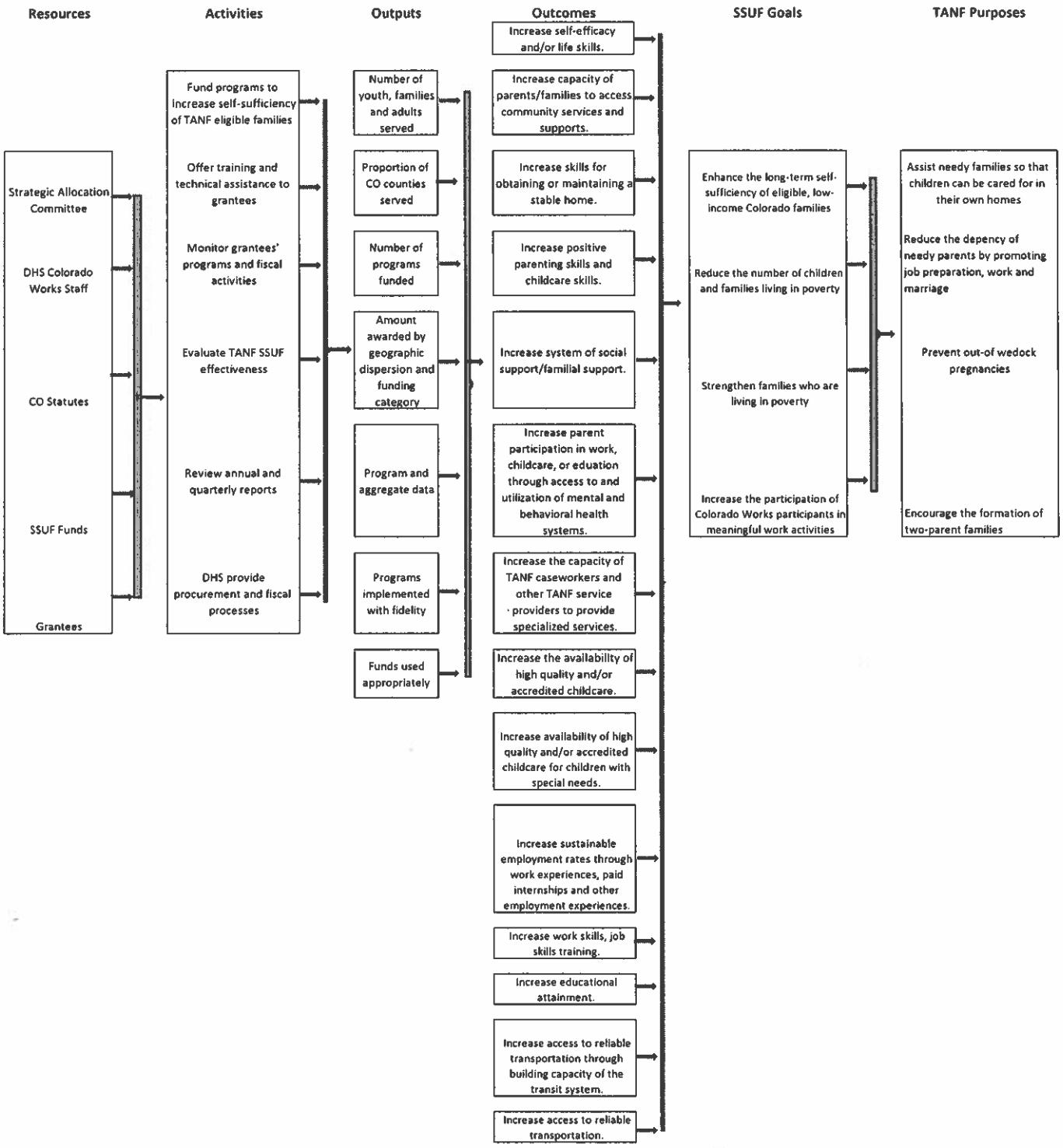
APPENDIX

Statewide Strategic Use Fund (SSUF)

Request for Applications

Appendices A - E

Appendix A
SSUF Logic Model



Appendix B
Logic Model Tutorial

A logic model must be submitted for each proposed SSUF project. (An agency logic model will not be accepted, unless the agency implements only the project requesting SSUF funds.) Logic models are used to show the logical relationships among the resources that are invested, the activities that take place, and the benefits or changes that result. It is like a road map, presenting a visual framework of how outcomes are related to the project's activities and related outputs. According to the W.K. Kellogg Foundation, a logic model is an effective planning tool that leads to more effective programs and clearer knowledge about what works, and what doesn't work.

The addition of a logic model to your SSUF application will allow Colorado Works staff and proposal reviewers to have a visual presentation of your project in order to understand the logic behind your proposed objectives and intended accomplishments. For the purposes of this application, each program logic model should consist of the following components:

- Resources
- Activities
- Outputs
- Long-term Outcomes
- SSUF Goal/TANF Purpose

There is a wealth of good information available on the Internet to help organizations understand and develop a logic model. We recommend that organizations considering applying for SSUF funds check out some of the resources to hone your thinking and planning – even organizations who currently use logic models in their strategic planning could benefit from a review of available resources. The Colorado Works/SSUF program recommends the following as valuable resources for understanding and developing a logic model.

1. University of Wisconsin, Extension: http://www.uwex.edu/ces/lmcourse/
2. W.K. Kellogg Foundation: www.wkkf.org/~/media/475A9C21974D416C90877A268DF38A15.ashx, especially the Introduction and Chapters 1 and 2.
3. University of Idaho, Extension: http://uidaho.edu/extension/LogicModel.pdf

Because the SSUF program will be requiring grantees to participate in an external program evaluation (see Appendix D), you should choose at least one measurable outcome from the Outcomes presented on the SSUF Logic Model (Appendix A) among your long-term outcomes. Do not worry about measurement tools, at this time, as the Department and/or a program evaluator will work with the SSUF grantees to evaluate projects. Please consider using the template provided in Appendix C as you develop/finalize your logic model.

Appendix C
[Program Name] Logic Model Template

(Please feel free to bullet information inside each text box.)

Resources	→	Activities	→	Outputs	→	Long-Term Outcomes	→	SSUF Goals	→	TANF Purpose

Appendix D
SSUF Evaluation & Measurable Outcomes

Why measure outcomes? Outcome measurement shifts a project's focus from activities to results, from how a program operates to the good it accomplishes. Merely attending a program does not represent an outcome – however, a participant's behavioral change that resulted from attending that program is an outcome. Outcomes are changes in participants' knowledge, attitudes, values, skills, behavior, condition or status. This is distinct from program outputs, which are the number of units of service delivered or the number of people served. Essentially, outputs are about the *program*, while outcomes are about the *participants*. A helpful resource to understand outcomes-based evaluation is http://www.liveunited.org/Outcomes/Resources/What/ndpaper.cfm

The Department of Human Services intends to conduct an external evaluation of the Statewide Strategic Use Fund (SSUF) grants. The intended program evaluation will be a rigorous, scientific evaluation of the SSUF in order to gauge the impact of these dollars on low-income Colorado families and communities. The evaluation will serve two distinct purposes: it will both appraise the overall effectiveness of the SSUF program to meet the goals outlined in statute, effectively reducing poverty and promoting self-sufficiency, as well as measure the effectiveness of the individual initiatives funded by the SSUF. In order to evaluate program success, validated outcomes have been identified for projects that fit the SSUF's goals. Applicants are required to choose at least one measurable outcome for each proposed project from the following list. The 14 outcomes presented in this list are the same outcomes that are presented in the SSUF Logic Model in Appendix A. Here, we have included some examples of the types of projects that could fit within the 14 broad outcomes of SSUF projects. Please be aware that this is not exclusive list of examples – many other types of projects could fit within each of these validated outcomes.

Life Skills

1. **Increase self-efficacy and/or life skills**
   - Prevention initiatives
   - Life skills training/programs
   - Pregnancy prevention programs
   - Mental health services
   - Youth mentoring programs
2. **Increase capacity of parents/families to access community service and support**
   - Family resource guides that present the array of services available
   - Help families learn how to manage stress, prepare for jobs, access counseling, and more.
   - Navigation services to assist families to find and access services
   - Case management services to serve and strengthen families
   - Behavioral health services
   - Offender rehabilitation programs
3. **Increase skills for obtaining or maintaining a stable home**
   - Financial planning

- Housing and family support services
- Homelessness prevention programs
- Training, education, and homeowner support

Family Development/Strengthening Families

4. **Increase positive parenting skills and child development skills**
   - Parenting program for victims or perpetrators of domestic violence
   - Programs to serve pregnant and parenting teens
   - Parent education programs, such as Fatherhood programs
   - Programs for parents and/or children with disabilities, addiction, or other high-risk behaviors
5. **Increase system of social support/familial support**
   - Services that focus on youth and family leadership, community attachment, education, and employment.
   - Specialized support for families with high-needs children
   - Coordinated health and wellness programs
   - Support and training for non-licensed and family childcare providers
6. **Increase parent participation in work, childcare, or education through access to and utilization of mental and behavioral health services**
   - Mental and behavioral health services for children/youth
   - Support and/or services for people with disabilities
   - Mental and behavioral health services for adult caregivers
   - Navigation services regarding health and wellness resources

Enhance Systems of Support

7. **Increase the capacity of caseworkers, service providers, and community based programs to provide specialized services for domestic violence, dating violence, people with disabilities, minority populations, or others needing specialized services.**
   - Cross training of human services and domestic violence caseworkers
   - Training of school staff to identify students who have been exposed to domestic violence
   - Domestic/dating/youth violence awareness and prevention programs
   - Enhance services to victims and/or perpetrators of domestic violence
   - Enhance services to people with disabilities
   - Cross-training of staff who deliver services to people with disabilities
   - Cultural competency training
8. **Increase availability and access of high quality, specialized services for: the prevention and/or intervention of domestic violence and/or dating violence; people with disabilities or others needing specialized services; or populations that are traditionally underserved.**
   - Expand domestic violence programs to include services for children exposed to domestic violence
   - Enhance domestic violence services, including outreach, shelter, therapy, training, etc.
   - Provide legal services to families struggling to keep their children due to legal, financial, or DV matters
   - Build a network of mental health providers to meet the needs of people with disabilities and other targeted populations
9. **Increase availability and access of high quality and/or accredited childcare**
   - Enhance the level of education/training among childcare providers

- Train mental health professionals and other professionals to consult with childcare providers
- Increase the number of childcare centers that seek accreditation
- Train non-licensed and family childcare providers to provide a quality, learning environment

10. Increase availability and access of high quality and/or accredited childcare for children with special needs

- Train respite childcare providers who work with high-needs children
- Train childcare providers to provide quality care and specialized services for children with a disability or other special needs

Work Skills /Employment

11. Increase sustainable employment rates through work experiences, paid internships, and other employment experiences

- Employment navigators to low-income and other targeted populations
- Sector-based job training strategies.
- Subsidized employment programs
- Employer development programs
- Work experiences, paid internships and other employment experiences

12. Increase work skills, job skills training

- Job skills and supportive services to parents exiting the corrections system
- Youth employment programs
- Skills development programs in educational settings
- Basic skills training on-site at employers' worksites
- Job shadowing, job coaching, or other follow along supports to maintain employment

Education

13. Increase educational attainment

- Intervention services to youth who are at risk of being expelled or dropping out of school
- Enhance language literacy
- Adult Basic Education and GED classes
- Vocational education
- Drop-out prevention programs

Transportation

14. Increase access to and availability of reliable transportation

- Provide reliable vehicles to the working poor
- Develop capacity of rural transit systems
- Improve transportation options for people with disabilities

Appendix E
Insurance Requirements

Note: The following text is an excerpt from the State of Colorado's contract template regarding insurance requirements. All agencies (or lead/fiscal agency in the case of collaborative projects) applying for a SSUF grant must comply with the state's requirements and carry the insurance levels as described below.

The contractor shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:

1. Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of contractor's employees acting within the course and scope of their employment.

2. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
   a. $1,000,000 each occurrence;
   b. $1,000,000 general aggregate;
   c. $1,000,000 products and completed operations aggregate*; and
   d. $50,000 any one fire.

   * If any aggregate limit is reduced below $1,000,000 because of claims made or paid, the contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.

3. Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: $1,000,000 each accident combined single limit.

4. Professional liability insurance with minimum limits of liability of not less than $1,000,000.

5. The State of Colorado shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.

6. The Insurance shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the State by certified mail.

7. The contractor will require all insurance policies in any way related to the contract and secured and maintained by the contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.

8. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.

9. The contractor shall provide certificates showing insurance coverage required by this contract to the State within 7 business days of the effective date of the contract. No later than 15 days prior to the expiration date of any such coverage, the contractor shall deliver the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the State may request in writing, and the contractor shall thereupon within 10 days supply to the State, evidence satisfactory to the State of compliance with the provisions of this section.