United Way of Susquehanna County
2018 Request for Proposal (RFP)
Community Impact Program Funding

General Information and Community Funding Strategy

The mission of the United Way of Susquehanna County (UWSC) is *to build partnerships and maximize resources to improve the quality of life for local residents with an emphasis on* **Helping Children do Well**. UWSC seeks to achieve its mission in Susquehanna County by:

- Investing in strategies and programs that deliver cost effective, measurable results
- Supporting programs and agencies that have sound fiscal and management practices
- Fostering efforts that build lasting collaboration and strong partnerships
- Addressing the root causes of problems that challenge our community
- Leveraging community resources beyond the annual campaign

In August of 2015, the UWSC Advisory Board approved its support of a community impact program model and funding strategy developed from:

- The benchmarking of three national United Way issues and indicators: Education, Income and Health
- The Community Needs Assessment data compiled by The Institute for Public Policy and Economic Development in 2014.
- A review of local issues and trends addressed by programs supported in the past by UWSC funds.

Based on this data, the UWSC seeks to effect sustained change (*Community Impact*) in targeted community conditions by supporting strategies in the community impact priority area of "Helping Children Do Well."

UWSC's Community Impact Goal is: *Helping Children Do Well* by providing services to children and their families that foster the improvement of:
- Academic Readiness
- Mentorship
- Child Wellness
- Family Development and/or Stability

In 2016, the UWSC began to fund programs that demonstrate (or present a plan to demonstrate) measurable impact on the above identified community impact area. UWSC is committed to funding effective programs that achieve long term measurable results and are run by well managed organizations.

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RFP General Information and Instructions

Proposal Format

- 8 ½ x 11 plain white paper
- Unstapled, but can be in folders, binders, clips, photos, brochures or tabs will be accepted (except for attachments).
- 12 point font
- Header or footer contain page numbers AND name of program
- No more than 5 pages of narrative (excluding required charts and attachments)
- All sections must be clearly labeled
- All attachments must be included (below)

Proposals that do not follow this format will be completely disqualified from review.

Attachments

If attachments are found to be missing after the cursory review deadline, points will be deducted for the missing attachments.

- Most recent Agency annual report and if applicable, Agency audit- 1 copy per application
- Most recent IRS Form 990 applicable to your agency, 990, 990-N, 990-EZ, OR 990-PF
- Roster of current Board members - 1 copy per application
- Certification checklist- 1 copy per program proposal
- Counterterrorism compliance form- 1 copy per program proposal
- Most recent, approved Agency Organizational Budget and Financial Statement- 1 copy per application
- Letters of Collaboration specifically from Participating Partners, one letter per collaboration Agency/Partner per program
- Program Outcomes Chart per program
- Budget Worksheet per program

Minimum and Maximum Requests

Minimum requests for program funding will be $3,000. Maximum requests for funding may not exceed $25,000 per program proposal, per Agency, per funding cycle.

Requests to support building or capital projects or fundraising ventures (such as galas, races, competitions) will not be accepted.

Requests may include an amount not to exceed 10% for administrative expenses that are to be explained in the program budget

Absolute Deadline for Submission

Please submit your full proposal to the United Way of Susquehanna County by
4 PM on April 23, 2018.

Proposals received after this deadline will be completely disqualified from review.
Your completed RFP and attachments can be sent electronically to robin.unitedway@yahoo.com.
If you are unable to send these documents electronically please mail to:
United Way of Susquehanna County
P.O. Box 365
New Milford, PA 18834

Group Technical Assistance

Group Session: All potential applicants are required to attend the following informational session or will not be permitted to submit an RFP.

December 7, 2017

One-on-One Technical Assistance

One-on-One Session: Once an applicant has attended the group technical assistance session, one-on-one technical assistance to address specific questions or concerns about the RFP will be available during March, 2018. All applicants may schedule a one-on-one session before submitting their proposal.

An appointment to receive one-on-one assistance can be scheduled by contacting the UWSC office; assistance may be done in person or by telephone, depending on the amount or detail level of the assistance necessary.

Cursory Review

All applications received by April 2, 2018 will receive a cursory review and the applicant will be contacted if any critical information is deemed missing. This cursory review is a review for attachments and sections and does not represent a full content review or read-through of the proposal.

Allocations Process

All RFP applications will be reviewed by UWSC staff, Advisory Committee members and volunteer community representatives in May 2018. Allocation decisions will be discussed and will be announced to all applicants in June 2018.

Cut Off Score

A cut off score for allocation determinations has been set this year at 80 points. In other words, applicants must receive a minimum of 80 total cumulative points on the application process in order to receive funding for 2018. Any applicants receiving less than the 80 points will not be considered for funding.

Funding Period

The Community Impact initiative is for one year (7/1/18 to 6/30/19), future funding for the continuation of approved programs will be considered on an annual basis. Such future funding will be based on achievement of goals and outcomes identified in the program description and logic model.

2018-2019 Reporting

For those applicants who are awarded 2018-19 funding (7/1/18 – 6/30/19), billing reports and program outcome report will be due by the following end of month dates: billing reports-September, 2018, December, 2018, March, 2019 and June, 2019, outcome report-August 2019. Second year funding for 2019-20 will only be considered upon achieving funded program goals and outcome measurements as set forth by the funded Agency in their 2018-19 proposal and modifications as submitted in writing. If the Community Partner is unable to meet initially set goals, a request for modification and/or amendment must be submitted in writing by the funded Agency to the United Way of Susquehanna County and agreed to by both parties prior to the end of the funded year. Details must be provided in the write-up as to the reasons for the modification(s) and a revision to any such changes. The request for modification and/or amendment must be submitted within thirty (30) days from the time the change in circumstances arose. For any site visits conducted by the UWSC, lead and collaborating partner agency reps should be present.

Request for Proposal (RFP) 2018-19 United Way of Susquehanna County Community Impact Funding
Cover Sheet

Program Name_____

Organization Name_____

Address_____

Telephone # _____ Fax #_____ Website_____

E-Mail Address _____

Executive Director_____ Program_____ _____

Director_____

EIN#_____

Project/Program Information

Community Impact Area: Your response to this Community Impact Area RFP for the United Way of Susquehanna County (UWSC) must address the priority issue of *Helping Children Do Well*. UWSC's Community Impact Goal is: *Helping Children Do Well* by providing services to children and their families that foster the improvement of:

- Academic Readiness
- Mentorship
- Child Wellness
- Family Development and/or Stability

Through one of the three areas indicated below, please indicate which area or combination of areas that best categorizes your proposed program to address this issue.

_____ *Education*   _____ *Income*   _____ *Health*

Total Program cost_____ Amount requested from UWSC for 2018-19_____

If United Way is unable to fund the program at the full amount requested, what is the minimum funding level
you could accept and still deliver the program successfully? _____

Executive Summary

Please use the below space to insert a brief description of the program for which you are requesting UWSC dollars and how your program is important in changing the lives of the population it serves. Single spacing may be used with a 300 word maximum. This summary is for reference only and will not be scored.

UWSC Request for Proposal (RFP)
Community Impact Funding
2018-19 Funding Proposal Outline

Please be sure to <u>clearly identify</u> each of the two parts when writing the narrative.

PART 1: Program Description and Budget

<u>PROGRAM DESCRIPTION (45 points)</u>

Program Methodology and Program Outcomes
Clearly describe how your proposed program/project is linked to one of the identified community need areas of income, education, or health that will ultimately address "Helping Children Do Well." Provide a brief description of the community conditions and local data that document the need for the services your program/project will provide and a brief description of the primary target population for this program/project. Include the unduplicated and duplicated number of participants the program will serve and the demographics of the participants. Note any significant trends associated with the target population over the last five years.

Discuss the program's main components and how UWSC funding will be used to achieve desired results.

<u>Proposed Program and Community Outcomes for 2018-19</u>- Using a **Program Outcomes Chart** (example attached), list a **maximum of three** of your anticipated program/project components, with <u>one</u> output for each component (#'s to be served), <u>one</u> program outcome for each component (# and % to be achieved) and <u>one</u> community outcome for each component (both those that can <u>and</u> cannot be measured). In the chart, please also add the output and outcome benchmarks that your program projects to achieve by each of the billing report deadline dates and the end of year outcome report. Because funding is granted on a fiscal year basis (July 1-June 30), outputs and outcomes must also be tracked on a fiscal year basis. The completed program outcome chart may not exceed 2 pages in length. The Program Outcome Chart is an important tool used in reviewing your proposal and also used in the mid-year site visit reviews. Be concise in presenting your data and clearly state how your outcomes align with your UWSC target area.

In your narrative, please include a statement that indicates how you will use the outcome data you will measure.

Accomplishments, goals and outcomes may take longer to achieve than one year. Projections of time frames and thresholds must be included, but can periodically adjusted in writing to UWSC, and identified in the Program Outcomes Chart. It is the goal of the UWSC to strive for positive community change. Being able to set and track goals towards that positive change is important.

If you are applying for funding for an existing program currently or previously receiving funding from UWSC and are tracking outcomes for longer than a one year period please include an expanded Program Outcome Table. In your narrative please include your previous outcomes as well as your projected outcomes.

Please indicate if you are able to measure and provide detailed reporting as to your clients' gender, age, veteran status, and ethnicity.

<u>BUDGET (15 points)</u>

Using the Budget Worksheet, please provide the projected 2018-19 program budget. Please also complete the line-item usage of United Way funds column for your program's budget. If a zero based budget is not feasible or appropriate for

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your organization, please note the circumstances for this in your budget narrative below.   If you are submitting a multi-year request, use the same form identifying subsequent years.

Do not include your organizational budget in the United Way budget worksheet, but please submit an organizational budget or balance sheet for your organization for the previous fiscal year (in your own format) <u>with the hard copy of your application.</u>

In your budget narrative, please provide the following:
- A description of how United Way funds will specifically be used within your program budget (e.g. - to fund administrative support, to purchase program items, staff positions, etc…)
- Information about additional sources of revenue for the program/project. Indicate what effect there will be on the program/project if these additional funding sources are not be available.
- Identify what your proposed program/project would do without UWSC funding or with funding at a lesser amount than was requested.
- A description of any unusual activities/budgeting issues that should be pointed out to those reviewing your request (like carrying a surplus, running a deficit, being impacted by funding cuts or increases or having restricted funds).

PART 2: Organizational, History, Capacity and Collaborations

ORGANIZATIONAL HISTORY AND CAPACITY (15 points)

Please provide a description of the following:
- A brief overview of your organization's history (including your mission/vision statement, years in operation and organizational stability)
- A discussion of your fiscal accountability (such as whether your organization has a Board Treasurer and or Finance staff person in place, if you conduct an annual audit of your financial statements, etc…)
- Current number of staff members and volunteers
- Any relevant experience your organization has had in delivering programming to your identified target population and community impact focus area. If you do not have prior experience, please describe or provide information about how you will obtain a sufficient level of competency to run your program or project related to your funding request.
- Provide information that demonstrates your organization's current capacity to develop and operate the proposed program/project, such as usage of staff and volunteer time, as well as other resources (including community assets) that you will engage to deliver the program. If you are applying for funding for a program/project that you have not operated before or if you are proposing to expand an existing program, please provide a rationale for your organization's involvement in that service.

COLLABORATIONS & PARTNERSHIPS (25 points)

For the purposes of this RFP, "collaboration" is defined as a mutually beneficial relationship where <u>all</u> partners and both the proposed program and the community at large are positively impacted because of the relationship. The UWSC has identified four classifications of collaborations that may effectively impact our community:
- Shared "back-room" services (examples could include the existence of a shared grant writer or bulk purchasing of office supplies to reduce operating costs)
- Partnerships that function in an effort to share current best practices, increase services to clients or limit

duplication of services or efforts (examples of this type of collaboration include the Susquehanna County Interfaith and the Division of Children and Youth Services for the Systems of Care Initiative).
- Partnerships that function to collaboratively request funding from various sources
- The collaboration of services between different Agencies to effectively provide enhanced and expanded services in the implementation of this proposed or other service programs

Some efforts will not be defined as a true collaboration. For example, a senior citizens program that simply uses the meeting space of a church does not represent a true collaboration. If, however, those senior citizens are assisting the church with their monthly soup kitchen in exchange for using meeting space, that is an example of a collaboration where both parties are receiving mutual benefit from the relationship. Referrals are considered weak examples of collaboration unless some mutual benefit is derived by the programs involved and the population served. Merely passing a client on by referral to another agency is not considered a strong collaboration.

You may wish to refer to the above four examples of collaboration classifications in writing the following section:
- Describe 2 or 3 specific current (within the last 2 years) collaborative efforts or partnerships between your organization and other organizations, noting your organization's role in these efforts. Please describe how the efforts of the collaboration have effected specific positive change in the lives of participants or community conditions, limited service duplication or assisted in the sharing of best practices between organizations. Clearly state the benefits derived by your organization as well as your collaborators. In other words, please fully describe the value of the collaboration and the results of this collaboration as they relate to the focus area you are addressing**. You must use the following template** or construct a similar table to represent your current collaboration activity. The table will be included as part of your narrative and is <u>not</u> a separate attachment.

EXAMPLE

Name and Description of Collaboration	Benefit to You (Applicant Program/Agency)	Benefit to Other Partners	Remarks/Other

- If the program/project you are proposing for funding seeks to build a collaboration that does not already exist, please describe that partnership in detail, including expected participants and the goal of the partnership. You may also discuss involvement strategies that your program is using to target focus areas of need within the community.

- If this program is not currently in collaboration with another agency or program, please describe the rationale for providing this program on an individual basis. If there is a certain type of collaboration that would enhance the outcomes of your program, please indicate your plan to engage in that partnership.

- You must include one letter of collaboration for your proposal from each partner. The letter should reference the collaboration as well as the program. If the collaboration has multiple partners, you need to include one letter from each partner. Letters should be on the partner's letterhead and signed by an authorized individual. You may substitute a memorandum of understanding or similar document as long as the points above are adequately covered and are clearly marked. The letters of collaboration must support the program for which you are applying for funding.

2017 UWSC Certification Checklist

Yes_____   No_____   Is your organization recognized as exempt from taxation under Section 501(c) (3) of the Internal Revenue Code as well as from corresponding provisions of other applicable state and local laws and regulations?

Yes_____   No_____   Does your organization file a Form 990? If not, why?

Yes_____   No_____   Does your organization have an annual audit conducted by an independent certified public accountant? Organizations with annual revenue of less than $100,000 may have their financial statements reviewed by an independent accountant.

Yes_____   No_____   Does your organization have an active, responsible and voluntary governing body which ensures effective governance over policies and financial resources of the organization?

Yes_____   No_____   Does your organization adhere to a locally developed and adopted code of ethics for volunteers and staff which includes provisions for ethical management, publicity, fundraising practices and full and fair disclosure? If not, why?

Yes_____   No_____   Does your Organization comply with Act 153 requirements and any other State and Federal Background Check and Compliance requirements?

Yes_____   No_____   Does your program receive matching and/or leverage dollars? If yes, how much and from whom?

Yes_____   No_____   What type of budgeting/accounting system does your program utilize?

                          Zero-based_____   Accrual_____   Other (please list) _____

Yes_____   No_____   Have you completed the Counterterrorism Compliance Sheet?

Yes_____   No_____   Have you included the following attachments with your grant proposal?
                          _____ Budget Worksheet
                          _____ Program Outcomes Chart
                          _____ Most Recent Annual Report and Financial Statement/Audit
                          _____ Roster of Current Board Members
                          _____ Counterterrorism Compliance Form
                          _____ Letters of Collaboration from Collaboration Partners (one per collaboration)

Disclosures Notices
By submitting this RFP and signing below, we certify that the above information is true and correct to the best of our knowledge. We understand that submission of this year's funding request does not guarantee UWSC funding at any level or in any consecutive year. We also understand that the UWSC Committee assigned to review this funding request may take the authority to reassign our request to a specific community impact focus area or to the discretionary funding area, if necessary or appropriate.

Program Name_____ **Organization Name**_____

Board President Signature_____   **Date**_____

Executive Director Signature_____   **Date**_____

Program Director Signature_____   **Date**_____

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Organization_____

Program Name _____

Counterterrorism Compliance Form

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the United Way of Susquehanna County requests that each applicant agency ("Organization") certify that it is in compliance with the United Way of Susquehanna County and the United Way of America's ("UWA") compliance program.

This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.
*Comply*_____   *Does Not Comply*_____

This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.
*Comply*_____   *Does Not Comply*_____

This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.
*Comply*_____   *Does Not Comply*_____

This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.
*Comply*_____   *Does Not Comply*_____

This Organization does not re-grant to organizations, individuals, programs and/or projects outside of the United States of America without compliance with IRS guidelines.
*Comply*_____   *Does Not Comply*_____

This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.
*Comply*_____   *Does Not Comply*_____

This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations
*Comply*_____   *Does Not Comply*_____

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name: _____   **Title:** _____

Signature: _____   **Date:** _____