

Program Design and Procurement Readiness




What is Readiness?

Readiness is the extent to which an organization is both willing and able to implement a particular practice, considering:

- **Motivation of people** within the organization to implement a new program or change to an existing program
- **General organizational capacities** (e.g., culture, staff capacity, and leadership)




Assessing Readiness

Organizations can benefit from processes and tools to help assess 1) whether they are ready to implement programs or services and 2) which areas need additional development to ensure the program is able to serve participants effectively.

	RED The organization’s leaders have not considered a potential barrier to their plans or are not working to address it.
	YELLOW The organization’s leaders know of the potential barrier and are working to address it; however, no plan is in place.
	GREEN The organization has a plan, policies, procedures, and practice guidelines in place.






















Organizational Capacity/Readiness

To effectively prepare for funding, your organization should consider the needed resources (e.g., staff, finances, policies, and procedures) and establish a path from “Where are we now?” to “Where do we want to be?”

Indicators	  
Leadership can articulate how family-strengthening efforts align with the mission and vision of the organization.	○ ○ ○
The organization has current or potential capacity to build or enhance family-strengthening programs or strategies.	○ ○ ○
The organization has a management structure with clear lines of authority to support the program.	○ ○ ○
The organization has policies and procedures manuals to ensure program compliance.	○ ○ ○
The organization’s leaders have established a process to ensure compliance with anticipated quarterly programmatic and fiscal reporting requirements.	○ ○ ○
The organization’s leadership have registered with the state’s supplier portal to ensure receipt of request for proposal (RFP) notices.	○ ○ ○













Program Design

Effective design helps a program operate effectively and provides a road map to implement key program elements.

Plan Elements	Indicators	  
Program Activities and Objectives	The organization's leaders have identified a range of activities for development or expansion that are essential to the success of participants.	  
Target Population	The organization has a well-defined target population that illustrates characteristics of individuals who are in need.	  
Theory of Change	The organization's leaders have assumptions about the activities to achieve a desired change—and how and why the short-term and medium-term outcomes will achieve the ultimate outcomes.	  
Group-Based Services	The organization has the capacity (physical and staffing) to incorporate group-based, curriculum-driven educational services.	  
Recruitment	The organization has marketing and recruitment strategies appropriate for outreach to the target population and community.	  
Participant Supports	The organization has capacity to implement participant support activities (assessment, supportive services/referrals, and reducing barriers to participation).	  

Budget and Fiscal Components

The success of a program depends not only on its services and activities but also on its mix of policies and procedures to establish effective financial stewardship.

Indicators	  
The organization has systems in place to provide the appropriate information needed by staff and program leadership to make sound financial decisions (e.g., internal controls, monitoring systems, budget planning, and training for employees).	  
The organization has a financial policies and procedures manual to govern all fiscal transactions, such as the distribution of financial incentives to participants.	  
The organization has a process to support regular budget monitoring to ensure expenditures are properly reported and tracked.	  




Staffing

Your staff plays a key role in your program's success. Reviewing staffing procedures ensures that effective systems are in place to hire, train, and maintain program staff.

Indicators	  
The organization's leaders have developed strategies to onboard and support staff at all levels (e.g., supervisors and frontline staff) within the organization.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
The organization's leaders have developed strategies to ensure staff understand program goals and objectives and their personal role in achieving desired program outcomes.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
The organization has a staff development plan in place to provide introductory and ongoing training and professional development opportunities.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
The organization has a system in place to monitor and support staff performance and development.	<input type="radio"/> <input type="radio"/> <input type="radio"/>

Community Partnerships and Collaboration

Community partnerships are essential to providing services to help families. Effective partnerships should demonstrate shared vision, resources, and accountability to improve the well-being of participants and leverage resources in the community.

Indicators	  
The organization's leaders have established relationships with community organizations who can provide referrals or complementary services.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
The organization has measurable metrics in place to assess the performance of partnership and partners.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
The organization has mechanisms to provide information and feedback to community partners and stakeholders on a regular basis.	<input type="radio"/> <input type="radio"/> <input type="radio"/>

Action Plan

An action plan identifies the specific activities or steps needed to become ready for contract funding and includes:

- **Action Steps:** If the indicator was red or yellow, what steps will be taken to move the indicator to green?
- **Time Frame:** The identified period of time for completing the action step(s).
- **Potential Challenges and Responses to Challenges:** Challenges that may hinder the completion of the action step(s) and how the organization plans to address the challenges.
- **Supports and Assistance Needed:** The resources needed to accomplish the action step(s). For example, programmatic technical assistance for developing a recruitment plan.

Action Step(s)	Time Frame	Potential Challenges and Responses	Supports & Assistance Needed