

Request for Proposals

United Way of York County

Financial Stability Partner Grants

February 3, 2020

I. Summary

This funding opportunity is an invitation to join United Way of York County (UWYC) in their bold goal to help 3,000 York County families achieve financial stability by 2030. Key components of this initiative include program performance evaluation, shared metrics, and collaboration. The three funding categories are:

1. Provide job hunting skills and/or soft skills training for individuals to gain employment with a livable wage
2. Support families along a path to financial stability through programs for dependents
3. Increase knowledge of effective financial practices

UWYC is accepting funding proposals until March 27, 2020 for the grant period beginning July 1, 2020. Applicants must submit a Letter of Interest by February 17, 2020 and attend one of three information sessions before March 6, 2020.

This grant cycle is expected to be for one year, ending June 30, 2021, with the option to renew on a year-to-year basis. However, continued investment in this initiative is dependent on grantee performance and continued alignment with United Way of York County's investment priorities.

II. Background Information- The Road to Financial Stability

United Way of York County has been supporting our community for decades. Over the past two years, UWYC has developed a strategic plan to transition to an issue-focused framework.

Issue-focused United Ways assess the adequacy of existing community strategies and services to address key community issues. Then, they select an issue they believe their United Way and their public, private, and governmental partners can collectively impact and change in a meaningful, measurable way. Issue-focused United Ways convene and facilitate partnerships to address root causes of complex social problems and produce more meaningful results. Essentially, an issue-focused United Way identifies a single, pressing issue in our community and then puts all its resources toward addressing that one issue.

United Way of York County has identified Financial Stability as our issue area, and we are creating partnerships to raise working families in our community to self-sufficiency by focusing specifically on underemployment and the need for financial literacy as root causes. By focusing our resources, we aim to offer effective pathways for low-to-moderate-income working families to rise to the level of self-sufficiency. UWYC recognizes that such an effort will require collaboration, coordination, commitment, and investment in deeper relationships with our strategic partners. As an agency working in this space, we hope that you will join us as partners in this initiative and work with us to help 3,000 York County families achieve financial stability by 2030.

III. Eligibility

To apply for funding, the organization and the program must meet the following eligibility criteria. Please do not submit a Letter of Interest (LOI) if your organization and/or program does not meet all the criteria below. For collaborative applications, all participating organizations must meet all eligibility requirements and restrictions.

Organizational Eligibility:

1. Any tax-exempt agency operating in York County is eligible if the organization meets the following requirements:
 - a. Not-for-profit organization with 501(c)(3) status
 - b. Government agency
 - c. School or academic institution
 - d. Collaborative or consortium
 - e. Faith based organization
2. The organization offering the program has an up-to-date State of SC Registration under the Solicitation of Charitable Funds Act.
3. The organization is compliant with the Patriot Act.
4. The organization possesses a Certified Financial Audit or Financial Review and has submitted an IRS form 990.
 - a. If invited to submit a full application, organizations are required to submit the Certified Financial Audit or Financial Review for its most recently completed fiscal year.
 - i. Organizations must provide the following financial documentation based on their annual revenue:
 1. *Certified Financial Audit and IRS 990*: Required for tax exempt organizations with gross financial revenue of \$300,000 or more
 2. *Financial Review and IRS 990*: required for tax exempt organizations with gross annual revenue between \$100,000 and \$299,999.
 3. *IRS 990 only*: required for tax exempt organizations with gross annual revenue between \$99,999 or less.
 - b. Certified Financial Audits for Collaborative Applications
 - i. Collaborative applications must identify a lead agency. The lead agency must submit the Certified Financial Audit or Financial Review and IRS 990 as outlined above.
 - ii. The other organizations participating in the collaborative application must provide the following financial documentation based on their annual revenue:
 1. *Certified Financial Audit and IRS 990*: Required for tax exempt organizations with gross financial revenue of \$300,000 or more
 2. *Financial Review and IRS 990*: required for tax exempt organizations with gross annual revenue between \$100,000 and \$299,999.
 3. *IRS 990 only*: required for tax exempt organizations with gross annual revenue between \$99,999 or less.

Program Eligibility:

1. The program serves residents of the York County area; programs that serve a broader geographical range must show that funds will only be used to support York County residents.
2. The organization requesting funding has been in operation for at least two years.
3. The program aligns with UWYC funding Goals and Strategies and can meet the required Program Measures for the impact area, goal, and strategy selected.

Restrictions:

1. The program may not require religious activities as a condition of service and must provide services to all clients regardless of faith or denomination. Furthermore, the organization’s programs and affairs must be conducted without discrimination based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status.
2. UWYC does not provide support to an organization’s ongoing operating budget.
3. Organizations or programs who have compliance violations are not eligible.
4. **Incomplete or late Letters of Interest or applications are not eligible.**

IV. Funding Goals, Strategies, and Measures

UWYC intends to fund projects that support working families in achieving financial stability. Projects should target the root causes of underemployment and the need for financial literacy, and implement innovative solutions to:

1. Provide job hunting skills and/or soft skills training for individuals to gain employment with a livable wage
2. Support families along a path to financial stability through programs for dependents
3. Increase knowledge of effective financial practices

Applicants will have the ability to select one or more of the funding categories indicated below in the application form. All Letters of Interest must identify the ONE Impact Area, ONE Goal, AND ONE Strategy from the list below, reporting on at least one Reporting Requirement that the program proposes to address.

Issue focused funding is largely unrestricted and can be used for anything necessary to administer the project including planning, personnel, facility expenses, and indirect costs. This funding opportunity is not limited to supporting direct services alone. UWYC recommends that grantees commit 10-15% of awarded funds towards evaluation and measurement of program success. For example, if you apply for \$10,000 funding, you should set aside \$1,000 to \$1,500 as a line item on your program budget relating to measurement related expenditures such as tracking software, allocated staff time, IT support, or collaboration with another agency on measurement.

Impact Area: Underemployment

Target population for all programs must include at least one of the following:

- Individuals who are low income (up to 200% FPL) or living in poverty.
- Individuals who are unemployed, underemployed, or not earning income at the Self Sufficiency Standard for family size.

Please refer to the [Target Population Guidelines](#) for further information.

Goal 1: Increase the number of participants enrolled in job training programs

<p>Strategy 1: Provide job hunting skills and/or soft skills training for individuals to gain employment with a livable wage</p>	<p>Reporting Requirements (at least one required):</p> <ul style="list-style-type: none">• #/% of participants who are enrolled in and/or complete job training program(s) for jobs available in the local market• #/% enrolled in a G.E.D., vocational degree, certificate, or credential program and/or earn relevant licenses, certificate, degree, or credential• #/% of individuals served who gained employment with a livable wage and/or increased their wages• #/% of individuals who complete an internship or apprenticeship with a goal of full employment
<p>Strategy 2: Support families along a path to financial stability through programs for dependents</p>	<ul style="list-style-type: none">• #/% of individuals served who increased their disposable income by accessing supportive services and/or reducing their costs

Impact Area: Financial Literacy

Target population for all programs must include at least one of the following:

- Individuals who are low income (up to 200% FPL) or living in poverty.
- Individuals who are unemployed, underemployed, or not earning income at the Self Sufficiency Standard for family size.

Please refer to the [Target Population Guidelines](#) for further information.

Goal 1: Increase the number of participants who increase their knowledge of financial literacy practices and implement sound financial practices.

<p>Strategy 1: Increase knowledge of effective financial practices</p>	<p>Reporting Requirements (at least one required):</p> <ul style="list-style-type: none">• #/% who take advantage of financial literacy courses or coaching• #/% who complete financial literacy courses or coaching programs• #/% who take advantage of the Earned Income Tax Credit• #/% who signed up for income maintenance programs• # of families who grow savings/assets by decreasing debt, increasing asset ownership, improving credit score and/or creating and following a budget.
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V. Funding Timeline

Letters of Intent are due by **Monday, February 17 at 5:00 PM EST**. Late letters will not be considered.

Invitations to complete eligibility and sign up for an information session will be sent out by Monday, February 24, 2020. All applicants invited to submit a full proposal must attend an information session in order to be considered for funding.

The online application forms will be available beginning **February 24, 2020**. Access to the online Community Force website can be obtained at the following link: <https://uwyc.communityforce.com/>. Current partner agencies can use their existing log-in information to enter the site.

Grant period	July 1, 2020- June 30, 2021
RFP Released	February 3, 2020
Application form available	February 24, 2020
Letter of Interest Due	February 17, 2020
Grant Information Session #1*	February 25, 2020- 9:30 - 10:30 AM
Grant Information Session #2*	March 3, 2020- 3:00 - 4:00 PM
Grant Information Session #3*	March 4, 2020- 9:30 – 10:30 AM
Final Applications Due	March 27, 2020
Site Visits	April 1- April 15, 2020
Notification of Awards	May 2020
Root Cause Collaboration Meeting	November 2020
Grant period begins, funding released	July 2020

**All Grant Information Sessions will take place at the City of Rock Hill Operations Center, 757 S Anderson Rd*

VI. Terms and Conditions

Once selected, grantees will be required to meet the following terms for funding:

- Attend and actively participate in root cause collaboration meetings to collaborate with UWYC and other local organizations working on root cause on shared goals and coordination of services. Gatherings may also include trainings and technical assistance support.
 - The senior executive and the project director of grantee organizations, and of organizations participating in an awarded coalition, will be expected to attend all gatherings.
- Support an integrated communications strategy. This may include coordination of publicity and marketing of your program with UWYC, as well as sharing progress reports via public communications.
- Demonstrate active and measureable efforts to develop evaluation methodology that is designed to inform project activities and lay the groundwork for future rigorous impact evaluation. A preliminary plan should be proposed by July 1, 2020 to be finalized no later than October 1, 2020. UWYC staff is available for consultation regarding this process.
- Provide quarterly progress reports to UWYC. Reporting will consist of narrative and number inputs. Detailed expenditures will not be reported.
- Provide regular updates about evaluation activities, challenges, and progress of the project through conference calls or in-person meetings with the UWYC staff.
- Provide summary final reports and evaluation results to UWYC.
- Demonstrate steady progress on the project initiative.

Further information regarding these requirements will be made available at the time of funding. These requirements are intended to evaluate the project's effectiveness, identify where adjustments may be necessary, and inform how UWYC can support grantees.

UWYC intends to use the proposal materials of awarded initiatives on our website and other public communications to describe the projects we help support.

VII. Proposal Requirements

All applicants must notify UWYC of their intent to apply by submitting a Letter of Interest (LOI) no later than February 17, 2020. Details on content and submission of LOIs are included in this document.

Final applications are due **March 27, 2020 at 5:00 PM**. Incomplete applications will not be considered. Community Force applications will automatically close on the due date and time. Therefore, no late submissions will be possible. All applicants are strongly encouraged to submit their proposals early to avoid technical problems that could delay proposal submission.

Current partner agencies can use their existing log-in information to enter the site. Non-partner agencies will need to create a new account.

Agencies are permitted to submit only one application per agency per grant cycle.

Collaborative Applications

Collaborative applications are encouraged. Collaborations can make more efficient use of resources and have a better chance of achieving outcomes with meaningful, transformative, and lasting results. UWYC defines collaboration as, "a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone". As such, collaborations are partnerships that demonstrate a level of shared process and common goals that *go beyond a simple referral relationship*.

Submitting the Letter of Interest (LOI)

Once eligibility is determined, follow the steps below to prepare and submit the program's LOI:

- Please submit one LOI per program.
- The LOI consists of two parts:
 1. Cover Sheet: The cover sheet should be typed on organization letterhead and include the information listed below. Collaborative applications must provide this information for all participating organizations and identify the lead agency:
 - a. Organization address, phone, fax, email, and website
 - b. Contact information for the organization's Chief Professional Officer (Executive Director, President, etc.): Name, Title, Phone Email
 - c. Signatures of the Chief Professional Officer and Chief Volunteer Officer (Board Chair, etc.)
 - d. Contact Information for the Primary LOI Contact: Name, Title, Phone, Email
 2. LOI Template: Please answer each question on the separate LOI template. Responses on the template must NOT exceed 2 pages.
- Please combine the Cover Letter and 2-page template into one PDF document.
- Submit the LOI through Community Force which can be accessed by [clicking here](#). You will need to complete the 2020 Financial Stability Partner Grant Eligibility in order to upload the LOI.

- **LETTERS OF INTEREST ARE DUE BY 5:00 PM ON FEBRUARY 17, 2020. LATE LOIs WILL NOT BE ACCEPTED.**

VIII. Proposal Instructions and Scoring Criteria

Proposals will be reviewed and scored by trained community volunteers. The 2020-2021 Agency Evaluation Form, [available here](#), outlines the scoring criteria and points for each section of the proposal. The total possible base score is 40.

IX. Next Steps

- **Invitation to Submit a Full Application:** LOIs are reviewed by UWYC staff and volunteers. Organizations and programs that meet eligibility requirements and funding priorities will be invited to submit a full application. Full applications are due no later than March 27, 2020. Late or incomplete applications will not be accepted.
- **Site Visits:** UWYC staff will schedule a site visit with organizations invited to submit a full application. Site visits will take place between April 1 and April 15, 2020.
- **Application Evaluations and Approval:** Applications are reviewed by volunteers and UWYC staff. Applicants recommended for funding are then approved by the UWYC Board of Directors. Applicants are not guaranteed to be awarded funding. Funding decisions will be communicated to the applicant on or before the award date specified in the grant cycle.