

needs assessment for and/or design of an information system with a single point of entry for the one-stop center should be included in the applicant's project. This activity may involve identifying and testing existing software and hardware to support the computer and informational needs of the one-stop center or designing new technology.

- *Analysis of Eligibility.* A review of existing State and Federal laws that impact the targeted families must be a key element of each project. At a minimum, a legal analysis should provide a detailed summary of the following issues:

- (1) Funding streams for services and support to families with members who have disabilities;

- (2) The legal and policy barriers for targeted families to achieving self-sufficiency; and

- (3) Eligibility criteria and other program requirements that may pose obstacles to serving targeted families.

- *Training Needs.* Each grantee should identify the training needs of staff members who would work with targeted families, and including educational and training issues for non-staff assisting the targeted families in other settings and environments.

- *Existing Resources.* Each grantee should identify existing State and local resources for targeted families, including information on services and supports that are available from community groups and faith-based organizations, including those that provide family strengthening services. This information would form the initial database for the one-stop center, leading to a catalog of services and supports for the staff members and targeted families.

- *Development of Policies and Memoranda of Understanding (MOUs).* Each grantee should develop MOUs, policy statements, and procedures between State and local partners on key issues for implementing the one-stop center. Some of the key issues to be agreed upon in this planning process among the partners should include the mission of the one-stop center, the eligible families for services, the roles of agencies' staff members, and the lead agency responsibilities.

- *Final Product.* The final product of this planning grant must be a written plan for implementing at least one one-stop center to assist targeted families to preserve and strengthen the family unit. The implementation plan must include, at a minimum, the following information:

1. Criteria and process for selecting targeted families to be served by the one-stop center. For example, families could be required to have eligibility for

Medicaid, be among the geographically unserved or underserved in the State, have cultural minority backgrounds, or be eligible for TANF.

2. Criteria to be used to establish that a family has achieved the outcomes in its family-centered plan;

3. Description of operations and procedures relating to the following:

- a. Outreach to and recruitment of targeted families;

- b. Information and referral to targeted families, community organizations assisting families in need (including those involved in family strengthening), and others;

- c. Intake, assessment, and determination of eligibility of families;

- d. Development and monitoring of Individualized Family Plans (the process for developing and implementing the plans, including who will be involved in the plan development and who will monitor progress);

- e. Records maintenance (access to and retrieval of files, and the confidentiality of the families personal information); and

- f. Financing of services (a description of how funding for the services and supports in a family's plan could be secured);

4. Staffing patterns and staff requirements;

5. Roles of the participating agencies and organizations;

6. Organizational chart for the one-stop center;

7. Space and equipment requirements;

8. Time table for implementing this plan for the one-stop center; and

9. Budget requirements for the one-stop center.

- *Key Personnel.* Each grantee should ensure that key project personnel have direct life experience with living with a disability;

- *Civil Rights.* Each grantee must comply with the Americans with Disabilities Act, where applicable, and section 504 of the Rehabilitation Act of 1973 as amended by the Rehabilitation Act amendments of 1992 (Pub. L. 102-569); and

- *Communication and Dissemination.* Each grantee should have the capacity to communicate and disseminate information with their project partners and others through e-mail and other effective, affordable, and accessible forms of electronic communication.

#### *Evaluation Criteria:*

Five criteria will be used to review and evaluate each application. Each criterion should be addressed in the project description section of the application. The point values indicate

the maximum numerical weight possible for each criterion in the review process. The specific information to be included under each of these headings is described in section G of Part III, General Instructions for the Uniform Project Description. Additional Information that must be addressed is described below.

#### *Criterion 1: Approach (35 points)*

The applicant must outline a sound, workable, and detailed plan of action, pertaining to the goals and objectives of the proposed project. Activities should be identified in chronological order, with target dates for accomplishment and the key personnel responsible for completing the activity. The plan of action should also clearly identify and delineate the roles and involvement of each of the proposed project's partners, collaborators, and/or sub-grantees.

The plan of action should involve the following types of information; (a) How the work will be accomplished; (b) factors that might accelerate or decelerate the work; (c) reasons for taking this approach as opposed to other possibilities; and (d) descriptions of innovations and/or unusual features (such as technological or design innovations, reductions in cost and/or time, or extraordinary community involvement). Additionally, the applicant must provide a discussion of how the expected results and benefits will be evaluated for the proposed project. This discussion should explain the methodology that will be used to determine if the needs identified and discussed in the application are being met and if the results and benefits identified are being achieved.

The following list provides the point value for each required item in this Criterion:

15 Points Outlines a sound, workable, and detailed plan of action, pertaining to the goals and objectives of the proposed project.

8 Points Discusses and explains the methodology to be used in determining if identified needs are being met and expected results are being achieved.

4 Points Cites factors that might accelerate or decelerate the work.

4 Points Provides a rationale for taking this approach as opposed to other possibilities.

4 Points Describes innovations and/or unusual features of the proposed project.

#### *Criterion 2: Objectives and Need for Assistance (20 points)*

The application must identify the following information: (a) The need for