

Health & Human Service Council of Midland

Endorsement Procedures/Guidelines

A number of state-funded programs require endorsement by the Health and Human Services Council, the state-endorsed Multi-Purpose Collaborative Body (MPCB) for Midland County. These guidelines are provided to help agencies or groups in their request for MPCB endorsement. It is anticipated that most proposals will by necessity include the items listed below. The Council's primary expectation in this process is to ensure that proposals match with identified human service needs in our county. For ease of review, each proposal is expected to include a simple summary clearly outlining requested information. (Items a-i below) **Please limit your summary to a simple one-page bulleted document.**

If the project deadline dates do not allow for following the timelines listed below, please contact Brian Bonotto at United Way so that appropriate alternative arrangements can be made.

The MPCB endorsement process includes:

- 1) Review and approval by the Community Health Assessment and Improvement Committee (CHAI) which normally meets on the fourth Wednesday of the month. The requesting party may be asked to attend this meeting to answer any questions that may arise. The materials requested below should be submitted at least two weeks before the meeting to: Brian Bonotto, United Way of Midland County, 220 W. Main Street Suite 100, Midland, MI 48640. Phone 631-3670.
- 2) If approval of the CHAI committee has been received the request will be presented to the Health and Human Services Council, which typically meets the fourth Wednesday of the month.
- 3) Upon Council approval a letter of support will then be written by the HHSC Chairperson or his/her designee.
- 4) At least one copy of the complete grant proposal is to be submitted to the United Way office, attention Brian Bonotto.

The minimum information to be included in your request for MPCB endorsement includes:

- a. A description of the objectives of the proposed program.
- b. A description of the services and activities being proposed.
- c. Identification of HHSC related issues/ opportunities addressed by this program proposal. See the most recent HHSC report at: <http://www.unitedwaymidland.org/hhsc.php>
- d. A budget that describes the total funding requested and the amount allocated to the various objectives. (attachment as appropriate)
- e. A listing of what agencies will participate and/or receive funding (if known) from this proposal.
- f. The agencies that were involved in the development of this community initiative.
- g. How continued funding will be obtained.
- h. A description of how achievement of the objectives will be measured and evaluated.
- i. Provide an annual report to the HHSC, which should include progress made toward achieving objectives, barriers to achieving objectives and recommended changes.