

Healthy Neighborhoods Readiness Assessment Tool

Neighborhood task forces are required to complete this tool to ensure readiness of their initiative for receipt of funding and implementation. If determined "not ready" or "almost ready," HMA will provide technical assistance (TA) and support to ensure the initiative has been designed based on need, evidence, with ample community buy-in and a plan for data collection through which the initiative will measure and demonstrate outcomes based on a logic model.

Instructions

Your specific point of contact (POC) will help neighborhood task forces complete the below questions and attach all necessary documentation. Remember there are no right or wrong answers; rather, your responses will determine your level of readiness and areas of necessary TA. Once complete, please submit to the local point of contact for your Local Council:

- Wilmington & Claymont: Laquisha Grant; lgrant@healthmanagement.com
- Dover & Smyrna: Kristan McIntosh; kmcintosh@healthmanagement.com
- Sussex: Joshua Cole; jcole@healthmanagement.com

HMA will score the responses and make the determination if an initiative is ready for funding. If the initiative is determined to not be ready, the designated point of contact will provide necessary technical assistance. SIM funding must be distributed and spent by end of January 2019, thus it is critical initiatives spend the time to become ready to ensure funding is drawn down and spent.

Community Need (20%)

1. What is the community need(s) you plan to address through this initiative and how did you identify this particular need(s)?
2. What data sources did you use?
3. What did the data suggest?
4. Was the data broken down by state, county or zip code?

Evidence-Based Research (20%)

1. Describe the initiative that you are proposing to implement to address the identified need.
2. How did you select the initiative? Did you explore evidence-based or evidence-informed models* during the initiative development process? Please list the models you considered that informed this initiative, as well as the associated outcome data for each.
3. How will these models be adapted to meet the needs of your target population/community?

**This can include nationally recognized evidence-based practices or policies, as well as initiatives/programs currently being implemented within/outside of Delaware that have demonstrated effectiveness in addressing a similar community need.*

Community Buy-In (20%)

1. Describe the community support/buy-in that you have obtained for this initiative. How did you obtain this community buy in? In particular:

- a. Name community members who represent the target population AND helped inform the initiative.
 - b. Name community organizations that serve the target population AND helped inform the initiative.
 - c. Name potential stakeholders you've engaged that may be able to help you fund/sustain the initiative beyond the grant period.
2. Do you have any plans for gaining additional community buy-in at this time (e.g., a community forum, etc.)?
 3. Are there any community groups/entities with whom you were not able to connect? Describe these individuals/entities and the efforts you undertook to connect with them, as applicable.

Budget (20%)

1. Attach your proposed budget using template for this initiative, including line items for all activities, as well as the individual/entity who will implement the activities.
2. How did you develop the budget? Which entities were involved in its development?
3. How did you decide which organization(s) is best to implement the initiative? Were there others who were considered?
4. How are you aligning with and leveraging other related initiatives and/or resources? Is there in-kind support included as part of your proposed initiative?
5. How will this effort be sustained past funding?

Outcomes (20%)

1. What outcomes are you expecting? By when?
2. Do you have a logic model, that defines short-term, intermediate and long-term outcomes? If yes, attach this to this application.
3. What data will you use to track and measure outcomes? Where will this data be stored?
4. Who is responsible for tracking and measuring outcomes? What does the reporting structure look like (e.g., entity implementing initiative reports to [who?] on a [frequency] basis through [processes]/shared database/etc.)?
5. Who will complete the interim and final reports that will be sent to the Fiscal Agent and Local Council?