**RMHS 2021 Mill Levy External Initiative Proposal**

**Agency Information**

1. Date submitted:
2. Name and title of person submitting proposal:
3. Phone number:
4. Email address:
5. Agency name & mailing address:
6. Agency website:

**Project Description**

1. Project Title:
2. Provide a description of the proposed project including the services/supports to be delivered, the specific population targeted, the estimated number of individuals benefitting. Are the individuals to be served already identified? If not, how will you seek referrals?
3. Describe any phases in your project that are distinct and the associated timelines and milestones for each.
4. Explain how the project is unique or innovative. Is similar work being done in the Denver community or elsewhere?
5. RMHS defines person-centered thinking as an approach that includes the following:

* Discovering meaningful information about what is important to a person, what is important for him, and ensuring there is balance between the two.
* Allowing the individual choice, direction, and control of his life and supports he receives.
* Helping to ensure individuals are allowed positive control over their desired lives, are recognized for their contributions to their community of choice and are supported through paid and natural supports within their community.

Describe any elements of your project that support or promote self-determination, empowerment, and/or person-centeredness for individuals with I/DD.

1. RMHS supports projects that demonstrate principles of diversity, equity and inclusion as defined in the funding opportunity announcement. Describe in detail how your project demonstrates the DEI principles. Outline steps you will take to ensure equal access to the program including identifying and eliminating barriers that may prevent full program participation.
2. All approved projects will need to develop logic models to guide their work *(see example provided in Appendix B)*. What short- and long-term outcomes do you expect to achieve and how will these outcomes be measured to demonstrate effectiveness and value?
3. What are the proposed start and end dates of this project? *One year and Multi-year projects can be proposed. Multi-year projects will include an initial base contract ending 12/31/2022 with an optional 1-year contract extensions through 12/31/2023* as recommended by the Mill Levy Program Director and approved by RMHS Executive Leadership with input from the CAC. The recommendation will be based on performance and outcomes as outlined in the proposal and contract.
4. If service start date is different than the project start date (due to project development time or some other reason), please explain.

**Project Budget**

*Please complete the budget template included in* [*Appendix A*](https://rmhumanservices.sharepoint.com/sites/2500/Mill%20Levy%20Documents/Mill%20Levy%20Management/ML%20Processes%20and%20Forms/Forms/Funding%20Opportunity%20Announcements/2020%20proposals/2020%20External%20Initiative%20Proposal%20Budget%20Template.xlsx) *and address the following questions regarding your project budget.*

1. Provide descriptions of each budget line item and how each is relevant to the project. Include any other resources that will be utilized to support the work and whether any of the budget items is time-limited or will eventually be sustainable without mill levy.
2. Is the project budget scalable? Explain.
3. Please indicate if this project is supported by any other funding sources, including Denver Mill Levy funds through other DHS contracted organizations.
4. Describe your agency’s accounting system(s) and staff. How will your costs associated with this contract will be tracked and supporting documentation maintained? If applicable, please explain how these accounting practices demonstrate contract specific and non-duplicative billing activities.
5. How will you collaborate with others in the community to produce effective results? In addition to agencies doing similar work, consider agencies that might serve as referral sources for your project or to which you might refer people, agencies that stand to realize an ancillary benefit if this project is approved, etc.
6. How does this proposal align with one or more high priority areas outlined in the Funding Opportunity Announcement?