COMMUNITY IMPACT RFP MEETING
UNITED WAY OF VOLUSIA-FLAGLER COUNTIES, INC
United Way Board Room, Daytona Beach, FL
January 23, 2019

MINUTES

Present: Taylor Duguay and Courtney Edgcomb

Taylor Duguay started the meeting at 10:00 am and asked everyone to introduce themselves. She then explained that Request for Proposal applications are due February 22nd at 5:00 pm. At 5:00 pm the system shuts off and you cannot submit your form. ***I cannot emphasize enough the importance of having a backup of your application. Put it into a word document and save it***. There will be no excuses for not submitting it. After introductions she explained we are going to walk through the web site resource for you for the 2019-21 Funding Cycle. It has the RFP outline and timeline info. You've had access to this information for 1-2 months. Regarding extra resources, the priority areas are on RFP outcomes by priority. You're asked to measure Shared Outcomes in the RFP. We want to see measurements and outcomes. We want to see numbers. With every RFP you have to select at least one shared outcome you have measured and also put this in your logic model. The logic model may be difficult for you, but this is what the Cabinet really looks at. We need to see numbers and percentages. We want you to set targets.

The RFP outline includes the scoring rubric. The Cabinet is broken into three teams—Education, Financial Stability, and Health. Each team has a finance person. The Cabinet members will go through and score each RFP within their focus area individually. At least three people will be looking at your RFP. Once the Cabinet individually scores, they will come together as a team and score those applications that scored 70% or greater on the individuals review. Quality of application will be judged and it should be well written, make sense, follow directions and the application should align with United Way. It should answer the following: Does it make an impact in the community? Does it have collaboration? What is the social return on investment? Does it have enough return for us to fund it for our community? You have to get 200 points on the individual scoring in order to be considered in the team scoring. For the Program Justification Section, there are three brackets for scoring. For currently funded programs, talk about your evaluations process and the outcomes that your program has had over the last two years. This is where the currently funded programs will have the spotlight on them. For all RFPs, cite the source and date of any studies, data, etc. referenced. "New programs" are new to your organization, not new to UW funding. We're excited to see new programs.

Taylor then discussed the timelines. ***RFPs are due February 22, 2019 at 5:00 PM***. After 5:00 pm it cannot be submitted. ***YOU HAVE TO HIT SUBMIT.*** If you do not hit submit, we don't get it. On April 12th you will receive the notice of recommended funding—this is not a guarantee. We will contact you and tell you what we're willing to fund you. Then we will negotiate the funds. Every agency that the Cabinet recommends for funding will be brought in for contract negotiations. There are no guarantees until contracts are signed. If you don't want the funds we have to offer, you can turn them down. May 31st, the official notice will go out and you'll receive the contract and it is due back June 30th. The most applications we can receive is about 60. There will be some partial funding. The funding runs from $10,000 - $100,000 per program, per year. The programs can be in the same focus area, but not the same priority area. All of this is on our website.

Taylor then reviewed the RFP on CommunityForce and walked through how to access the form. She reviewed how the screen will look as you go through the process, dashboard, submit button, etc. She reviewed the contact information section. If you're submitting 2 programs, you need 2 RFPs. You can clone your responses from another application by clicking "choose action" and "import responses from existing applications." The import feature will overwrite anything you've entered, so be sure to do this at the start of an application. ***Be sure to constantly save your information.***

She then reviewed the Narrative section of the RFP. This is where you pick, Health, Education, or Financial Stability. Once you choose your focus area, you select your priority, and then are required to select at least one shared outcome. You may select more than one. Question 3b is to list any other outcomes you are going to measure, which should also appear in the logic model. Narrative 4, what are the needs your program addresses? If a question asks for 500 words, your response should be more detailed. The next question asks about client flow. We are not looking for client numbers in this question. Courtney Edgcomb said we will have a new ALICE report coming out in February that may help with the perspective of numbers.

Program Justification, what you're basing your program on; evidence based, proven practices, promising practices or none of the above. Show proof that it is working. Show whether this is an existing or new program. Transitional Partners will apply under Existing to the Organization and not receiving impact money. If you're under Currently Receiving Funding or Existing to the Organization, you'll need to provide the implementation date of the program. You'll need to summarize your results to show why your program works or will work. Show timeframe of results. You can include disappointing results and show how you resolved these results. Talk about your challenges and your successes.

The Logic Model is a word document that you will be expected to fill out. Be sure to put your agency and program name on the top of the document. The Logic Model should be annualized; targets should be for year 1 of the grant, but the intermediate may be outcomes that occur in year 2. Activities are what goes into making this program happen; supplies, staff members, volunteers, MOUs and contracts. Whatever it takes to make this program happen. Outputs are the number of individuals you're going to serve, number of classes hosted, how many hours involved, etc. Outcomes are what has changed because of what you have done and she explained what those numbers would look like, such as your client's achievements. We need to see the milestones to see where your program is going. This needs to be uploaded as a PDF so that it looks the same to us as it does to you.

List the proposed number of individuals for demographics. We need this info because we have to report on it to funders. Courtney Edgcomb said the demography is to see if we're serving pockets of the community and United Way is asked what populations we're serving.

Taylor reviewed the final section, the budget. She explained that you will need to do a current summary budget for your organization. This form can be submitted as an Excel or PDF file. List your organization's expenses and revenue. The next budget is the Program Budget. The spreadsheet will flag variances and you will need to give an explanation if it highlights yellow or red. Our funding cycle is July 1 through June 30th, so inputs should follow this fiscal year, even if your organization's FY is different. Edgcomb said to include United Way funds on your organizational and program budget. You need to make sure your budget is aligning with your narratives.

Make sure that all questions with a red asterisk are answered. You will not be allowed to submit if your sections do not say 100%. If you have several people working on your application, you need to go to Add Collaborator and add that person. You can add or remove a collaborator in this section. Your collaborator has to have their own account and they log in under My Collaborations. If you have any questions with the budget, we'll be happy to help you.

Meeting adjourned at 11:25 am.

Respectfully submitted,

Katie Williams
Office Manager