

Request for Proposals Information

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Overview

In response to your Letter of Intent, the United Way of Volusia-Flagler Counties (UWVFC) invites you to apply for Community Impact funding. UWVFC's community impact focus areas are Education, Financial Stability and Health. Applicants are required to propose programs in the specific priority areas outlined below.

The Community Impact Cabinet is comprised of issue experts and community leaders that have identified the priorities and strategies that can have the greatest impact on critical community issues. Each proposal will be assessed by the appropriate Cabinet team according to the criteria outlined in this document.

All proposals shall address the following criteria:

- Discuss how you will effectively address common access barriers to your focus area.
- Demonstrate that services to be provided are tailored to meet the needs of the identified population.
- Ensure your staff has the training, experience, skills and qualifications required for effective delivery of the program proposed.
- Base your proposed programs on evidence-based best practices or provide adequate evaluation data to demonstrate that your internally developed program model is a promising practice.

Structure of Process

Eligibility

Eligibility for the proposal process was determined through the Letter of Intent. All interested agencies were required to have submitted a Letter of Intent by January 9, 2017 to be considered for funding. The Community Impact Cabinet has reviewed these Letters and now invites organizations meeting the established criteria to submit a proposal.

Impact Goals, Priorities, and Strategies

All program proposals must be in alignment with one of the following Impact Goals and one of the Priorities under the Impact Goal as established by the Community Impact Cabinet for the 2017-19 grant cycle.

Education

Education Goal – Empower our youth for success in school and career.

- Priorities:
 - Children enter kindergarten ready to succeed.
 - Strategies:
 - Increase access to quality early childhood education programs.
 - Increase access to services that support parental mental health.

- Increase use of appropriate health practices and screenings that assist with parental knowledge concerning child development.
 - Increase use of the credible administration of hearing, vision, and overall health assessments of young children.
 - Increase use of developmentally appropriate screenings for those deemed to be at risk, including mothers and children to include cognitive, medical and dental services.
 - Increase program inclusiveness of parent and child access and engagement.
 - Increase awareness and access to required immunizations and the efficient tracking of those records.
 - Utilize research-based and best-practices with regards to curriculum supplements and strategies that enhance academic skills and social and emotional development.
- Youth make a successful transition into, thru, and out of K-12 systems.
 - Strategies:
 - Provide services to students at transition points; especially those with Individual Educational Plans (IEPs).
 - Engage parents of young students to increase early literacy and numeracy skills.
 - Support appropriate practices designed to increase attendance rates at all levels.
 - Increase the use of authentic instruction leading to academic gains in any/all subject areas.
 - Increase the number of first-generation/first-family member enrollments in college and vocational training.
 - Improve parent and school communication to advocate for student success.
 - Increase student access and participation in extracurricular activities.
 - Increase academic gains in core subject areas.

Financial Stability

Financial Stability Goal – Assist families and individuals to move toward economic self-sufficiency.

- Priorities:
 - Families and individuals have access to sustaining income.
 - Strategies:
 - Increase access to individuals to gain and sustain the basic skills to access employment pathways to upward mobility and economic self-sufficiency with particular emphasis on the helping the workforce who are defined in the ALICE report who are above poverty level and struggling as well as the workforce, unemployed or employed at the poverty level.
 - Increase access to wrap-around services needed to maintain employment, including, but not limited to quality and affordable child care, job counseling, and transportation.
 - Increase access and create employment opportunities for targeted populations, including, but not limited to individuals with felony records, individuals with disabilities, homeless, and long-term unemployed individuals.
 - Provide vocational awareness and training in the occupations of the targeted industry sectors of Volusia and Flagler Counties.
 - Families and individuals have access to safe and affordable housing.
 - Strategies:
 - Assist individuals and families to gain access to permanent housing and supportive services necessary for housing stability.
 - Decrease the number of families spending more than 40% of income on housing expenses.
 - Provide a continuum of safe and affordable housing options including emergency, transitional and permanent housing.
 - Decrease the number of families requesting emergency services for mortgage, rental and utility assistance.
 - Families and individuals can capably manage income and expenses.
 - Strategies:
 - Provide services that assess the need for and enable access to public and/or employer benefits eligibility.
 - Assist low income households to gain access to financial management education, coaching, free tax preparation, entrepreneurship assistance, budget and credit counseling, and access to mainstream financial services.

Health

Health Goal – Support individuals and families to improve their health.

- Priorities:
 - Individuals have access to affordable and quality health and wellness services.
 - Strategies:
 - Increase women’s access to quality health services, preconception services and interconception care.
 - Increase access to quality prenatal care.
 - Increase access to quality pediatric care, including well child and preventive services, developmental screening and early intervention services.
 - Increase parental knowledge of child development and child health and wellness.
 - Educational strategies to increase health literacy.
 - Increase access to healthy eating and physical activities resources.
 - Assist individuals and families to navigate the continually changing system of health insurance and health care services (including vision, dental and mental health services) to increase affordable access to primary and specialty care.
 - Individuals have access to affordable and quality behavioral health services.
 - Strategies:
 - Increase affordable access to quality mental health screening, assessment and treatment services. Emphasis should be on intervening at the earliest point possible.
 - Increase affordable access to quality substance abuse screening, assessment and treatment services. Emphasis should be on intervening at the earliest point possible.
 - Communities and neighborhoods are healthy, safe, and free from crime.
 - Strategies:
 - Address the safety, security and stability of neighborhoods.
 - Address priority environmental health concerns, including lack of access to healthy food and lack of access to opportunities for physical activity.

Transitional

Transitional Goal – Provide a mechanism for previously funded United Way programs to transition away from United Way funding support.

- Priority:
 - Transitional funding for previously funded United Way programs to phase out of the traditional United Way process.

RFP Outline

This outline provides direction in completing your application using the CommunityForce application. Information regarding how to access and use CommunityForce can be found on page 13.

Administrative Cover Sheet

1. Agency Name
2. Executive Director Name
3. Executive Director Email
4. Executive Director Phone
5. Contact Person Name
6. Contact Email
7. Contact Phone
8. Organization's Address
9. Impact Program #1 Name
10. Total Amount Requested
11. Total PROGRAM Budget

Narratives

1. Select the focus area your program BEST addresses.
 - a. Education, Financial Stability, or Health
2. Select the priority within the focus area that your program BEST addresses.
 - a. *Programs can be comprehensive and effect multiple priority areas, but for this proposal, select the ONE priority that your program BEST addresses.
3. Select which of the strategies that your program addresses. Select all that apply.
4. What is the specific need the program plans to address or currently addresses? (500 words)
5. Describe the demographics of the population to be served and the eligibility characteristics relevant to this request. (Max. 500 words)
6. Describe your program. (Max. 1,000 words)
7. Describe the client flow of your program including duration of the program from the perspective of the client as well as when key milestones occur. (Max. 500 words)
8. Describe how this program aligns with the applicant organization's mission and strategic goals. (Max. 500 words)
9. Describe how your program aligns with the selected priority defined by UWVFC's Community Impact Cabinet. (Max. 500 words)
10. If your program collaborates with other organizations in our community to deliver services, please list and describe the relationship between community partners and other funders supporting this work.
 - a. If yes, please describe (Max. 500 words)

Program Justification

1. Indicate if your program is based on:
 - a. Evidence-based practices – program interventions that have been proven to be effective based on evidence generated from rigorous scientific research such as randomized controlled trials.
 - b. Proven practices – program intervention that is proven to be successful based on a non-randomized comparison group or “quasi-experimental” study
 - c. Promising practices - programs and strategies that have some quantitative data showing positive outcomes, but do not have enough research or replication to be categorized as an evidence-based program
2. What evidence-based practice(s), proven practice(s), and/or promising practice(s) do your program activities incorporate? Provide justification for the program's status as evidence-based, proven practice or promising practice. (Max. 500 words)
3. Is the proposed program:
 - a. Existing to the organization
 - b. New to the organization
4. Summarize historical or anticipated results or findings that demonstrate the program’s impact. Indicate the time frame for the results or findings. (Max. 500 words)
 - a. For existing programs:
 - i. Summarize the evaluation results for the program for which the organization is requesting funds. Be sure to include the time frame covered by the evaluation results.
 - ii. Do not be afraid to share disappointing results. The key is what the organization learns from experiences and how it adjusts program practices in light of the results. Since nonprofits are addressing very complex social issues, it is a real sign of strength to have uncovered an area of opportunity to improve a program approach. Deliberately working to address those flaws can lead to improved outcomes in the future.
 - b. For new programs:
 - i. Reference evidence-based or proven practices from other communities.

Logic Model and Outcomes

1. Using the worksheet embedded in CommunityForce, provide a logic model describing the inputs, activities, outputs, and short, intermediate, and long-term outcomes for your program.
2. Describe how the organization measures impact for the short-term proposed outcomes. (Max. 500 words) Include:
 - a. Who is responsible for measuring the outcome?
 - b. What tool(s) is used to measure the outcome?
 - c. When is the outcome measured?
 - d. Why is the outcome measured in the manner presented?
3. Describe how the organization measures impact for the intermediate proposed outcomes. (Max. 500 words) Include:
 - a. Who is responsible for measuring the outcome?

- b. What tool(s) is used to measure the outcome?
 - c. When is the outcome measured?
 - d. Why is the outcome measured in the manner presented?
4. Describe how the organization measures impact for the long-term proposed outcomes. (Max. 500 words) Include:
 - a. Who is responsible for measuring the outcome?
 - b. What tool(s) is used to measure the outcome?
 - c. When is the outcome measured?
 - d. Why is the outcome measured in the manner presented?
5. What is the total number of individuals and/or families to be served through this work?
6. Proposed Demographics: Respond to each question with the total number of proposed clients to be served:
 - a. Race/Ethnicity
 - b. Geographic Area
 - c. Male/Female/Undocumented
 - d. Age

Budgets

1. Using the **worksheet embedded in CommunityForce**, please provide a summary budget of your **organization**.
 - a. This should be the same worksheet that you submitted for the Letter of Intent. This **MUST** be submitted in PDF format.
2. Using the **worksheet embedded in CommunityForce**, please provide a detailed budget and narrative of your **proposed program**.
3. Will UWVFC funds be used to match other funds?(Y/N)
 - a. If so, please describe the source(s) of funds and the match ratio.
4. How will Program funds be used, specifically? Include details regarding personnel to be employed, consultant/professional fees to be utilized, office supplies/materials, rent/occupancy, utilities, marketing and any other costs you identified in the program expenses table as being fully or partially paid for with UWVFC funds. (Max. 500 words)
5. If applicable, please explain any budget variances of more than 10% from 2016-17 (current year) expenses to proposed 2017-18 and/or proposed 2018-19 expenses. (Max. 200 words)

Attachments

All attachments are required, **MUST** be uploaded in PDF format, and submitted as directed in the CommunityForce application.

1. Evidence of organizational operation for at least 2 years as of January 2017
2. 501(c)3 IRS determination letter
3. Most recent I.R.S. Form 990 or 990 EZ
4. Roster of current Board of Directors
5. Board of Directors Bylaws
6. Most recent financial audit or financial review
7. Active registration with the Division of Corporations
8. Solicitation license from the Department of Agriculture (or justification if not licensed)

9. Drug-free Workplace Policy
10. Americans with Disabilities Act Compliance Policy
11. Civil Rights Compliance Policy

Proposal Scoring Rubric

Criteria	Corresponding Proposal Question	Evaluator Score	Multiplier	Available Points	% of Available Points
Narratives					
Program identifies, defines, and addresses a community need.	Narrative 4	0-5	5	0-25	10%
Program reduces barriers to services by ensuring population served and eligibility characteristics are appropriate.	Narrative 5	0-5	5	0-25	10%
Program serves a population representative of the need.	Narrative 6	0-5	1	0-5	2%
Program processes indicate clients are monitored for key milestones.	Narrative 7	0-5	1	0-5	2%
Program aligns with organization's mission and goals.	Narrative 8	0-5	1	0-5	2%
Program aligns with UWVFC priority area selected.	Narrative 9	0-5	3	0-15	6%
Program collaborates with other organizations.	Narrative 10	0-5	.5	0-2.5 (BONUS)	1%
	Section Total			82.5	33%
Program Justification					
Program is based on:	Program Justification 1				
Evidence-based practices		0-5	3	15	6%
Proven practices				10	
Promising practices				5	
No				0	
Program incorporates evidence-based, proven, or promising practices within program design, activities, and/or evaluation.	Program Justification 2	0-5	5	0-25	10%

FOR EXISTING PROGRAMS:					
The program has an identified evaluation process in place.	Program Justification 4	0-5	1	0-5	2%
The program demonstrates justifiable impact for the target priority area.	Program Justification 4	0-5	1	0-5	2%
The program reports results and findings that demonstrate the program's impact.	Program Justification 4	0-5	1	0-5	2%
FOR NEW PROGRAMS:					
The program is based on an evidence-based or proven practice from another community.	Program Justification 4	0-5	1	0-5	2%
The organization is equipped to implement the program.	Program Justification 4	0-5	1	0-5	2%
The program evaluation plan is comprehensive.	Program Justification 4	0-5	1	0-5	2%
	Section Total			55	22%
Logic Model					
The attached worksheet is comprehensive and detailed to accurately demonstrate inputs, activities, outputs, short, intermediate, and long-term outcomes of the program.	Logic Model 1	0-5	10	0-50	20%
The organization has a detailed process to measure impact for short-term outcomes.	Logic Model 2	0-5	1	0-5	2%
The proposed short-term outcome(s) align with UWFVC identified priority areas.	Logic Model 2	0-5	1	0-5	2%
The organization has a detailed process to measure impact for intermediate-level outcomes.	Logic Model 3	0-5	1	0-5	2%
The proposed intermediate-level outcome(s) align with UWFVC identified priority areas.	Logic Model 3	0-5	1	0-5	2%
The organization has a detailed process to measure impact for long-term outcomes.	Logic Model 4	0-5	1	0-5	2%

The proposed long-term outcome(s) align with UWVFC identified priority areas.	Logic Model 4	0-5	1	0-5	2%
	Section Total			80	32%
Budget					
The attached organizational budget is complete and without mathematical errors.	Budget 1	0-5	1	0-5	2%
There are no areas of concern with the organizational budget.	Budget 1	0-5	1	0-5	2%
The attached program budget is complete without mathematical errors.	Budget 2	0-5	1	0-5	2%
Program budget indicates program is financially stable and able to deliver services.	Budget 2	0-5	1	0-5	2%
There are no areas of concern with the program budget.	Budget 2	0-5	1	0-5	2%
UWVFC funds will be used for match funds.	Budget 3	0-5	.5	0-2.5 (BONUS)	1%
Narratives provide budget explanations where necessary.	Budget 4	0-5	1	0-5	2%
	Section Total			32.5	13%
	Total Points			250	100%

Scoring Guidelines

Assessment	Scoring Guidelines for Each Criteria	Evaluator Score
Incomplete	Respondent did not answer the question or response was incomplete.	0
Poor	Reply fails to address the component or it does not describe any experience related to the component; OR Reply is inadequate in most basic requirements, specifications, or provisions for the specific criteria.	1
Marginal	Reply minimally addresses the requirements; one or more major considerations of the component are not addressed, or are so limited that it results in a low degree of confidence in the organization's response or proposed offering; OR Reply meets many of the basic requirements specifications, or provision of the specific items, but is lacking in some essential aspects for the specific criteria.	2
Adequate	Reply adequately meets the minimum requirements, specification, or provision of the specific item, and is generally capable of meeting the UWFVC's needs for specific criteria.	3
Good	Reply more than adequately meets the minimum requirements, specification or provision of the specific criteria, and exceeds those requirements in some aspects for the specific criteria.	4
Excellent	Reply fully meets all requirements and exceeds several requirements; Reply exceeds minimum requirements, specifications, and provisions in most aspects for the specific criteria.	5

CommunityForce

CommunityForce is the online grant management system utilized by UWFVC to manage all grants. ALL proposals must be submitted through this online system.

To access CommunityForce type: uwvfc.communityforce.com into your Internet address bar. You can either create an account or sign in with an existing account. You must have a username and password to access the application. Select the 'Login' button in the top right hand corner of the screen.

Once signed in, it will open a dashboard page. You can select from available grants here. The 2017-19 UWFVC Community Impact grant is titled: "Impact Request for Proposals". Once you click apply, your application has started. To access this application again, select the "My Applications" tab on the home dashboard. You will be able to edit existing applications through this page.

All sections of the application MUST be completed. Each application section will indicate how much of the application is completed. Please preview your application before submittal. Print a copy for your records.

Helpful Notes:

- UWFVC provides worksheets for organizations to submit the Organizational Budget, Program Budget, and Logic Model. Completed proposals MUST utilize these worksheets.

- CommunityForce will timeout after 20 minutes of inactivity. To prevent this, please continually save your work.
- If you forget your password, email Courtney Edgcomb, Director of Community Impact at cedgcomb@uwvfc.org to retrieve it.
- Each section must read 100% to submit.

Timeline

Invitations for Proposals Sent to Qualifying Organizations	February 13, 2017
Bidder's Workshop – Technical and Process Walkthrough (The meeting will be recorded and minutes will be sent to all organizations invited to propose a program and will be posted on the United Way website)	February 21, 2017 2:00 – 3:00 PM United Way of Volusia-Flagler Counties, 3747 W International Speedway Blvd., Daytona Beach, FL
Submit technical or process related questions to Courtney Edgcomb via email ONLY	February 28, 2017 No later than 5:00 PM
Responses to technical and process related questions sent to all organizations via email and posted to United Way website	March 6, 2017
Proposals Due	April 3, 2017
Recommendations Presented to United Way Board	May 22, 2017
Funding Notifications Sent	June 1, 2017