

LIVINGSTON COUNTY  
HUMAN SERVICES COLLABORATIVE BODY

Grant Review/Support/Endorsement Protocol  
October, 1998

The HSCB is a local collaborative body for groups, organizations and agencies involved in the planning and delivery of human services for Livingston County. Our mission is to identify and coordinate the provision of human services to address the needs of the Livingston County community. We believe that collaborative efforts in the planning as well as in the delivery of services and projects help ensure that consumers are better served. As part of our role, the HSCB reviews requests for letters of review, recommendation or endorsement of community proposals. This role is to assist agencies and organizations in bringing funds or services into the community. Community proposals are defined as those proposals that come from HSCB member agencies and organizations or those mandated by State Agencies to pass through local MPCB's.

The following paragraphs describe the roles, definitions, requirements and processes that will be used by the HSCB to respond to requests.

**Grants may come to the community in a variety of ways including, but not limited to:**

- Grants may be announced by foundations or other funding entities separate from the HSCB. Anyone in the community can apply for them. The HSCB may be asked to provide a letter of support.
- A State Department/Initiative may offer a grant opportunity that requires proposals be reviewed by the HSCB.
- A State Department/Initiative may offer a grant opportunity that requires proposals be recommended by the HSCB.
- A State Department/Initiative may offer a grant opportunity that requires a proposal be endorsed by the HSCB. The HSCB may be required to be the fiduciary or provide oversight.
- HSCB funding partners may ask that requests for proposals they are putting out for bid be reviewed, supported, recommended or endorsed by the HSCB as a whole. The HSCB member offering the request for proposals remains the fiduciary.

**Definitions:**

- Letter of review - The HSCB provides the applicant with a letter stating the HSCB has reviewed/looked at the proposal. The HSCB's letter acknowledges its awareness of the proposal, but does not comment on the proposal's suitability. The letter makes clear that a request for review by the HSCB does not mean the HSCB supports, endorses, or recommends the proposal.
- Letter of support/recommendation - The HSCB provides the applicant with a letter stating the HSCB has reviewed the proposal and is in support of/recommends its

consideration for funding by the grantor. The letter includes a statement that the HSCB agrees that the proposed project/service could benefit the community. The letter includes a clear statement that support/recommendation does not imply that the HSCB has a role in either oversight and/or implementation. More than one agency can receive a letter of support/recommendation for the same project/service.

- Letter of endorsement - The HSCB provides the applicant with a letter stating the HSCB has reviewed and selected a proposal as one that meets the needs of the community. If a grant opportunity from a State agency requires an MPCB endorsement, the letter clearly states endorsement implies that the HSCB has a role in either oversight and/or implementation of the program. The HSCB can endorse other grant proposals that do not require MPCB endorsement and can specify in the letter any oversight or program implementation role that may be agreed upon by the HSCB and the applicant.

### **Basic Requirements:**

- A completed application must accompany all requests.
- It is preferred that four weeks notice be given for requests for reviews or letters of support/recommendation. If time constraints do not allow for this, a minimum of five working days is needed to utilize a fast track response.
- A minimum of four weeks notice is required for an endorsement request.
- HSCB members who are applying for a grant and require a letter of support/recommendation or endorsement must notify the group of their conflict of interest and abstain from all voting activities applying to that grant.
- Bidders can not participate on a review group.
- Consensus is the favored approval process. If consensus cannot be reached, voting that requires a 2/3 majority of those present for approval will be used.

### **Requirements for HSCB Letters of Review:**

- Review requests must follow the basic requirements.

### **Requirements for HSCB Letters of Support/Recommendation:**

- Support/recommendation requests must follow basic requirements.
- Collaboration with other organizations providing similar or identical services or with other key stakeholders in the community should be considered for feasibility.
- The grant application must demonstrate and describe a need for new services or expansion of existing services, describe the existing community capacity and characterize the unmet need.
- Long term benefits are identified and described.
- Direct client benefit is demonstrated.
- There is minimal duplication. The proposal builds the additional program/service capacity needed in the community, is part of an integrated, seamless delivery system and minimizes the duplication of administrative and overhead expenses in the community.
- Outcomes are defined, are compatible with the project goals and with other collaborative community health improvement plans.

- Measurable performance objectives are identified and an explanation is provided on how they will be measured.
- Grant seeking organizations must be able to fulfill the proposal.

**Requirements for HSCB Endorsement of Proposals :**

- Endorsement requests must follow basic requirements.
- Collaboration with other organizations providing similar or identical services or with other key stakeholders in the community should be considered for feasibility.
- The grant application must demonstrate and describe a need for new services or expansion of existing services, describe the existing community capacity and characterize the unmet need.
- Direct client benefit is demonstrated.
- Long term benefits are identified and described.
- There is minimal duplication. The proposal builds the additional program/service capacity needed in the community, is part of an integrated, seamless delivery system and minimizes the duplication of administrative and overhead expenses in the community.
- Outcomes are defined, are compatible with the project goals and with other collaborative community health improvement plans.
- Measurable performance objectives are identified and an explanation is provided on how they will be measure.
- Grant seeking organizations must participate, as needed, with a HSCB workgroup or committee assigned oversight responsibilities for an endorsed program/project/service. In the course of that participation, they will help in the development of outcomes, measurable performance objectives and any required periodic evaluation reports.
- Grant seeking organizations must be able to fulfill the proposal.

**Response Processes:**

1. A standing workgroup, supplemented with extra staff support from the HSCB and the fiduciary, will be named to review the grant proposals and their accompanying applications for support and make recommendations to the HSCB.
2. If a standing workgroup does not exist for the population/expertise required or time frames do not permit, an ad hoc group, called at the discretion of the HSCB chair, will review the grant proposals and their accompanying applications for support and make recommendations to the HSCB.
3. If time lines do not allow for the grant recommendation(s) to come to the HSCB before the grant deadline, the PBEC will be polled by the staff person. The staff person will ensure each member receives a copy of the proposal. The staff person will then poll each member. A simple majority of those polled will constitute the decision. The HSCB chair will then act on the decision. The recommendation will be presented at the next HSCB meeting.