEL THIS ATTACHMENT D2.)
- D3. Attach CURRENT job descriptions for all positions that are providing direct services to fathers under this grant (paid staff and volunteer.) (PLEASE LABEL THIS ATTACHMENT D3.)
- D4. Provide fiscal information as outlined below.
- D4a. Identify who has fiscal or financial responsibility/oversight within the applicant’s fatherhood program.

	Name	Title
Staff person with <u>fiscal or financial</u> responsibility and oversight:	Gary Macdonald, Ph.D.	Book keeper, contract specialist
Staff person with <u>fiscal or financial</u> responsibility and oversight:		
Board of directors person with <u>fiscal or financial</u> responsibility and oversight:	Gary Macdonald, Ph.D.	Director
Board of directors person with <u>fiscal or financial</u> responsibility and oversight		

D. APPLICANT STRUCTURE/RESOURCES (CONTINUED)

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D4b. What procedures are in place to assume board fiscal or financial oversight? (Examples include monthly fiscal reports, finance committee meetings, etc... Limit response to 200 words.)

We are so small that internal fiscal oversight is unnecessary. We provide reports as required for external program fiscal accountability (e.g., to DWD and the Denver Department of Human Services).

D5. What additional resources does the applicant have available to provide the proposed promoting responsible fatherhood services? (Examples include personnel, funding, in-kind contributions, etc... Limit response to 200 words.)

The resources we have available to support the proposed services include our personnel, expertise in our field, our facility at 11th and Osage, and administrative experience in building and promoting new programs. Because we are small, we have more program and programming flexibility than larger organizations do and our staff members are all cross trained and support one another's work. We are united in our desire to serve individuals and families with disabilities and unassigned staff will gladly volunteer time as needed to support the PRF services if necessary. Our space is centrally located in the Lincoln Park area and there is ample room for group activities and classes, for family and individual therapy, etc.

D. APPLICANT STRUCTURE/RESOURCES (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

- D6. Explain the training the applicant's staff and volunteers have received regarding promoting responsible fatherhood. Include in this response the process used for new staff and board member orientation and training, training on cross-cultural topics, accessibility and domestic violence. Also provide information on any training needed that is currently unavailable based on applicant's resources. (Limit response to 200 words.)

We only hire people with Master's degrees in counseling or related fields who are licensed or seeking licensure. To become licensed as a psychologist, counselor or social worker, courses in multicultural awareness, diversity, and counseling of minorities must be taken. Our staff has no need for training in these areas, although continuing education is always encouraged. We are often asked to *provide* training in accessibility and disability issues, and our work with TANF populations over the past ten years has created a database of information that is currently contributing to two of our employees' graduate training (one dissertation and one thesis). We are an approved internship site for the University Of Northern Colorado's Professional Psychology program and one of our staff is about to add Lifelong's third doctorate to our collective credentials. New employees will be chosen based on their experience with the populations we serve and if they lack expertise or knowledge in areas relevant to their jobs, they will be trained accordingly by existing staff or in graduate level courses and continuing education.

- D7. Describe the actions the applicant has taken to diversify funding sources. (Limit response to 200 words.)

Our referral agents and sources are very diverse. Our agreements with most agencies have been on a fee-for-service basis, so the more diverse the referral base, the better for diversifying funding sources. TANF/social services agencies in six counties, Colorado Works programs, the Colorado Division of Vocational Rehabilitation, private individuals, WIA youth programs, and the community centered boards (e.g., Denver Options, Inc. and Developmental Pathways) all fund the services we provide to their clientele on a fee for service basis.

E. PROGRAM EVALUATION

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

- E1. Define the outcome or impact the applicant intends to achieve through services provided under this grant. (Limit response to 200 words.)

The intended outcomes of our proposed services include raised awareness among other providers to fathers regarding the needs of people with hidden and physical disabilities, improved ability of fathers with developmental or learning disabilities to relate to and provide for the emotional and financial needs of their children, and improved understanding of, interactions with, and support for children with disabilities by their fathers. Fathers with cognitive disabilities will have fewer difficulties understanding their kid's needs and will be able to demonstrate their new skills.

- E2. Explain how the applicant will measure the degree to which the promoting responsible fatherhood grant-funded activities are achieving the intended outcome or impact. (Limit response to 200 words.)

Gains from our involvement with clients who have disabilities are difficult to measure because the actual benefits are longer term. With special populations such as those we serve at Lifelong, we believe that participation and engagement in services provided are appropriate measures of whether we are achieving our goals. Individual clients in parenting skill training/life skills therapy will set three goals to be achieved during the first session or two, and we use goal attainment as a measure of our/the client's success. Clients who have attended 75% or more of their scheduled sessions and who have reached two out of three of their goals are considered successful.

F. DEMONSTRATED COMMUNITY SUPPORT, COOPERATION AND COLLABORATION

Demonstrated community support, cooperation and collaboration can be substantiated by letters of support from appropriate entities. The letters must support the application and describe the specific working relationship between the applicant and the entity providing the letter. Examples include: county human services (child protection, TANF, child support enforcement), social service organizations or other fatherhood programs. Applicants must submit three (3) letters as outlined below. The letters must be dated within six months of the application deadline and must be included with the application. Letters sent under a separate cover will not be considered.

- F1. One (1) and no more than one letter that provides general support for the application. (PLEASE LABEL THIS LETTER F1.) List the name of the supporting individual and his/her affiliation or supporting organization.

Sylvia Wilson: Denver Public Schools

- F2. One (1) and no more than one letter that documents a current and ongoing collaborative or cooperative relationship. (PLEASE LABEL THIS LETTER F2.) List the name of the supporting individual and his/her affiliation or supporting organization.

Nancy Fjeldheim: Director of the Family Counseling Program at Denver Department of Human Services

- F3. One (1) and no more than one letter that documents a developing or current, ongoing collaborative or cooperative relationship with a local domestic violence organization (crisis centers for victims and abuser intervention services). This letter must indicate the nature of the collaborative relationship and should outline the goals of the collaborative relationship. (PLEASE LABEL THIS LETTER F3.) List the name of the supporting individual and his/her affiliation or supporting organization.

- F4. One (1) and no more than one letter that provides client testimonial. This letter must be no more than one page and should not identify the client. (PLEASE LABEL THIS LETTER F4.)

G. APPLICANT FINANCIAL INFORMATION

Note: If the applicant provides other program services in addition to promoting responsible fatherhood, the applicant must submit only the financial information that reflects the portions of the budget being used for fatherhood programs.

- G1. Attach a 2006 year-end financial statement. (PLEASE LABEL THIS ATTACHMENT G1.)
- G2. Attach a 2007 year-to-date financial statement. (PLEASE LABEL THIS ATTACHMENT G2)
- G3. Attach the applicant's most recent financial review or audit. Regardless of budget size, all submitted audits must be dated 2003 or later. (PLEASE LABEL THIS ATTACHMENT G3.)

G4. Complete the Current Revenue and Expense Form below. (DO NOT CHANGE THE SIZE OF THE FORM.)

G4. CURRENT REVENUE AND EXPENSE FORM		
Applicant Name:		
Relevant Dates:		
Revenue		
	LIST SOURCES AS NECESSARY	AMOUNT
	United Way	0.00
	Foundation Grants	
	Local fundraising activities/events	
	Donations (individuals, churches, organizations)	
	TOTAL REVENUE	0.00
Expenses		
	LIST ITEMS AS NECESSARY	AMOUNT
	Personnel (including benefits)	
	Contract staff (therapists, temporary staff, etc...)	
	Equipment (copiers, faxes, computers)	
	Rent/mortgage/utilities/maintenance	
	Communications (including, phones, answering services, beepers)	
	Insurance	
	Fundraising expenses	
	Professional Services (audit, consulting)	
	Training (board, staff, volunteers) – registration fees only	
	Staff travel expenses	
	Program supplies and materials	
	Administrative supplies and materials	
	Books and subscriptions	
	Memberships	
	TOTAL EXPENSES	0.00
Reserve from Previous Year		

H. SCOPE OF REQUEST INFORMATION

Complete the appropriate Scope of Request page(s) for each of the Eligible Service Components for which funding is being requested. The two eligible service components are 1) fatherhood parent skills training and 2) healthy marriage/couples relationship training.

Directions:

1. Fill in the total amount requested where requested. This is the **TOTAL** amount for this service component **ONLY**. Leave blank if funding is not requested for that service component.
2. Complete the goals and objectives statements for each component that is relevant to the applicant's funding request.
3. Complete the timeline for each component that is relevant to the applicant's funding request.
4. On the budget form, fill in the **AMOUNT** for each budget category for which funding will be used. Under **PERSONNEL**, fill in the job title and the amount requested for each position. Leave the space blank if funds are not requested for that item. For budget items not listed, fill in the line item name in the **OTHER** category.
5. Applicants may request up to \$100,000.00 **TOTAL**, distributed between both the eligible services components or within only one component. **SUBMIT ALL PAGES, EVEN IF SERVICE COMPONENT DOES NOT APPLY TO REQUEST.**

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2a. TOTAL AMOUNT REQUESTED FOR PARENT SKILLS TRAINING:

51559

H2b. GOALS AND OBJECTIVES

Goal #1: (Limit response to 50 words.)

Identify and provide individual and group parenting skills training to fathers who have disabilities.

Objectives: (Limit response to 100 words.)

Ten to fifteen hours per week of direct skills training will be provided to fathers with learning, developmental, or physical disabilities. Group meets biweekly for 1.5 hours and individual fathers will be seen at home with their children for up to two hours per week.

Goal #2: (Limit response to 50 words.)

Identify and provide individual and group parenting skills training to fathers who have children with disabilities.

Objectives: (Limit response to 100 words.)

Ten to fifteen hours per week of direct skills training will be provided to fathers of children with learning, developmental, or physical disabilities. Group meets biweekly for 1.5 hours and individual fathers will be seen at home with their children for up to two hours per week.

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2c. What is the applicant's proposed service provision timeline (i.e. what is the sequence of services provided, are services ongoing or are they offered at specific times of the year)? Please indicate a timeline of services for each of the quarters of the contract listed below. Limit responses to 50 words per quarter.

Quarter #1 April 1, 2007 – June 30, 2007:

Information dissemination, initial marketing, initial referrals. Intended services will be ongoing

Quarter #2 July 1, 2007 – September 30, 2007

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #3 October 1, 2007 – December 31, 2007

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #4 January 1, 2008 – March 31, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #5 April 1, 2008 – June 30, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #6 July 1, 2008 – September 30, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING (CONTINUED)

H2d. PROPOSED PARENT SKILLS TRAINING BUDGET – DO NOT CHANGE SIZE OR FORMATTING OF THIS FORM.

Applicants may request funds based on the categories below. Personnel requests must be for direct services staff ONLY. Direct services staff must provide support and delivery of core services to the target population of this grant. Staff who provides administrative support are not eligible for funding under this grant. Miscellaneous expenses must not be more than 10% of total request. Overhead expenses such as rent and utilities are not eligible under this grant. Expenses labeled “other” are subject to approval by the selection committee.

SERVICE COMPONENTS		
A. PERSONNEL (DIRECT SERVICES STAFF ONLY)		AMOUNT (Use whole dollars only)
Job Title:	Counselor/Parent Trainer/Disability Specialist (.75 FTE)	47812
Job Title:		
Job Title:		
Job Title:		
		47812
B. SUPPLIES AND MATERIALS		AMOUNT (Use whole dollars only)
Supplies:		270
Duplication:		45
Materials:		270
B. Subtotal:		585
C. COMMUNICATIONS		AMOUNT (Use whole dollars only)
Telephone:		612
Advertising/Newsletter:		0
Brochures:		1200
Postage:		200
C. Subtotal:		2012
D. MISCELLANEOUS (no more than 10% of total request)		AMOUNT (Use whole dollars only)
Facility Rental:		
Business Mileage:		1000.00
Books/Subscriptions for Staff/Volunteers:		150.00
D. Subtotal:		1150.00
E. OTHER		AMOUNT (Use whole dollars only)
Specify:		
Specify:		
Specify:		
E. Subtotal:		
TOTAL (A+B+C+D+E) (Use whole dollars only)		51559
REQUIRED MATCH = (TOTAL x 11.1%): (Use whole dollars only – round up for match) MUST BE NON-FEDERAL SOURCES (List sources on lines below, list amounts in right column.)		5729
Lifelong General Fund		5729
GRAND TOTAL (TOTAL + MATCH):		57288

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2e. Budget Narrative – please describe how the requested funds will be used. Limit response to 50 words in each category.

Personnel:

Salary for a ¾ time (30 hours/week) MA level counselor/disability specialist for the 18 months of grant term. Benefits not included in amount requested (approximately 10 percent). 42500 (salary) * 1.5 years (18 months) * .75 FTE = 47812

Supplies and Materials:

Approximately 15.00 per month will be spent on office supplies, 2.50 per month in duplication, and 15.00 per month will be spent on materials for clients/participants.

Communications:

33.00 per month will be spent on counselor cell phone service, no more than 1200.00 will be spent on new brochures for the program, and postage will not exceed 200.00

Miscellaneous:

Mileage reimbursement of 1000.00 for the counselor is based on approximately 15 miles per week. Books and subscriptions in the amount of 150.00 is projected over the 18 month term of the contract.

Other:

Match – List source(s):

Lifelong AES, Inc. will itself provide the 2007-08 match by providing administrative support, space, payroll taxes and benefits for personnel providing direct services.

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2f. Indicate the projected program services statistics for the grant period April 1, 2007 – September 30, 2007.

SERVICE AREA		NUMBER SERVED
Total # of Parent Skills Training Sessions Offered: 2-5 individual and 1-2 groups per week.		1-3 unique per week 10 total per week.
Total # of Custodial Fathers Served:		?
Total # of Non-Custodial Fathers Served:		?
Total # of Families Served with incomes under \$75,000 per year:		?
Total # of Young Fathers (ages 14-26) Served:		?
# of Community Education Presentations:		
# of Active Volunteers: 0		
Other (Please indicate):	NOTE: We have no idea of the numbers or proportions of NCP and CP parents we will serve and these numbers were not available in the grant materials.	
Other (Please indicate):		

H2. SCOPE OF REQUEST – PARENT SKILLS TRAINING (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2g. Describe how the proposed services will be monitored.

Persons responsible for service provisions and who supervises them:

TBD counselor/disability specialist supervised by David Kalis, LCSW and/or Gary Macdonald, Ph.D.

How will services be monitored? (Include activities involved and frequency. Limit response to 200 words.)

Monitoring and accountability of program activities will take place using our existing system of time logs for each client initialed or signed by both therapist and client whenever appropriate and possible. Groups will also have sign-in sheets for each meeting. Logs will be reviewed monthly with the supervisor or director.

H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H3a. TOTAL AMOUNT REQUESTED FOR HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING:

48427

H3b. GOALS AND OBJECTIVES

Goal #1: (Limit response to 50 words.)

Provide healthy relationship training to families in which the father has a learning, developmental, or physical disability.

Objectives: (Limit response to 100 words.)

Five to ten hours per week of direct relationship skills training will be provided to fathers and their partners with learning, developmental, or physical disabilities. Group meets every other week for 1.5 hours and individual fathers will be seen at home for up to two hours per week.

Goal #2: (Limit response to 50 words.)

Promote healthy relationships in couples that have at least one child present who has a disability.

Objectives: (Limit response to 100 words.)

Five to ten hours per week of direct skills training will be provided to fathers and their partners of children with learning, developmental, or physical disabilities. Group meets every other week for 1.5 hours and individual fathers will be seen at home for up to two hours per week.

**H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING
(CONTINUED)**

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H3c. What is the applicant’s proposed service provision timeline (i.e. what is the sequence of services provided, are services ongoing or are they offered at specific times of the year)? Please indicate a timeline of services for each of the months of the contract listed below. Limit responses to 50 words per month.

Quarter #1 April 1, 2007 – June 30, 2007:

Initial information dissemination, initial marketing, initial referrals. Intended/proposed services will be ongoing

Quarter #2 July 1, 2007 – September 30, 2007

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #3 October 1, 2007 – December 31, 2007

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #4 January 1, 2008 – March 31, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #5 April 1, 2008 – June 30, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

Quarter #6 July 1, 2008 – September 30, 2008

Ongoing service provision and marketing of services provided to current referral sources and other PRF programs.

H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING (CONTINUED)

H3d. PROPOSED PARENT SKILLS TRAINING BUDGET – DO NOT CHANGE SIZE OR FORMATTING OF THIS FORM.

Applicants may request funds based on the categories below. Personnel requests must be for direct services staff ONLY. Direct services staff must provide support and delivery of core services to the target population of this grant. Staff who provides administrative support are not eligible for funding under this grant. Miscellaneous expenses must not be more than 10% of total request. Overhead expenses such as rent and utilities are not eligible under this grant. Expenses labeled “other” are subject to approval by the selection committee.

SERVICE COMPONENTS		
A. PERSONNEL (DIRECT SERVICES STAFF ONLY)		AMOUNT (Use whole dollars only)
Job Title:	Counselor/Marriage and Family Therapist/Disability Specialist (.75 FTE)	47812
Job Title:		
Job Title:		
Job Title:		
A. Subtotal:		47812
B. SUPPLIES AND MATERIALS		AMOUNT (Use whole dollars only)
Supplies:		0
Duplication:		45
Materials:		270
B. Subtotal:		315
C. COMMUNICATIONS		AMOUNT (Use whole dollars only)
Telephone:		0
Advertising/Newsletter:		0
Brochures:		0
Postage:		0
C. Subtotal:		
D. MISCELLANEOUS (no more than 10% of total request)		AMOUNT (Use whole dollars only)
Facility Rental:		0
Business Mileage:		300
Books/Subscriptions for Staff/Volunteers:		0
D. Subtotal:		300
E. OTHER		AMOUNT (Use whole dollars only)
Specify:		
Specify:		
Specify:		
E. Subtotal:		
TOTAL (A+B+C+D+E) (Use whole dollars only)		48427
REQUIRED MATCH = (TOTAL x 11.1%): (Use whole dollars only – round up for match) MUST BE NON-FEDERAL SOURCES (List sources on lines below, list amounts in right column.)		5381
Lifelong Adult Education Services, Inc.		5381
GRAND TOTAL (TOTAL + MATCH):		53808

**H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING
(CONTINUED)**

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H2e. Budget Narrative – please describe how the requested funds will be used. Limit response to 50 words in each category.

Personnel:

Salary for a .75 time (30 hours/week) MA level Counselor/Marriage and Family Therapist/Disability Specialist for the 18 months of grant term. Benefits not included in amount requested (approximately 10 percent). 42500 (salary) * 1.5 years (18 months) * .75 FTE = 47812

Supplies and Materials:

Minimal duplication costs (45.00 over 18 months) and materials for clients (270.00) are expected. Other expenses in this category are shared with the parenting skills counselor.

Communications:

Costs in this category are to be shared/combined with the parenting skills program/services.

Miscellaneous:

Mileage reimbursement of 300.00 for the counselor is based on approximately 15 miles per week.

Other:

Match – List source(s):

Lifelong AES, Inc. will itself provide the 2007-08 match by providing administrative support, space, payroll taxes and benefits for personnel providing direct services.

H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING (CONTINUED)

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H3f. Indicate the projected program services statistics for the grant period April 1, 2007 – September 30, 2007.

SERVICE AREA		NUMBER SERVED
Total # of Relationship Training Sessions Offered: up to five individual 2 hour sessions and a biweekly group		1-2 unique referrals served each week, up to ten individuals served each week.
Total # of Custodial Fathers Served:		?
Total # of Non-Custodial Fathers Served:		?
Total # of Families Served with incomes under \$75,000 per year:		?
Total # of Young Fathers (ages 14-26) Served:		?
# of Community Education Presentations:		
# of Active Volunteers:		
Other (Please indicate):	NOTE: We have no idea of the numbers or proportions of NCP and CP parents we will serve and these numbers were not available in the grant materials.	
Other (Please indicate):		

**H3. SCOPE OF REQUEST – HEALTHY MARRIAGE/COUPLES RELATIONSHIPS TRAINING
(CONTINUED)**

FOR THE FOLLOWING QUESTIONS, PLACE CURSOR IN BOX AND TYPE ONLY WITHIN BOXES CONTAINED BELOW. BOXES WILL EXPAND AS INFORMATION IS TYPED. LIMIT RESPONSES AS INDICATED AND DO NOT EXPAND BEYOND ONE PAGE FOR ALL QUESTIONS ON THIS PAGE.

H3g. Describe how the proposed services will be monitored.

Persons responsible for service provisions and who supervises them:

TBD .75 time (30 hours/week) MA level Counselor/Marriage and Family Therapist/Disability Specialist supervised by David Kalis, LCSW and/or Gary Macdonald Ph.D.

How will services be monitored? (Include activities involved and frequency. Limit response to 200 words.)

Monitoring and accountability of program activities will take place using our existing system of time logs for each client initialed or signed by both therapist and client whenever appropriate and possible. Groups will also have sign-in sheets for each meeting. Logs will be reviewed monthly with the supervisor or director.

I. APPLICATION BUDGET

I1. Requested Promoting Responsible Fatherhood Funds (Please list all funds requested by Service Component. Make sure your amounts are consistent with the amounts on each Service Component's Scope of Request Page)

SERVICE COMPONENT	AMOUNT
Parent Skills Training	51559
Healthy Marriage/Couples Relationship Training	48427
TOTAL AMOUNT REQUESTED:	99986

I2. Matching Funds

Formulas are provided to figure appropriate match based on your total request. Please be sure to list specific sources of match (United Way, Local Fundraising, etc...), which must be from non-Federal sources. Match sources cannot be funds already used as matching funds for other federal grants.

Matching Requirements:

$(\text{Total Amount Requested}) \times 11.1\% = (\text{Match})$

MATCH SOURCES (please list)	AMOUNT
Lifelong Adult Education Services, Inc.	11109
TOTAL MATCH:	11109