CALL FOR PROJECTS:  
SPRING 2013

Application Deadline: April 22, 2013

Application for CPC Project Assistance

Instructions: We encourage non-profit organizations and municipal agencies to contact the CPC with ideas for projects that can benefit the community while providing meaningful service-learning for RWU students. Please fill out the Application for Project Assistance, answering all applicable questions and including all supporting documents.

In order for any project to be considered for assistance, completed applications must be submitted to CPC Project Coordinator, Stephany Hessler, by 5 pm on April 22, 2013. Applications may be submitted by:

- Email: shessler@rwu.edu
- Fax: (401) 254-3565
- Mail: RWU Community Partnerships Center
  Roger Williams University
  One Old Ferry Road
  Bristol, RI 02809-2921

Any questions regarding the application process can be directed to Stephany at (401) 254-5211.

CPC project services are performed by students in support of their educational experience. Applicants shall understand that any deliverables generated through an accepted project are intended to provide conceptual information only to assist design and planning and as such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.

SECTION 1: Organization Information

Name of Organization: Rhode Island Community Action Association

Mailing Address: 311 Doric Avenue, Cranston, RI 02910

Name of Project Contact Person(s): Paula McFarland

Contact Information: Paula McFarland, Executive Director

Phone: 401-941-0774 Ext. 5
Fax: 401-467-9030

E-mail: pmcfarland@ricaa.org

Type of Organization

- [x] Public (town, city, municipality, special district, government agency)
-    [ ] Private (citizen, non-profit)
-    [ ] Other (please explain)

Description of Organization and Mission:
The RI Community Action Association is a statewide network of eight (8) community action agencies (CAPs) that are unified and guided by excellence and integrity in the promotion of social and economic justice in the State of RI for low-income RIers. The network assists over 140,000 residents annually and consists of the following agencies: Blackstone Valley CAP, Comprehensive CAP, East Bay CAP, Family Resources CAP, Community Action Partnership of Providence, Tri-Town CAP, South County CAP and Westbay CAP.

Mission Statement: The mission of Rhode Island Community Action Association is to serve Rhode Island’s network of Community Action Agencies through training and technical assistance, public education, capacity building, and for the development of public policy to address the impact of poverty in our state.

How did you hear about the CPC?
Through correspondence sent to one of our network agencies – Westbay Community Action Partnership

SECTION 2: Project Description

Title of the Project: Statewide Community Needs Assessment

Project Location (Address, City, State, and Zip): Statewide; staff will be located at 311 Doric Avenue, Cranston, RI 02910

General Project Description (you may attach a longer narrative if necessary):

The project will be to conduct a Statewide Needs Assessment in the State of RI. It will consist of gathering survey and data information from key sectors from clients, community and faith based organizations, private, public and governmental entities. Will included through access to survey tools or a combination of existing scales based on the categories for the assessment required by the federal government and our RICAA Network.

The purpose of a survey is to better understand the needs of RIers by asking questions that cover a wide range of topics:

Focus Groups – Will ensure that the needs assessment includes relevant qualitative data through the use of in depth case studies and focus groups. Looking for at least three case studies including one-on-one interviews with representative individuals with a goal to provide a rich description of the range of needs community members have.

Analysis of Survey Date, Case Study Data and Focus Group Data – Will complete analytically survey of the results and provide written documentation of findings.

The project will include the following type of scope for completion of a Statewide Community Needs Assessment:
- Demographics of individuals to be included in the needs assessment (gender, age, and race/ethnicity for their service area). Additionally, areas education, choices and access to healthcare, raising, caring and educating child and access to child care for these needs, household expenses and income needed, employment, workforce and/or training needs, community services, etc.
- Identify areas that our Statewide Network would hope to learn from data and why, as the audience would consist of federal, state and elective governmental entities for which the data will be informative to.
- Categories of Assessment (employment, food, shelter, utilities, education, etc.
- Agreement by network for use of survey tool

Potential Scope of Work/Tasks for RWU CPC (you may attach a longer narrative if necessary):

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Looking to work with RWU to conduct a randomly selective for a survey and coordination of the survey mailing and email – Poverty data is a key factor and race/ethnicity rates are important to ensure the demographic shifts in RI. Creation of a survey instrument with questions that reflect the needed areas required by federal requirements as standards established for community action to collect and analysis. Further, assistance to complete data analysis and development of the reported data through a final report delivery of the survey questions by service areas within the network of eight (8) community action agencies serving all 39 cities and towns in Rhode Island.

Assistance by RWU would be helpful in the areas identified as qualitative for the collection of surveys and questions being pre-tested, along with the Quantitative data through aggregation of the survey information collected and analyzed.

Proposed Project Schedule (when the tasks/project needs to be completed):

September 30, 2013, but timeline can change based upon project start date.

Please provide the names and contact information for any staff members or volunteers who will be playing a primary role in the proposed CPC project.

Paula McFarland, Executive Director of RICAA, Jeanne Gattegno, Board Chair, and Paula Morris, Administrative (401) 941-0074

What resources/previous work would the CPC be building upon that you already have completed? (Please select all items that are applicable)

- [ ] Strategic Plan
- [ ] Marketing & Communication Plans
- [X] Additional organizational documents
- [ ] Preliminary photos of the site/project
- [ ] Maps
- [ ] Previous research
- [X] Survey results
- [ ] Architectural or building plans

What active support would your organization be able to contribute should your project be selected?

- [X] Funding (partial)
- [ ] Volunteers
- [X] Staff time
- [X] Consultants
- [ ] Other (please list)

**SECTION 3: Project Outcomes**

Please describe how this project will benefit your organization and the advancement of your mission:

Through much of the work for the community action networks’, the Association drives public policy and Rhode Island lacks any formal Statewide Needs Assessment to address the impact of the poverty within our State or by regional areas defining areas of Rhode Island.

*planning and as such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.*
Please describe how this project might benefit the overall community, including specific groups that could benefit from this project (i.e. target populations, neighborhoods, specific town/city/region).

As a statewide project and with the assistance of graduate students at RWU this project will produce a statewide analysis of the needs of the entire community for low and moderate income residents seeking a number of areas to support their families thrive.

Please explain why you have chosen to seek assistance from the RWU CPC with your project request, instead of undertaking the project using fee-for-services from a paid professional:

The request consist of segments areas that appear to be a good fit for the graduate program offer through RWU in the area of Public Administration. Many community action agencies throughout the United States have worked with Universities and the graduate programs to complete the survey data analysis for completion of a Statewide Needs Assessment.

SECTION 4: Financial Information

What is your organization's annual operating budget? Please include a copy of your most recent budget with the application.

$454,250 (see attached)

What are your major sources of funding?

The RICAA Budget consists of funding from the following resources: Membership Dues, Federal Funding, local grants and state governmental agencies.

How much funding from your annual operating budget is set aside for this project (if any)?

Federal Grant of $15,000
Budget Funding of $15,000
Total Funding: $30,000

SECTION 5: Private Sector Involvement

Have you or your organization discussed the project with practicing professionals (e.g. architect, engineer, planner, consultants, etc.)? (Please circle one): Yes / No

If no, please explain why:

SECTION 6: Supporting Documents

Please include the following items when submitting your application:
- Budget for the current fiscal year
- List of current Board members
- Copies of supporting resources identified in section 2 as needed to support your application